Columbia Falls Schools
Education -- Activities -- Opportunities

School District 6

Substitute Handbook

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Job Expectations

Substitute Expectations:

* Be on time.
* Be prepared to teach the lesson plans left by the teacher.
* Be enthusiastic!
* Be in control of the classroom and yourself at all times.
* Have a sense of humor.
* Be flexible.
* Be honest.
* Have a definite objective.
* Set a good example for students.
* Please remember that you are being paid to teach the students. Do not take your
   newspaper or book to the classroom. Do not use your cell phone or computer for
   personal use during instructional time.
* Do not talk on your cell phone or text during instructional time. You are free to use your
   cell phone during lunch or other non-instructional class times or periods.
* Be neat in appearance and dress. Dress professionally, comfortably, and in good taste.
* High ethical standards are to be maintained at all times.
* Columbia Falls School District is a smoke-free district. You may not smoke on any district
   campus or work site, including the site parking lot.
* Return all supplies and equipment to storage. Secure cabinets. Be sure to leave the
   classroom in order and picked up.
* Close all windows, turn off lights, and close classroom door when you leave.
* Return keys and necessary materials to the school secretary.

Some DO's and DON'Ts of Substitute Teaching:

DO's

* Do arrive 30 minutes before assignment.
* Do let students know your expectations and the rules immediately.
* Do make sure you know the procedures for a fire and/or lockdown drill.
* Do follow all of the lesson plans the teacher left for you.
* Do use positive classroom management procedures for discipline.
* Do use positive praise to assist you with classroom management.
* Do verify the seating chart is accurate.
* Do use appropriate rewards and try to refrain from using candy as a reward.
* Do ask for help when needed.
* Do make sure you have extra ideas/plans in case you finish the lesson plans early.
* Do follow school site procedures for bathroom use.
* Do introduce yourself to teachers in adjacent rooms whenever possible.
* Do avoid confrontations.
* Do walk elementary classes to lunch and specials.

* Do make sure you know the dismissal procedures for elementary students.
* Do ask the secretary if you have any recess or other duties.
* Do call the office if a student vomits in the classroom so it can be cleaned appropriately.
* Do report any allegations of suspected child abuse or neglect to the administration or the secretary. Any school employee (including a substitute teacher) who knows or reasonably believes that a child has been neglected, or physically or sexually abused, must notify the building principal immediately.
* Do leave a note for the teacher at the end of the day.

DON'Ts

* Don't use your cell phone when you are on the job except during assigned breaks.
* Don't leave the classroom unattended. Please call the office for assistance, if necessary.
* Don't follow your own lesson plans. Use the lesson plans left by the teacher.
* Don't talk about your personal life or business with students.
* Don't yell at the class or an individual student.
* Don't use belittling or foul language to discipline students.
* Don't lose control. Take a minute to calm down before disciplining. Ask for help, if needed.
* Don't inject controversial issues into class discussions.
* Don't use the computer in the classroom for internet access for yourself.
* Don't conduct any personal business during instructional time.
* Don't send notes home to parents about their child. If you feel parents need contacted, talk with the school principal or leave a note for the teacher.
* Don't allow students to take any type of medication. Students must go to the school nurse to take medication.
* Don't allow students to use the phone. Students needing to call home must do so in the office.
* Don't become "friends" with students on Facebook.

What You Should Do Before Students Arrive:

* Review the lesson plans carefully. Be sure to follow the planned assignments left by the teacher. Avoid going beyond the day's assignment. If the teacher did not leave a lesson plan, contact the school secretary or other office personnel to see if the teacher left lesson plans with them.
* If your assignment is a para-educator, meet with your supervising teacher and go over your plans and duty assignments for the day.
* Check for extra duties such as playground supervision, bus duty, etc.
* Review attendance and discipline procedures for that particular school site.
* Know and use your instructional para-educators, if present.
* Write your name on the board.
* Turn on computers and familiarize self with all technology requirements for the day.

* Check to see if the teacher left names of student helpers. They can be of value in taking attendance and other classroom routines.

What You Should Do When the Bell Rings:

* Greet students at the door.
* Start the class promptly.
* Introduce yourself to the class.
* Take attendance and lunch count. Send both to the school office.
* Provide students with your expectations for the day.

What You Should Do During the Instructional Day:

* Follow the teacher's lesson plans and do not skip lessons.
* Insure classroom control and engagement.
* Call the office for assistance with student management if students are continually disruptive.
* Follow the daily schedule and be on time for lunch and specials.
* Maintain a professional barrier between you and students. You are the adult, the teacher, and the professional; act like the expert.
* Keep the classroom door open when talking with students.
* Avoid any behavior that could be misinterpreted when interacting with students.
* Avoid leaving your students unsupervised.
* Leave a note for the teacher reporting how the day went and any discipline issues.

What Should You Do At The End of the Day:

*Leave a summary report for the teacher. You must leave a written report for the teacher explaining what happened in the classroom in her/his absence. The report should also include a summary of work accomplished or not accomplished and why, comments regarding student's behavior (positive/negative), and any other information the teacher will find helpful.

 *After the students have been dismissed at the end of the day, use your last 20 or 30 minutes to write teacher report and clean the classroom. When you are finished leave the lesson plans and teacher's report on the teacher's desk. Take the classroom key to the office.

* Maintain Confidentiality: It is unprofessional and against the law to disclose confidential information about your students. Generally, a substitute teacher should avoid comments about individual students that convey private information: grades, medical conditions, learning or discipline problems, special education disability, etc.

STUDENT INFORMATION

What Should Students Do and Not Do -- Know Student Restrictions!

* Expect and require cooperative student responses.
* Students should not leave the room without authorization or permission from the teacher.
* No student should leave the school without being signed out at the office. (High School students are permitted to leave during their lunch.)
* Know the school's policy for students being checked out. It may vary in buildings.
* Students should not be allowed to move any heavy equipment.
* Students should not be in the classroom unless the teacher is present. Lock/close doors whenever you leave the classroom.
* Students are not allowed to use the paper cutter, particularly at the elementary level.
* Students should be under the supervision of a teacher at all times.
* Students should not be allowed on the Internet without supervision.
* Students should not be using the classroom phone to make phone calls.

Accident Reporting

* Promptly report accidents to the principal's office and fill out an accident report before leaving at the day's end.
* Call for the school nurse if necessary.
* Do not move a child who may have a neck or back injury.
* Do not leave hurt child unattended. Send a student to the office for assistance.

Pupil Supervision

Every adult participates in pupil supervision during <u>every</u> hour of the school day and in <u>every</u> part of the school building and grounds.

* At no time should students enter, leave, or move within the school facilities without the teacher in charge supervising the students. Teachers will accompany their classes to music, P.E., library, and any programs. Students should not be left alone as they proceed from one point to the next. Exceptions to this include planned passing times. Teachers will provide general hall supervision while their students move from one group to another or get ready for recess.

1. <u>HALLWAY SUPERVISION</u>

    a. Please have passes for students who visit:
    - Restrooms
    - Office
    - Counselor

- Library
- Nurse

   b. Students will adhere to the following behavioral expectations while in the halls. Please review with your students these expectations and enforce them throughout your day.
- Follow directions the first time given.
- Keep hands, feet, and objects to oneself.
- Lower voice to an appropriate level.
- Respect all individuals.

2. CAFETERIA SUPERVISION

   a. Students will adhere to the following behavioral expectations while in the cafeteria. Please review these expectations with your students before leaving the classroom to go to lunch.
- Follow directions the first time given.
- Keep hands, feet, objects, and food to oneself.
- Lower voice to an appropriate level.
- Keep your eating area clean and deposit trash, trays, and silverware in the designated areas.

3. PLAYGROUND SUPERVISION

   a. While on recess duty, your first priority is close student supervision. Talking with other adults, use of phones, and other distractions should be kept to a minimum.

   b. Students will adhere to the following behavioral expectations while on the playground.
- Follow directions the first time given.
- Keep hands, feet, and objects to oneself.
- Use playground equipment properly.
- No physical contact sports and/or activities.
- Avoid throwing snowballs, rocks, etc.
- No gum chewing or food on the playground.

4. SUPERVISION IMPLEMENTATION

   a. While supervising students or administering discipline, a teacher must:
- Be consistent.
- Be assertive and not hostile.
- Remain calm at all times.
- Continuously communicate to the student the positive behavioral expectations.
- Keep the homeroom teacher informed of the student's behavior.
- Use positive reinforcement to promote behavioral change.
- Report all discipline issues to the classroom teacher.
- Call the principal for severe infractions.

Dress Policy

It is the intention of the Trustees, SD6EA and the School Administration, that this dress policy serve to promote, maintain, and enhance the professional image of all district employees working directly with the children of our school district.

For the purposes of this policy, the basic definition of professional dress is: clean, neat, pressed, tailored, fits well, does not show more than minimum wear, and is not provocative.

Examples of acceptable and unacceptable dress:

1. Shorts may not be worn. However shorts may be worn if they are of "dress" quality and worn as part of a suit or professionally coordinated outfit. Shorts may, of course, be worn as part of the P.E. staff's professional dress.

2. No T-Shirts may be worn. Generally speaking, shirts shall be collared. However, "dress" shirts styled without collars are also acceptable.

3. Levi-type blue jeans may not be worn. "Docker" quality pants and colored jeans are acceptable as long as they are not faded and do not show more than minimum wear.

4. No casual sweatshirts may be worn (college logo, B.U.M., etc.). However, high quality dress sweatshirts may be worn as part of a coordinated outfit. Sweatshirts may also be worn to enhance appropriate instructional activities and/or on special designated days.

5. Footwear shall be clean and/or polished and worn with socks. Rubber thongs shall not be worn. However, nice sandals are acceptable. Tennis shoes are acceptable as long as they are clean, show only minimum wear, and do not distract from the professional look of the individual.

6. Sweat pants, sweat suits, and warm-ups may not be worn. However, they are acceptable for the P.E. instructors engaged in classroom instruction and involved in other activities within the school setting. It is understood that there may be occasions when P.E. instructors, because of expediency, may not change into sweat pants, sweat suits, or warm-ups when involved in other activities within the school setting.

7. It is understood that, from time to time, individuals will engage in instructional activities that lend themselves to a model of dress that does not fit the district policy. (Examples: field trips, particular science experiments, etc.). It is further understood that the Industrial Arts and Art instructors have the latitude to determine that certain instructional activities require dress that will not comply with the dress code but is acceptable within the school setting. In such instances building administrators shall apply consistent district wide expectations.

Acceptable & Proper Use of Electronic Network Services

Purpose

➢ The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the individual student and employee must be in support of education and research and consistent with the educational objectives and mission of School District No. 6.

➢ The proper use of the Internet and the educational value to be gained from its proper use is the joint responsibility of the students, parents, and employees of School District. No. 6.

➢ The use of the Internet is a privilege, not a right. Inappropriate use may result in disciplinary action up to and including termination.

Acceptable & Proper Use of Electronic Network Services

1) **Illegal and/or Prohibited Activities**
   a) Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District System, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
   b) Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
   c) Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of another person, etc.
   d) Teachers are responsible for teaching proper techniques and standards for participating and guiding students access to appropriate sections of the Internet and for assuring that students understand that misuse of the system will mandate losing privilege to access the Internet from the classroom and school environment.
   e) The System Administrator reserves the right to set a quota for disk usage on the system. Users who exceed this quota will be required to delete files to return to compliance. Users who exceed disk quota will receive notification from the System Administrator, who may remove excess files from the user within seven (7) days after notification. Users may request that their disk quota be increased by submitting request in writing stating the need for the quota increase.
   f) Extensive use of the District's system for personal use is prohibited for all users.
   g) Users are prohibited from using the District System for unauthorized commercial use or financial gain.

2) System Security

    a) Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person.

    b) Users will immediately notify the system administrator if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.

    c) Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures if they download software.

3) Inappropriate Language

    a) Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

    b) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

    c) Users will not post information that, if acted upon, could cause damage or a danger of disruption.

    d) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

    e) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.

    f) Users will not knowingly or recklessly post false or defamatory information about a person, organization, or School District. No. 6 and its schools.

4) Respect for Privacy

    a) Users will not repost a message that was sent to them privately without permission of the person who sent them the message.

    b) Users will not post private information about another person.

5) Respecting Resource Limits.

    a) Users will use the system only for educational and professional/personal or career development activities.

    b) Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer. It is strongly encouraged that all users remove outdated and/or unneeded files promptly.

    c) Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

    d) Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail/disk quota.

    e) Users will subscribe only to high quality discussion group maillists that are relevant to their education or professional/career development.

6) Plagiarism and Copyright Infringement

a) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

b) Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

7) Inappropriate Access to Material

a) Users will not use the District system to access material that is profane or obscene that advocates illegal acts, or that advocates violence or discrimination towards other people will be subject to disciplinary action up to and including termination.

b) If a user inadvertently accesses such information, they should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated this Acceptable Use Policy. An Internet filter (Sonic Wall) will be in place which blocks the availability of inappropriate sites.

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