

# **Oneida School District**

# **Substitute Handbook**

## **Oneida School District Mission:**

To provide opportunities to ensure success for every student while in school and readiness for success in an ever-changing world.

## **Purpose:**

To maximize the learning potential of every student

## **Vision:**

Preparing for the Future – A Team Approach

## **Values:**

- Education is the foundation for success.
- All students have a unique capacity to learn.
- Effective teaching is essential.
- Personal responsibility of the students is a factor in their success.
- Quality teachers make a difference.
- Schools provide a caring, safe, and respectful learning environment.
- Our guiding value will be “What is best for students?”
- We believe education is a collaborative effort involving the school, home and community.

Welcome

The Oneida County Public School System considers Substitute Teachers to be an integral part of the educational program. The Oneida School District thanks you for helping in the education process of our students. As such, Substitute Teachers are expected to maintain a professional attitude toward their work and always keep in mind the school system's goals. Effective Substitute Teachers make a positive impact on students. Substitute Teachers are assigned on an as needed basis and are considered to be temporary employees.

A Substitute Teacher Handbook with information on school procedures and discipline policies should be available in the school office for reference.

### **Substitute Teachers are expected to do the following:**

- Follow the lesson plan left by the teacher and ensure students complete all assigned tasks
- Maintain a safe environment
- Keep students under direct supervision at all times
- Refrain from touching any student for any reason
- Use appropriate language at all times
- Use materials provided by the teacher or other school personnel
- Avoid engaging in or encouraging discussions of inappropriate or non-school related topics
- Become familiar with emergency procedures
- Notify school administration of any unusual incidents which may have occurred during the school day
- Leave information concerning the day's activities for the teacher
- Check with the administrator before leaving an assignment early at the end of the day
- Refrain from the use of cell phones for making or receiving calls or texting while students are present (except in the case of an emergency).
- Refrain from the use of laptops and ear-pieces. Substitute Teachers are not to share personal social networking sites such as email addresses, face book or my space pages etc. with students.

### **TIPS TO REMEMBER**

- Ignore behaviors at first. Students may just be asking a neighbor a simple question.
- If problems persist, then start with a positive reminder.
- Making eye contact can sometimes be a reminder to students that you have an idea they are causing a problem.

- Proximity is a good strategy. Moving around the room will help keep all students involved in the lesson.
- Moving to students who are causing problems will sometimes get them to stop acting inappropriately.
- Relocate students who are disruptive. This should only be done if other requests to stop the undesired action have failed. Asking students to change seat locations may be disruptive and challenging.
- Private conferences are a good option for disruptive students.
- Never degrade or intimidate students when disciplining.
- Always stick to the rules.
- Remember, being fair and consistent is an important feature of working with students.
- Exercise self-control by always being in control. As the adult in the classroom the substitute teacher is expected to be the authority figure.
- Treat all students with respect. Avoid discussions that contain controversial topics, personal qualities, decisions, opinions or judgments. Gifts or food treats are not to be given to students.
- Leave a note for the teacher and she can decide on appropriate rewards.
- Project a good attitude and a feeling of self-confidence. If you have a cheerful, confident, enthusiastic feeling about substituting, you can provide a rewarding experience for yourself and for the students involved.
- Be honest. Don't be afraid to admit to a student that you do not know the answer to a question, but say that you will try to find an answer for the student.
- Be positive. Ensure that you start a class by being positive and convey that you will leave the students something of value.
- Positive interactions with students far outweigh negative interactions. Build good relationships. Building a good student/teacher relationship will increase your ability to manage the classroom.
- Move around the room as you teach. Avoid sitting in the teacher's chair or standing behind a podium.
- Expect the unexpected. Be ready for contingent action.
- Stay in control. Be flexible and demonstrate a sense of humor.

### **The Do Not's:**

- Do NOT socialize with students.
- Do NOT flirt with students.
- Do NOT discuss your personal relationships or situations with students.
- Do NOT transport students in your own vehicle.
- Do NOT get involved in personal discussions.
- Do NOT allow students to leave during the school day, without administrative permission.
- Do NOT administer medication to students.
- CORPORAL PUNISHMENT IS NOT ALLOWED.

## **Professional Attire**

Professional businesslike dress and appearance support the vision and goals of the school system by promoting a working and learning environment which fosters high student and staff expectations. Substitute Teachers must exercise good judgment in their dress and appearance. It is strongly recommended if there is doubt about the appropriateness of an article of clothing or adornment, then it will not be worn in the work setting.

Items that are not appropriate in the work setting include the following:

- Clothing that bare or expose undergarments, private areas of the body, or midriffs
- Torn/ tattered clothing
- Flip Flops or other beach style sandals
- Hats or headgear
- Athletic wear (An exception is made for physical education personnel)
- Clothing or accessories exhibiting obscene, vulgar, profane or derogatory language or illustrations
- Shorts of any kind (An exception is made for physical education personnel)
- Tattoos and /or brands visible on the body which are provocative or obscene, advocate sexual, racial, ethnic, or religious discrimination, represent affiliation with a gang or that are otherwise of a nature which brings discredit to school system
- Attached, affixed, or displayed objects, articles, jewelry, or ornamentation to or through the nose, tongue, lip, brow or other exposed body part that may be deemed a safety issue.

## **Tobacco Use**

The use of tobacco products on school property, including all schools and school athletic facilities, parking lots and grounds, support facilities and vehicles including school buses, is strictly prohibited.

## **Alcohol, Drugs and Narcotics on School District Property –**

It is the policy of the Oneida School District to prohibit employees from being under the influence of and to prohibit the use, sale, dispensing, possession, or manufacture of illegal drugs and narcotics or alcoholic beverages on its premises, on or in school buses or vehicles. This prohibition also covers all legal or prescription drugs which impair an employee's ability to perform his/her job safely or properly.

Off School District Property – The use, sale, dispensing, possession, being under the influence or manufacture of illegal drugs and narcotics or alcoholic beverages off School Board property which affects an employee's ability to perform his/her duties, or which generates publicity or circumstances which adversely affect the school division or its employees, shall be grounds for discipline, including possible suspension or termination.

### **Corporal Punishment**

No employee of Oneida School District shall subject a student to corporal punishment. "Corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline.

### **Confidentiality**

During your employment with Oneida School District (OSD) there may be times when you have access to or become aware of information concerning students, families, and/or staff. As an OSD temporary employee you are expected to understand the confidential nature of the information and treat it accordingly. This also includes the school work, grades, and classroom behavior of a student. Social

### **Relationships**

Employees of OSD are prohibited from dating or engaging in any intimate social relationship with a student.

### **Electronic Media/Social Networking**

The use of OSD computers is only with the authorization of the school administrator for purposes directly related to OSD vision, goals, and the Substitute Teacher's assigned tasks.

Use of cell phones, personal laptops or other personal electronic media is prohibited during your assignment. Under no circumstances can Substitute Teachers take photographs or record images of students or staff or allow themselves to be photographed or recorded. Nothing regarding your employment as a Substitute Teacher should appear on social network pages such as (but not limited to) Facebook, Twitter, Instagram or YouTube.

Do not share your personal information with students or receive e-mail addresses or phone numbers from them. Use of social networks to interact with students is prohibited. Keep in mind your social network pages are public and accessible to parents, students, and other members of the community.

### **Sexual Harassment**

The Board of Education of Oneida County is committed to providing an educational and work environment that is free from sexual harassment. To that end, the Board of Education prohibits discrimination on the basis of sex in its educational program, co-curricular and extra-curricular activities, and in the workplace, as required by law. Employees and third parties share responsibility for the health, safety and general welfare of students; for contributing to a school environment free from sexual harassment; and for maintaining appropriate relationships with students.

Employees, students, and third parties may be subject to disciplinary action or consequences for inappropriate behavior of a sexual nature, even when the behavior does not rise to the level of sexual harassment as defined by prevailing federal and state laws.

## **Classroom Management Tips**

The following tips, if practiced routinely, may help eliminate classroom problems before they begin.

- Take control early and let students know that rules will be enforced.
- Explain how you intend to manage the classroom through the instructional period.
- Help students understand your intentions with a lesson.
- Making lessons interesting will help you keep students interested.
- Students should be familiar with discipline expectations, please try to follow them.

## **General Substitute Teacher Information Work Assignments and Reporting Times Substitute**

Substitute Teachers are expected to report to schools 20 minutes prior to the time students arrive and to remain for at least 10 minutes after students are dismissed. Substitute Teachers are required to assume all of the duties of the teacher they are replacing. This may include extra duties performed by the teacher or assigned by the administrator during the school day only.

### **Cancellation of Assignments**

When a Substitute Teacher accepts an assignment they have made a commitment to the school. Assignments should only be cancelled in case of an emergency. When an emergency arises, the Substitute Teacher should also contact the school to inform them they have cancelled the assignment.

### **Inclement Weather**

During inclement weather, Substitute Teachers should contact the school for delayed openings, early dismissal, or closings. When schools are delayed, Substitute Teachers should adjust the reporting time and arrive 30 minutes prior to the opening of schools. If a Substitute Teacher is unable to report they must follow cancellation procedures and notify the school. Substitute Teachers scheduled to work for a full day will receive a full day's pay if there is a delayed opening or early dismissal. When schools are closed all Substitute Teacher assignments will automatically be cancelled. Substitute Teachers are not paid for assignments when schools are closed due to weather emergencies.

### **Payroll**

Substitute Teachers pay period runs from the 16<sup>th</sup> to the 15<sup>th</sup> of each month. They are paid on the 26<sup>th</sup> day of the month. Pay will be directly deposited to the Substitute Teacher's bank account or by check that can be picked up at the school office or can be mailed. Substitute Teachers who work for more than 30 days during the school year will receive a \$5 bonus back pay for each of those days and \$5 bonus pay for each day after.

## **Are You An Organized Substitute Teacher?**

Keeping track of assignments requires good organizational skills; Keep a personal calendar at home and when on an assignment. An Administrator or teacher may want to book a certain date during your assignment, and having a calendar of future commitments will make it easy to give an accurate answer.

When reporting to each assignment, make sure to have completed any paperwork the school requires. When turning in paperwork, make sure your name is spelled correctly. Keeping a personal calendar is also critical for keeping track of the days worked and days paid. There can be a delay of days or weeks between the date of your assignment and receipt of payment. Taking the initiative to manage your assignments with a personal calendar will help make certain that you are paid correctly.

## **Tips for Successful Substitute Teaching**

- Arrive at school on time.
- Sign in at the front office.
- Ask for the school's Substitute Teacher Handbook (if available)
- Check for emergency procedures and become familiar with them.
- Find out how attendance is recorded and keep accurate attendance records.
- Follow the lesson plans and have students complete all tasks the teacher has assigned.
- Leave a note for the teacher at the end of the day to inform them of the day's activities.
- Leave the classroom in good order.

## **Benefits of Being a Substitute Teacher**

- Gain classroom experience without all the nightly work and preparation
- Experience different schools and their environments
- Be better prepared for interviews by meeting administrators
- Teach and learn a variety of educational materials
- Get to know people – network in the school system
- Learn about possible vacancies
- Gain confidence in your ability to teach
- Practice classroom management techniques
- Flexible work schedule and assignment locations-your choice
- Satisfaction of being a part of a student's educational process

## **Safety in Schools**

Reporting Abuse and Neglect It is the responsibility of the Oneida County Public School System to provide a safe, engaging and supportive school environment for all students. The Board of Education affirms its position that all children and vulnerable adults have the right to be protected from abuse and neglect. The Board therefore acknowledges the necessity for the school system to ensure employees and service providers are able to recognize and report instances of abuse and neglect of children and vulnerable adult students. The Board further acknowledges the necessity for the school system to collaborate with child and adult protective service agencies, both private and governmental. Idaho state law requires employees and service providers call Child Protective Services (CPS) or the police if there is reason to believe abuse or neglect has occurred. It is not the role of the reporter to investigate or determine the validity of the suspected abuse or neglect situation. Any doubt about reporting a suspected situation is to be resolved in favor of the child and a report must be made. The report process procedure is:

- The reporter must notify the principal or designee of the suspected abuse or neglect situation, and the principal
- The reporter must submit a written report within 48 HOURS after making a verbal report to the designated school personnel.
- Child abuse and neglect reports are CONFIDENTIAL and not part of the educational records.

## **Infection Control Guidelines**

The Board of Education of Oneida County recognizes its responsibility to provide educational programs and services for all children residing in Oneida County, and further recognizes its responsibility to provide a safe and healthy environment for students, employees, service providers, and volunteers. Because communicable diseases are one of the most common causes of student illness and absenteeism, preventing and reducing transmission of communicable diseases are recognized as essential responsibilities of the Oneida County Public School System.

### **Infection Control Guidelines for All School Employees**

1. Wash your hands. Use soap and water and rub your hands for at least ten seconds. Wash your hands after exposure to blood or bodily fluids, after using the bathroom, before handling food, before touching your eyes, nose, mouth, and after you take off gloves.
2. Wear gloves when in contact with blood or body fluids. If you come in contact with blood or body fluids, put on vinyl or latex gloves before the handling of fluids. (Plastic gloves do not provide protection.)
3. Try to avoid contact with blood. If you have cuts on your skin, cover them with a bandage. If someone is bleeding, encourage the person to apply pressure to their own wound, or use a sterile compress.
4. If you come in contact with blood, take necessary precautions. It is not exposure if blood comes in contact with your skin. For an exposure to occur, the blood and body fluids must enter the body through



an opening in your skin or through mucous membranes in the eyes, nose or mouth. If you are exposed, wash the Area with soap and water. Flush eyes with water. Encourage the wound to bleed. Use alcohol or peroxide to kill viruses or bacteria. Report the exposure to your supervisor immediately.

5. Dispose of solid waste appropriately. Materials contaminated with blood or body fluids should be placed in a plastic bag and tied off, and then placed in another plastic bag. Sharp objects, such as needles, lancets, or other instruments contaminated with body fluids must be placed in puncture proof containers and disposed of properly.

6. Clean blood spills with bleach or appropriate hospital disinfectants. Wipe up and dispose of materials appropriately. In the case of an incident with potential exposure to blood or body fluids, contact the custodians in the school building to insure that the situation is managed appropriately.

## **Preparedness for Emergencies**

### Local School Emergency Response Plans

Each Oneida County public school has a School Emergency Response Plan. The plan is reviewed annually with all building staff. Each school is responsible for providing Substitute Teachers with the necessary details to handle any emergency situation. As a Substitute Teacher, it is important to familiarize yourself with the following protective actions and your responsibilities during each action.

## **Lockdown**

- An announcement is made over the public address system: “Your attention please. Lockdown (pause). Lockdown (pause). Lockdown.”
- If it is safe to do so, all students and staff are moved into the building or relocatable classroom immediately.
- Students and staff in relocatable classrooms remain in place and follow the same procedures as those inside the main building unless the school incident commander determines another response is warranted.
- All interior and exterior doors are locked. No one is to enter or leave the building.
- If it is safe to do so, blinds and shades are drawn. If the room is without window coverings, lights are turned off.
- If the situation warrants, students and staff sit or lie on the floor.
- All students and staff are accounted for.
- Staff and students are to remain in lockdown until emergency responders (police/fire and rescue personnel) or the school incident commander gives the “all clear” notice. This action is considered appropriate for, but not limited to, situations that involve extreme violence and/or gunfire and immediately and directly affect the school site.