

## NOTIFYING US OF CRIMINAL CONVICTIONS:

Although criminal history records checks are performed on sub teacher applicants, subs are also required by law to report to the district any future criminal offenses, or be guilty of an additional crime. This must be done in writing to the Copper Country ISD and Michigan Department of Education within three days of arraignment. Those who need to report an offense, should obtain the proper form from the substitute registration desk at the ISD. Descriptions of offenses are listed below.

### Listed Offenses (requiring sex offender registration)

- Accosting, enticing, or soliciting a child for immoral purposes.
- Involvement in child sexually abusive activity or material.
- A third or subsequent violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure, or a local ordinance substantially corresponding to either offense.
- First, second, third, or fourth degree Criminal Sexual Conduct (CSC).
- Assault with intent to commit CSC.
- If the victim is less than 18 years of age, the crime of gross indecency (except for a juvenile disposition or adjudication), kidnapping, sodomy, or soliciting another for prostitution.
- Leading, enticing, or carrying away a child under 14 years of age.
- Pandering.
- Any other violation of a state law or local ordinance constituting a sexual offense against an individual less than 18 years of age.
- An offense committed by a sexually delinquent person.
- An attempt or conspiracy to commit one of the offenses listed above.

### Enumerated Misdemeanor Convictions -Required Disclosure

- Felonious assault on a child, child abuse in any degree, or an attempt to commit child abuse in any degree
- Cruelty, torture, or indecent exposure involving a child
- Delivery of a narcotic to a minor or student or within 1,000 feet of school property (333.7410)
- Breaking and entering (750.115)
- Knowingly allowing a minor to consume or possess alcohol or a controlled substance at a social gathering (750.141a)
- Accosting, enticing, or soliciting a child for an immoral purpose (750.145a)
- Larceny from a vacant dwelling (750.359)

- Assault; assault and battery (750.81)
- Assault; infliction of serious injury (750.81a)
- Selling or furnishing alcoholic liquor to a person less than 21 years of age (436.33)

### Required Disclosure and Immediate Suspension of Certificate Upon Conviction

- Manufacturing/delivering controlled substance (7401(2)(a)(i))
- Possession of a controlled substance (7403(2)(a)(i))
- Recruiting, inducing, soliciting or coercing minor to commit a felony (333.7416)
- Assault with intent to commit murder (750.83)
- Assault with intent to rob and steal armed (750.89)
- Attempt to murder (750.91)
- First degree murder (750.316)
- Second degree murder (750.317)
- Armed robbery aggravated assault (750.529)
- Misdemeanor—Delivery of a narcotic to a minor or student or within 1,000 feet of school property (333.7410)

## IMPORTANT CONTACTS

### For applications, registration, questions regarding qualifications, background checks and changes in preferences or availability:

Peggy Myllyoja, Executive Secretary to the Superintendent  
CCISD, (906)482-4250, x 104; 1-800-562-7618  
or [peggym@copperisd.org](mailto:peggym@copperisd.org)

### To set up fingerprinting appointments:

**IBT Fingerprinting**, (866)226-2952  
or on-line at <http://www.ibtfingerprint.com>

### **Houghton County Sheriff's Office**

(walk-ins accepted) or call (906)482-0055

### **Baraga County Sheriff's Office**

(Mondays 1-4 p.m.) or call (906)524-6177

### **Keweenaw County Sheriff's Office**

Call (906)337-0528 for dates & times

### To obtain transcripts for your application:

College or University Student Records/Registrar's Office

### For payroll, employment contract, withholding or direct deposit problems/inquiries:

Carol Gibbs, GMS-PT, (269)580-0531

### To request a new copy of your sub permit bill:

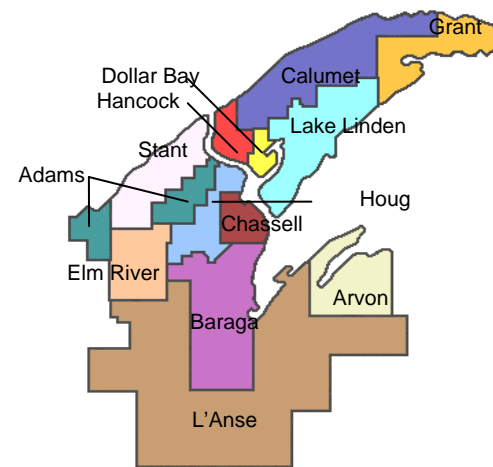
State of Michigan, (517)373-3310



# COPPER COUNTRY INTERMEDIATE SCHOOL DISTRICT

809 Hecla St., P.O. Box 270  
Hancock, MI 49930  
Telephone: (906)482-4250  
Toll Free: (800)562-7618  
Fax: (906)482-1931

-Serving Baraga, Houghton & Keweenaw Counties-



## SUBSTITUTE TEACHER INFORMATION

See our sub teaching FAQ and download forms  
on-line at <http://www.copperisd.org>!

# Substitute Teaching in the Copper Country ISD

## REGISTRATION/APPLICATION:

Individuals in Baraga, Houghton and Keweenaw Counties who are interested in serving as substitute teachers should register with the Copper Country ISD. The ISD conducts all necessary background checks on the applicants, applies for permits as needed, and provides a list of eligible substitute teachers to all of its constituent districts in the three-county area, BHK Child Development Board and the Keweenaw Bay Tribal Center. Applicants are responsible for all fees related to their application, including the costs of having their fingerprints taken, criminal history records checks performed, as well as the permit fee, if applicable.

## QUALIFICATIONS:

Applicants must either have a valid or expired Michigan teaching certificate, or have completed a minimum of 90 semester hours of satisfactory college credit consolidated at one four-year college or university which is accredited by either a regional accrediting agency or by the National Council for the Accreditation of Teacher Education (NCATE). A copy of a valid Michigan teaching certificate, expired Michigan teaching certificate or official transcripts must be presented as documentation. Applicants must also be able to pass a criminal history records check and unprofessional conduct check. *(Schools are prohibited by law from hiring applicants who have been convicted of listed offenses, which means those requiring registration as a sex offender. If an applicant has been convicted of a felony that is not a listed offense, the applicant can work only if both the Superintendent and Board of Education agree in writing. See information on back left panel for details concerning specific offenses.)*

## PERMIT:

If you are a certified teacher in Michigan, you do not need a permit. The ISD will apply for a permit on your behalf if you are not a certified teacher, but meet the credit requirements stated above, or if you have an out-of-state teaching certificate.

There is an annual fee for the permit. Public Act 339 of 1988 mandates the collection of fees for teaching certificates and permits. You will receive a bill for \$45 in the mail from the Michigan Department of Education. The invoice must be included with the payment and sent in the self-addressed envelope that is provided in order to properly credit your account. Permit payments should not be sent to the ISD. If not paid by the due date, the MDE rescinds your permit and the ISD must remove you from the sub list. Individuals with rescinded permits cannot be

reinstated until payment is made directly to the MDE. The permit is valid for teaching on a day to day substitute basis for the full school year, but is not valid for regular or extended assignments to a single classroom of 90 or more days.

## SUB CALLS:

The local schools that are looking for subs will contact you directly. The individuals listed below usually make the calls. The ISD contacts subs only for the programs that it operates. Schools often call subs early in the morning, due to unexpected illness of a teacher, although attempts are made to contact a sub as far in advance of a teacher's absence as possible. Although the ISD will notify districts of your availability once your application is processed, it is recommended that you contact the districts you want to sub at to introduce yourself and discuss availability.

## HOUGHTON COUNTY

### Adams

Jeffers HS	Chris Downey or Deanna Niemi	482-0580
South Range El.	Diane Keranen or Kim Harris (Principal)	482-4430

### Calumet

	Cathy Baranowski	337-0311
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(a.m.: Ext. 2209; p.m. 3117)

### Chassell

	Beverly Panke	523-4491
	Jennifer Strand	482-5800
	Jeanne Gourneau or Colleen Saari	288-3751

### Hancock

Hancock HS	Sheryl Aldrich	483-2540
Hancock MS	Peggy Bernard	487-5923
Barkell Elem.	Nora Dee	487-9030

### Houghton-Portage

Houghton HS/MS	Kathie Richards	482-4871, x.1400
Houghton Elem.	Debra Lyttinen	482-0456

### Lake Linden-Hubbell

Lake Lind.-Hub. HS	Craig Sundblad (Prin.)	296-6681
LL-H Elem.	Brad Codere (Coord.)	296-6221

### Stanton

	Jessica Hendrickson or Janine Wales	482-2797
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### CCISD Programs

Special Education	Kristin Zubiena	482-7260
Career Tech	Christina Wilmers	482-4250, x102
BRIDGE School	Jennifer Roose	482-0828

## BARAGA COUNTY

<u>Arvon</u> (Skanee)	Jennifer Lynn (Prin.)	524-7336
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### Baraga

Baraga HS	Dennis Ruuspakka (Prin.)	353-6661
LaTendresse El.	Cathie Stanaway or Sandy Ruuspakka	353-6664

## L'Anse

L'Anse HS	Joe Glasson	524-6122
L'Anse MS	Toni Vizina	524-5390
CJ Sullivan El.	Karen Kristo or Mary Glasson	524-7365

## KEWEENAW COUNTY

### Grant

	Diane Trudgeon	289-4447
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## PAYCHECKS:

Payroll is twice per month, on the 15th and 30th, and is generated by a company called GMS for all districts except Arvon, Elm River and Grant. You will sign employment documents for GMS when you register to be a sub, including a GMS contract, withholding forms, etc. If you want to sub for Arvon, Elm River and/or Grant, you will also fill out employment paperwork at those school offices the first time you sub there. Local districts set their own daily pay rates, as follows, and GMS pays based on those rates.

\$70	Adams, Dollar Bay-TC, Hancock, Houghton-Portage & Stanton
\$75	Lake Linden-Hubbell
\$80	Baraga, Calumet (CLK) & Copper Country ISD
\$85	L'Anse

## CONTINUING SUBBING FOR NEXT SCHOOL YEAR:

At the end of the school year, all active subs are sent a letter asking if they want to continue to sub for the following school year. Subs must respond to this mailing. If response is made by the due date on the request, the sub will be included on the list for the start of school. The ISD will apply for new permits for the school year, if needed.

## NOTIFYING US OF CHANGES/DISCONTINUING SUBBING:

If you have a change in address, phone number, certification, subbing preferences or are no longer available to sub, please be sure to notify the ISD immediately. We will notify the local schools and GMS of your changes.

## RETURNING TO ACTIVE SUBBING:

If you asked to be removed from the sub list and would like to be reinstated, simply contact the ISD and update your information as needed. However, if your absence was over 12 months, you will need to go through the fingerprinting and employer background check process again. Subs with rescinded permits must also pay their permit bills to the Michigan Department of Education to be reinstated.