

Johnston Community School District  
5608 Merle Hay Road  
P.O Box 10  
Johnston, IA 50131

## **Substitute Handbook**

**Effective July 1, 2017 – June 30, 2018**



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# JOHNSTON DRAGONS

## Johnston Community School District 2017-18 Calendar

### August 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30*	31	

### September 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6*	7	8	9
10	11	12	13*	14	15	16
17	18	19	20*	21	22	23
24	25	26	27*	28	29	30

### October 2017

S	M	T	W	T	F	S
1	2	3	4*	5	6	7
8	9	10	11*	12	13	14
15	16	17	18*	19	20	21
22	23	24	25*	26	27	28
29	30	31				

### November 2017

S	M	T	W	T	F	S
			1*	2	3	4
5	6	7	8*	9	10	11
12	13	14	15*	16	17	18
19	20	21	22	23	24	25
26	27	28	29*	30		

### December 2017

S	M	T	W	T	F	S
					1	2
3	4	5	6*	7	8	9
10	11	12	13*	14	15	16
17	18	19	20*	21	22	23
24/31	25	26	27	28	29	30

### January 2018

S	M	T	W	T	F	S
	1	2	3*	4	5	6
7	8	9	10*	11	12	13
14	15	16	17*	18	19	20
21	22	23	24*	25	26	27
28	29	30	31			

### February 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7*	8	9
10	11	12	13	14*	15	16
17	18	19	20	21*	22	23
24	25	26	27	28*		

### March 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7*	8	9	10
11	12	13	14	15	16	17
18	19	20	21*	22	23	24
25	26	27	28*	29	30	31

### April 2018

S	M	T	W	T	F	S
1	2	3	4*	5	6	7
8	9	10	11*	12	13	14
15	16	17	18*	19	20	21
22	23	24	25*	26	27	28
29	30					

### May 2018

S	M	T	W	T	F	S
		1	2*	3	4	5
6	7	8	9*	10	11	12
13	14	15	16*	17	18	19
20	21	22	23*	24	25	26
27	28	29	30*	31		

### June 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9

\* One hour early out (every Wednesday, every school)

No School day

  Staff prof. development/work day

3 hour early dismissal

◇ Parent/Teacher conferences

End of the Quarter

△ End of the Trimester

Dates in red denote significant start or end date

Aug. 15-17	New Teacher Orientation
Aug. 21-23	Staff Professional Development Days
Aug. 24	FIRST DAY OF SCHOOL GRADES K-7
Aug. 25	FIRST DAY OF SCHOOL GRADES 8-12
Aug. 31	FIRST DAY OF PRE-KINDERGARTEN
Sept. 4	NO SCHOOL - Labor Day holiday
Oct. 27	End of first quarter
Nov. 2	Early Dismissal (3 hours) (all schools) <ul style="list-style-type: none"> <li>Grades 6-12 Parent/Teacher Conferences 1:30-5 p.m.; 5:30-8 p.m.</li> <li>PreK-5 Professional Development</li> </ul>
Nov. 3	NO SCHOOL - Staff Prof. Dev./Work Day
Nov. 9	Grades 6-12 P/T Conferences 4:30-8 p.m.
Nov. 14	Grades PreK-5 P/T Conferences 4:30-8 p.m. <ul style="list-style-type: none"> <li>No prekindergarten classes all day</li> </ul>
Nov. 16	Early Dismissal (3 hours) (all schools) <ul style="list-style-type: none"> <li>Grades PreK-5 P/T Conferences 1:30-5 p.m.; 5:30-8 p.m.</li> <li>6-12 Professional Development</li> <li>No prekindergarten classes all day</li> </ul>
Nov. 21	End of the first trimester
Nov. 22-24	NO SCHOOL - Thanksgiving holiday
Dec. 22-Jan. 2	NO SCHOOL - Winter break
Jan. 3	STUDENTS RETURN FROM BREAK
Jan. 12	End of the second quarter, end of the first semester
Jan. 15	NO SCHOOL <ul style="list-style-type: none"> <li>Grades PreK-5: Professional Development</li> <li>Grades 6-12: Prof. Dev./Work Day</li> </ul>
Feb. 19	NO SCHOOL <ul style="list-style-type: none"> <li>Grades 6-12: Professional Development</li> <li>Grades PreK-5: Prof. Dev./Work Day</li> </ul>
March 1	End of second trimester
March 1	Early Dismissal (3 hours) (all schools) <ul style="list-style-type: none"> <li>Grades PreK-12 P/T Conferences 1:30-5 p.m.; 5:30-8 p.m.</li> <li>No prekindergarten classes all day</li> </ul>
March 6	PreK-12 P/T Conferences - 4:30-8 p.m. <ul style="list-style-type: none"> <li>No prekindergarten classes all day</li> </ul>
March 9-16	NO SCHOOL - Spring break
March 29	End of third quarter
April 27	Early Dismissal (3 hours) (all schools) <ul style="list-style-type: none"> <li>PreK-12 Professional Development</li> </ul>
May 28	NO SCHOOL - Memorial Day holiday
June 1	LAST DAY OF SCHOOL (End of second semester, end of third trimester)
June 4	Teacher Work Day
June 4-8	Reserved as potential make up days

Revised 5/26/2017

## **WELCOME**

The administration and faculty of the Johnston Community School District would like to welcome you. As a substitute in any capacity, you are an **important** member of our staff because it is your responsibility to provide students with instruction and/or supervision when a staff member is absent.

This handbook is designed to help you in your efforts to learn as much as you can about the District. Please read the handbook carefully. It can be your guide to a more successful year with our district.

You are welcome to visit any of our buildings or observe a classroom at any time. Simply contact the building administrator. We hope that your experiences as a substitute in the Johnston Community School District will be meaningful and productive.

## **PROFESSIONAL ETHICS**

If, in your role as a substitute, you need access to student records, please contact the administrator. These records, which are maintained to provide the professional staff with necessary information concerning each student, must be handled with extreme care. **Information concerning students is of a confidential nature and must be kept confidential by the substitute. Any information you discover working with students or staff falls under these confidential guidelines. Johnston Schools expects our substitutes to honor the most professional ethics.**

As a substitute traveling from school to school within the District, you will observe many classroom formats. You are expected to make every effort to carry on the program of the regular staff member.

## **QUALIFICATIONS AND REQUIREMENTS**

### **CERTIFIED STAFF -**

To be employed as a substitute in the Johnston Community School District you must have the following on file with our central office:

1. Application for substituting with current resume attached.
2. A copy of your teaching or nursing license.
3. A certificate for each of the following on-line trainings through Heartland AEA's training programs:
  - a) Mandatory Reporter
  - b) Right to Know About Hazardous Chemicals
  - c) Bloodborne Pathogens
4. A copy of college transcripts and letters of reference (teachers and nurses only).
5. Confidentiality statement, emergency contact, board policies, and worker's comp policy signed.
6. Federal and state withholding tax forms along with the I-9 form including identification from the List of Acceptable Documents. These documents must be returned to the Human Resources Office for you to receive your paycheck.

### **NON-CERTIFIED OR CLASSIFIED STAFF**

1. Application for substituting with current resume if available.
2. Non-Certified applicants in the listed job categories of Regular Ed Sub Associate, Special Ed Sub Associate, Library Sub Associate, Transportation Sub Associate, Variable Hour Nutrition Sub Staff, and Custodial Substitutes are required to complete a pre-employment lift test and physical prior to employment. This will be arranged through the Human Resources office.
3. A certificate for each of the following on-line trainings through the Heartland AEA's On-line program:
  - a) Right to Know About Hazardous Chemicals
  - b) Bloodborne Pathogens
  - c) Asbestos Training (Custodians only)
  - d) Overview of State Requirements Regarding Seclusion and Restraint: Chapter 103 (transportation candidates only)
4. Confidentiality statement, emergency contact, board policies, and worker's comp policy signed.
5. Federal and state withholding tax forms along with the I-9 form including identification from the List of Acceptable Documents. These documents must be returned to the Human Resources Office in order to be paid.

### **ON-LINE TRAININGS FOR SUBSTITUTES:**

Johnston Community Schools ask that each substitute complete 5 mandatory trainings through Heartland AEA:

- 1) Mandatory Reporter Child and Dependent Adult Abuse (certified substitutes only)
- 2) Right to Know
- 3) Bloodborne Pathogens
- 4) Asbestos Training (Custodians only)
- 5) Overview of State Requirements Regarding Seclusion and Restraint: Chapter 103 (transportation candidates only)

Directions for taking on-line trainings will be given to substitutes when they pick up their substitute information from the District Human Resource Office.

## SUBSTITUTE ASSIGNMENT PROCEDURE (*Absence Management*)

After you have completed an application, fulfilled the above requirements, and provided the District Human Resource Office with your documents, you will be activated on ***Absence Management***, the substitute system in place at Johnston schools.

This service, called ***Absence Management***, utilizes both the telephone and the Internet to assist you in locating jobs in the school district. The ***Absence Management*** system is available 24 hours a day, 7 days a week. ***Absence Management*** uses three methods to make jobs available to substitutes:

1. You can search for and accept available jobs, change personal settings, update your calendar, and personalize your available call times by visiting ***Absence Management*** on the internet.
2. You may interact with the ***Absence Management*** system by way of a toll-free, automated voice instruction menu. Here, you can proactively search for jobs and manage existing jobs.
3. ***Absence Management*** will also make phone calls to substitutes to offer jobs. Johnston schools selected standard call times when ***Absence Management*** service may call for substitutes: 5:00 AM-11:59 AM and 4:15 PM-10:00 PM.

Once you have been activated as a substitute you will receive a detailed letter with instructions, your ID Number, and your PIN Number from ***Absence Management*** ([e-mail-netpost@aesoponline.com](mailto:e-mail-netpost@aesoponline.com)).

### EMERGENCY OR WEATHER RELATED SCHOOL CANCELLATIONS

The District does **NOT** pay for scheduled substitute jobs that have been cancelled due to emergency school cancellations. It is your responsibility to refer to the local television and radio stations the morning of your scheduled assignment to see if Johnston Schools have been cancelled. ***Absence Management*** will **NOT** call you to notify you if school has been cancelled.

### SUBSTITUTE TEACHER/NURSE/ASSOCIATE ASSIGNMENTS

Substitutes are expected to arrive as close to the start time as possible and expected to remain at the building assigned until the departure time. **Substitutes must check in and out with the building administrator's secretary.** Of course, if the call requesting your services is late, you are asked to arrive as soon as possible after accepting the assignment. If you should become ill or an emergency arises during the day while substituting, always contact the building secretary before leaving the building assigned. **If an emergency occurs the day of your assignment and you are unable to report at the assigned time, please call the school secretary directly.** The telephone numbers are listed on the last page of this handbook.

#### Teacher/Nurse Assignments:

Building Level	<u>Full Day</u>		<u>½ day AM</u>		<u>½ day PM</u>	
	arrival	depart	arrival	depart	arrival	depart
Elementary	7:50 am	3:50pm	7:50 am	11:50 am	11:50 am	3:50 pm
6/7 (Summit Middle)	7:30 am	3:30 pm	7:30 am	11:30 am	11:30 am	3:30 pm
8/9 Middle	7:30 am	3:30 pm	7:30 am	11:30 am	11:30 am	3:30 pm
High School	7:30 am	3:30 pm	7:30 am	11:30 am	11:30 am	3:30 pm

**(Non-certified staff are only paid the hours they work)**

**Associate assignments vary depending on assignment**

**Associate Subs should use hours assigned by Absence Management**

**Building school hours are as follows:**

Building Level	Regular School Day:		Wednesdays:		3 Hr Early Dismiss	
Elementary	8:40 am	3:35 pm	8:40 am	2:35 pm	8:40 am	12:35 pm
6/7 (Summit Middle)	7:50 am	2:50 pm	7:50 am	1:50 pm	7:50 am	11:50 am
8/9 Middle	7:50 am	2:50 pm	7:50 am	1:50 pm	7:50 am	11:50 am
High School	7:50 am	2:50 pm	7:50 am	1:50 pm	7:50 am	11:50 am

## **IN-SERVICE MEETINGS**

Substitute teachers and nurses are welcome at staff meetings and in-service meetings, however attendance is not required. Occasionally, substitutes may be asked to do other assignments on early dismissal days.

Long-term substitutes should talk with the building administrator concerning attendance at staff meetings or in-service meetings and other pertinent information, (i.e. start date, ending date, etc.).

## **WHAT TO DO WHEN YOU ARRIVE**

Be sure to report to the school office to secure your assignment for the day, obtain a substitute ID badge, the substitute form, room key, and other necessary information. If you would like to purchase a school lunch, please notify the building secretary and she will be able to help you.

Certified Staff:

- Locate the teacher's mailbox and check for items that might pertain to the day's activities.
- When you arrive at the classroom, locate the lesson plan book, substitute teacher's folder, the daily schedule, attendance slips, manuals, and other pertinent information on or in the teacher's desk. Please feel free to ask any staff member for assistance if you are unclear on anything.
- The substitute teacher folder will contain useful information and materials for your day.
- Carefully review the teacher's lesson plans, check the classroom teacher's schedule for any special duties that you may be expected to perform such as recess, lunchroom, bus duty, etc.
- Emergency Expectations Charts are posted in each classroom. Familiarize yourself with emergency procedures. Fire drill and tornado drill instructions are posted as well in each classroom.

## **CLASSROOM RESPONSIBILITIES**

### **REPORTING ABSENCES**

Student attendance must be taken daily. Attendance will be taken at the beginning of each day/or class period. The procedure followed in the individual school will be explained in the substitute folder. No student should be excused from class or school without a pass securing the permission of the administrator or the secretary.



## STUDENT CONTROL

Creating favorable rapport is an important aspect of successful substitute teaching. A few suggestions may help you establish good classroom routines.

- A. Provide for efficient learning situations and develop an atmosphere of mutual respect between teacher and students.
- B. Expect good behavior. Students tend to respond to what is expected of them. A positive approach is worth more than many negative rules. Avoid making threats that cannot be carried out.
- C. Have materials ready. Be organized at the beginning of class.
- D. Be aware of the attention span of the students. Know when to change activities.
- E. Except for a real emergency, never leave the class unattended.
- F. Some buildings have established special approaches to discipline at certain grade levels or school wide. Check the substitute's folder for specific instructions and feel free to contact a neighboring teacher if additional information is needed.
- G. Corporal punishment is defined as the intentional physical punishment of a student and is **strictly prohibited as per Board Policy 503.5**. At all times work to maintain the dignity of the student(s) in all learning and/or discipline situations.
- H. If you have questions concerning discipline, contact the administrator or as directed in substitute folder.
- I. Substitutes are to contact parents only under advisement of the administrator.
- J. Common sense should prevail when administering all rules and guidelines.
- K. Special care and attention should be given so all answer keys and tests are secure.

## CLASSROOM ROUTINE

Follow the regular classroom teacher's plans and programs as closely as possible. The teacher's lesson plans, along with other information about rooms, seating, and assigned duties will be available.

Report any unusual or exceptional classroom situation to appropriate personnel.

If audio-visual equipment is required, check the needed equipment out from the library media center (LMC). Request any specific operational instructions from the media specialist.



## **HOMEWORK**

Do not assign homework unless the homework has been planned by the regular teacher. Substitutes who expect to be in an assignment a week or more may assign homework after discussing this with the teacher, team/grade coordinator, coworker or administrator.

## **EMERGENCY PROCEDURES**

Become acquainted with the Emergency Expectations Chart located in each room. This guide will reference fire and tornado drills and other emergency procedures. They are posted in each classroom. The secretary in each building will assist you, if necessary.

Accidents or illnesses involving students should be reported to the office immediately. An accident form must be completed as soon as possible in case of any personal injury. Ask for help if you need it.

## **MEDICATION IN SCHOOL**

No school employee shall prescribe medicine for a pupil or for another employee.

1. Administering of Medicine is done by the school nurse.
  - a) In case of some illnesses, it may be necessary for a child to take medicine at school. In such case, a permission note signed by the parent must accompany the medication or the parent should sign a consent form.
2. The designee who has been trained under the State Department of Public Health guidelines should be entrusted to give the medication in the absence of the nurse.
3. Medication must be brought in the prescription container or the container in which it was purchased with the following information:
  - a) Child's name
  - b) Name of medication
  - c) Dosage
  - d) Time to be administered

## **END OF THE WORK DAY**

Leave a summary of the work accomplished and any unusual problems that may have arisen during the absence of the teacher. Correct assignments or tests unless otherwise noted. Teachers will also appreciate a note highlighting a successful experience with the class or an individual student.

Make sure all materials are stored properly and the room is empty of students before leaving. Turn off all lights and close the door.

Check in the office to see if you will be needed another day. Return the completed substitute's form and substitute ID badge to the building secretary. We are interested in your ideas. Please feel free to discuss any suggestions or concerns with the building administrator.

## PAYMENTS AND BENEFITS

**Substitutes are paid on the LAST DAY OF THE MONTH, or the last Friday if the last day falls on a weekend.** Any time worked prior and through the **15th of the month** will be deposited in your designated account on the last day of the month. Time clocks are now used instead of paper timesheets for collecting the time worked for us. This makes recording your time easier and gives payroll more accurate information. Instructions are sent to new substitutes before they sub for the first time.

Instructions are posted by each building time clock to assist you. Time clocks are located in the hallway by the main entrance except for Lawson and Timber Ridge where they are located in the “mail room” in the office.

Time for sub teachers and sub nurses will be in days. Time for sub associates will be in hours and minutes (minutes are rounded to the quarter of the hour). You will be emailed a report of your hours for the previous week each Monday night. It is the responsibility of the Substitute to verify the time worked is correct. If you are **new** to our district, the District Human Resource Office will be happy to assist you with any questions you may have regarding the completion of the necessary payroll paperwork. Pay Rates for our substitutes are as follows:

<b>Substitute Teacher/Nurse</b>	\$135.00 per day for the first 10 consecutive days**
	\$145.00 per day on the 11th day **
	\$200.00 on the 21st consecutive day**

### **\*\*Consecutive days in the SAME ASSIGNMENT**

#### **Non- Certified Substitute Pay:**

Regular Ed Associate:	\$12.94 per hour
Special Ed Associate:	\$12.94 per hour
Library Media Associate:	\$12.94 per hour
Transportation Associate:	\$12.94 per hour
Severe & Profound Assoc.:	\$13.52 per hour
Administrative Secretaries:	\$14.00 per hour
Custodian	\$15.10 per hour

#### **The District does not issue paychecks. All substitutes are required to have direct deposit.**

Johnston Schools is making Employee Online available to all staff including non-contracted temporary employees. Employee Online is a way for you to view and make changes to your information. Your paystub is available on Employee Online.

**You can find Employee Online (EO) on the district website <http://www.johnstoncsd.org> in the tab under Staff. Click on Employee Online; USER is your employee ID that is listed at the top of your paycheck stub (E00xxxx) note that this contains the letter E followed by zero zero and your unique number; PASSWORD is the last 4 digits of your social security number (xxxx).**

Once you are logged in, you may make a selection on the left side of the screen. Since EO is also used by contracted staff some of the items will not pertain to you. Example: leave tracking, insurance, 403 (b) TSA, etc.

**Employee Online includes:**

Paycheck stubs to view and print (if needed). You can view your paycheck as soon as payroll is processed (afternoon of 2 days before payday).

You can now update your address, email, emergency contact, and Federal and State W-4. NO more filling out a sheet of paper and dropping off at the District Office.

W-2 info for you to print if needed.

Information on IPERS, direct deposit and applicable forms.

Employee Directory.

What If calculator – used to calculate possible changes to your check.

Please logon and take a look at your information; contact the District office and ask for Payroll if questions or problems.

The 1<sup>st</sup> time in, some employees will get a blue screen (or if they have updated their computer). Below are directions for that.

At the top right hand corner of the screen you should see a house, a star and a round “tool” icon. Click on it. Click on “Compatibility View Settings”. Under “Add this website” you will see the Sungard website – click on Add. You should then be able to see EO just fine. If not, let us know.

Clu Shumaker, Finance/Payroll Specialist  
[cshumaker@johnston.k12.ia.us](mailto:cshumaker@johnston.k12.ia.us)  
515-278-0470 ext. 1631

Bev Lyons, Finance/Payroll Supervisor  
[blyons@johnston.k12.ia.us](mailto:blyons@johnston.k12.ia.us)  
515-278-0470 ext. 1611

**WITHHOLDING FROM PAY**

Federal and state taxes and the employee's social security payments are withheld from each paycheck, as required by law. IPERS will also be deducted after earning \$1,000.00 in two consecutive quarters.

**BENEFITS**

Substitute teachers are covered by the district's liability insurance and by worker's compensation. In addition, the district contributes the employer's contribution percent to social security for each substitute.

**NOTICE OF CONTINUANCE OF SERVICE**

Each school year substitutes are needed to temporarily replace staff who find it necessary to be absent from their assigned responsibilities. Those substitutes who wish to return for the coming school year are invited to do so and will receive an e-mail notification during the summer asking about their interest in subbing for the upcoming school year. The subs need to respond promptly by the date designated in the e-mail.

**NOTICE OF DISCONTINUANCE OF SERVICE**

Any substitute who chooses to discontinue his/her service as a substitute in the Johnston Community School District must indicate this either by an e-mail reply to the e-mail sent by the HR staff asking their intentions for subbing for the upcoming school year or they must submit a letter

of resignation. Either way, the sub must state the reason they will no longer substitute for Johnston Schools. Letters should be addressed as follows:

Laura Kacer, Executive Director of Human Resources  
Johnston Community School District - P.O. Box 10, Johnston, IA 50131

### **CONCLUSION**

The role of the substitute teacher is a challenging one. We hope you will do your best to meet this challenge by rendering a professional type of substitute service.

Keep this booklet. Consult the administrator for further explanations of any rules, policies, and schedules not treated in this booklet.

### **SUBSTITUTE CHECKLIST**

#### **HAVE YOU:**

- \_\_\_\_\_ 1. Reported to the office upon arrival?
- \_\_\_\_\_ 2. Dressed appropriately (casual dress is appropriate – Fridays are more casual with T-shirt or sweatshirt & jeans acceptable, but within reason. Remember we are representing Johnston Schools and want to set an example for our students.
- \_\_\_\_\_ 3. Become familiar with the routine of this school?
- \_\_\_\_\_ 4. Prepared all materials needed for the day?
- \_\_\_\_\_ 5. Written your name on the board?
- \_\_\_\_\_ 6. Introduced yourself to neighboring teachers?
- \_\_\_\_\_ 7. Started class on time?
- \_\_\_\_\_ 8. Taken the time to have students give you their names?
- \_\_\_\_\_ 9. Followed lesson plans?
- \_\_\_\_\_ 10. Performed the classroom teacher's extra duties?  
(Check lesson plans or with nearby teachers)
- \_\_\_\_\_ 11. Handed out bulletins that need to be taken home by students?
- \_\_\_\_\_ 12. Involved all students in some way?
- \_\_\_\_\_ 13. Acted professionally?
- \_\_\_\_\_ 14. Left the room orderly, with items returned to storage?
- \_\_\_\_\_ 15. Checked papers?
- \_\_\_\_\_ 16. Turned off lights, and/or A-V equipment?
- \_\_\_\_\_ 17. Filled out any reports due at the end of the day?
- \_\_\_\_\_ 18. Written a note to the classroom teacher?
- \_\_\_\_\_ 19. Checked with the administrator or secretary to see if you are needed the next day?
- \_\_\_\_\_ 20. Signed the substitute teacher form available at the office?
- \_\_\_\_\_ 21. Turned in any keys?

## HAZARD COMMUNICATION (FOR EMPLOYEES)

The entire set of Worker Right to Know Manuals (or Hazard Communication Standard Manuals) are located in the building administrator's office and are available for your reference during working hours.

### **The Red manual should be used for reference and include:**

1. The list of hazardous materials, the hazard ratings, and cross reference lists of the materials by both vendor and common names (or generics)
2. The name, address, and emergency phone numbers of the vendors.
3. Our written hazard plan.
4. A copy of the training video.
5. A glossary of terms to help you better understand the MSDS (Material Safety Data Sheet)

### **The Yellow Books are Employee Training Records.**

1. There are two sets of Training Records. The Training Records are in alphabetical order by product name.

Book 1 includes all products from A to L and includes all products whose name begins with a numeral.

Book 2 includes all products from M to Z.

2. At the beginning of each book there are some instructions on how to read these manuals.

The Blue Manuals are the Material Safety Data Sheets (MSDS's) developed by the manufacturers.

Contact the Building Administrator or supervisor if you have questions regarding our Workers Right To Know Program.

Be sure to become familiar with the health, fire, reactivity and special notice hazards of each chemical. Remember that a hazard rating of "0" means no known danger and progresses up to greatest hazard rating of "4". Any hazardous material can be dangerous if handled incorrectly. However, materials with a health, fire, or reactivity rating of "3" or "4" can be extremely dangerous if handled incorrectly.

Always read the label and follow the manufacturers instructions when using any material.

Notify your supervisor or the Building Administrator if there are hazardous materials that are not included in our Workers Right To Know Program.

Never use temporary containers that do not have a label. NEVER remove a label from a container.

Wear the manufacturer's recommended protective equipment when handling hazardous materials.

There are special disposal requirements for hazardous materials. Ask your supervisor or Building Administrator for disposal instructions before disposing of any hazardous materials.

In case of an emergency, call the manufacturer. The name and emergency phone numbers of the manufacturers are located on the container labels, on the MSDS sheets, on the Inventory List, and Vendor List located in the RED Reference Manual. You may also call the Iowa Department of Natural Resources (515-281-8694), or the Chemtrec national emergency response number at 800-424-9300. In all cases, you should also notify your Building Administrator as soon as possible when an emergency exists.

Materials that have been identified as carcinogens (cancer causing) or potential carcinogens are identified with an "\*" next to the health hazard rating in the YELLOW Training Manuals.

Both you and your employer are responsible for controlling hazards in the workplace. It's your employer's job to provide you with the information about chemical hazards and training on the safe use of hazardous materials. It's your job to learn about hazardous materials and to use the protective measures provided for you, practice safe work habits, know emergency and first aid procedures, and be informed.

## DIRECTORY

### **Beaver Creek Elementary (Grades K-5)**

**278-6228**

Eric Toot, Principal

**Joan Taylor-Sparland, Secretary**

8701 Lyndhurst Drive

Johnston, Iowa 50131

### **Horizon Elementary (Grade K-5)**

**986-1121**

Lindsey Cornwell Principal

**Terri Spencer, Secretary**

5905 N.W. 100th Street

Johnston, IA 50131

### **Lawson Elementary - Grades (K-5)**

**278-0478**

Thomas Bartello, Principal

**Leesa Boston, Secretary**

5450 N.W. 62nd Avenue

Johnston, Iowa 50131

### **Timber Ridge Elementary (Grade K-5)**

**331-4379**

Kelley Harrison, Principal

**Tracy Fausch, Secretary**

7370 NW 54th Avenue

Johnston, IA 50131

### **Wallace Elementary (Grade K-5)**

**278-6977**

Suzanne Pearson, Principal

**Janet Bucher, Secretary**

6510 N.W. 62nd Avenue

Johnston, Iowa 50131

### **Administrative Resource Center**

**278-0470** Fax - 278-5884

Laura Kacer, Executive Dir of HR

Jill Rutz, HR Manager

Melissa Jacobson, HR Assistant/  
Transportation Liaison

Cori White, Finance/HR Specialist

Dawn Stephens, HR Assistant/Receptionist

### **Summit Middle School (Grades 6-7)**

**986-0318**

Christopher Billings, Principal

Kevin Blackburn, Associate Principal

**Jenna Logan, Secretary**

9500 Windsor Parkway

Johnston, Iowa 50131

### **Johnston Middle School (Grades 8-9)**

**278-0476**

Brent Riessen, Principal

Raine Mollenbeck, Associate Principal

**Cheryl Hudson, Secretary**

6207 N. W 62nd Street

Johnston, IA 50131

### **Johnston High School (Grades 10 - 12)**

**278-0449**

Ryan Woods, Principal

Randy Klein, Associate Principal

Jerry Stratton, Associate Principal

**Liz Sullivan, Secretary**

6501 N.W. 62nd Avenue

Johnston, Iowa 50131

### **ChildServe Habilitation In-House Prgm**

**270-2205**

Vickie McCool, Director of Special

Education - 278-0335

**Jane Courtright, Secretary - 278-0335**

5406 Merle Hay Rd.

Johnston, IA 50131

### **Youth Homes of Mid-America**

**276-3473**

Vickie McCool, Director of Special

Education - 278-0335

**Jane Courtright, Secretary - 278-0335**

7085 NW Beaver Dr.

Johnston, IA 50131



## **EQUAL OPPORTUNITY/NON DISCRIMINATION**

It is the policy of Johnston Community School District to provide equal educational and employment opportunities and not to illegally discriminate on the basis of gender, race, national race, creed, age, marital status, sexual orientation, or disability in its educational programs, activities or its employment and personnel policies.

This agency shall provide program activities, a curriculum and instructional resources which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles and life styles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, age, marital status, sexual orientation, and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under represented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to the Executive Director of Human Resources, Johnston Community School District, P.O. Box # 10, Johnston, Iowa 50131, 515) 278-0470, to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.