

Windsor CUSD #1



Substitute Teacher
Handbook



You know you're
a substitute
teacher when...
You are happy that the
phone rang at 6 a.m.



SUBSTITUTE
TEACHER

Acknowledgement, Agreement & Receipt of Substitute Handbook

The undersigned hereby acknowledges receipt of a copy of the Substitute Handbook.

Substitute Signature

Witness Signature

Date

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(This acknowledgement and agreement will be retained in the substitute's file)

Welcome

I would like to personally thank you for substituting in Windsor CUSD #1. We are grateful for your commitment and interest in the lives of the young people in our community.

Your contributions enrich the student experience and help students to reach their full potential, while supporting our teachers and staff. Substitutes help us build a strong foundation for our students as they continue their education and select a career path.

This handbook will help you make a smooth transition into your substitute job, sharing with you an overview of the school substitute program.

Substituting is evidence of strong community support. As a district, we feel privileged to enjoy such strong support. Your actions serve as a fine example of the positive contributions individuals can make to public education.

Sincerely,

Erik VanHoveln,
Superintendent
Windsor CUSD #1

Children

Each year, parents or legal guardians of children shall be advised of the contents of this Sexual Misconduct Policy and be instructed to report any incident of known or suspected sexual misconduct to a supervisor, the school administrator or the Designated Child Abuse Counselor, unless that individual is the offending person. If the complaint is made to the supervisor or the school administrator, that individual shall follow Illinois mandatory reporting policy and immediately notify the Designated Child Abuse Counselor.

Investigation & Confidentiality

All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties' confidentiality cannot be guaranteed.

Discipline

Any district employee or substitute who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action up to and including termination of employment. False accusations regarding sexual misconduct will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including discharge, with regard to employees or substitutes.

The district will discipline any individual who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies, assists or participates in an investigation, a proceeding or a hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Your Assignment

Sexual Misconduct Policy

The school district will not tolerate and will seek to eradicate any behavior by its employees, substitutes, or others which constitutes Sexual Misconduct toward another employee, substitute, or other. "Sexual Misconduct" means any actual, attempted or alleged sexual molestation, assault, abuse, sexual exploitation or sexual injury. "Sexual Misconduct" does not include "sexual harassment."

Reporting Procedures and Designated Child Abuse Counselor

It is the express policy of the district to encourage victims of Sexual Misconduct, and their parents or guardians in the case of minors, to come forward with such claims. The district has a Designated Child Abuse Counselor who shall remain accountable for implementation and monitoring of this policy. The identity of the Designated Child Abuse Counselor shall remain on file with the district. In order to conduct an immediate investigation, any incident of Sexual Misconduct must be reported as quickly as possible in confidence, as follows:

Employees and Substitutes

Employees and Substitutes are required to report any known or suspected incidents of sexual misconduct according to the Illinois mandatory reporting guidelines. They must also report to their direct supervisor, the district administrator or the Designated Child Abuse Counselor. If the report is made to the supervisor or district administrator, that individual shall immediately notify the Designated Child Abuse Counselor. If the person to whom an employee or substitute is directed to report to is the offending person, the report should be made to the next higher level of administration or supervision.

- ◆ Arrival time is 15 minutes prior to the start of the instructional period.

◆

Before the Day Starts

- ◆ Familiarize yourself with the room.
- ◆ Check daily program or schedule.
- ◆ Read the plan book.
- ◆ Print your name on the board.
- ◆ Review the seating chart to familiarize yourself with the students names.

Start of the Day

- ◆ Be in the room or at the door when students arrive.
- ◆ Greet the students.
- ◆ Introduce yourself.
- ◆ Follow the established routine as shown in the plans.
- ◆ Check attendance carefully.



Early Dismissal

- ◆ There are student early dismissal days throughout the year. Please refer to Windsor CUSD #1 calendar for dates.

End of the Day

- ◆ Routine dismissal procedures should be in the Substitute Folder.
- ◆ Leave the room in an orderly fashion.
- ◆ Return teacher manuals to the appropriate location. Leave any assignments collected for the teacher.
- ◆ Leave a note for the teacher with any challenges to the day and how much of the lesson plan was completed.
- ◆ Complete a timesheet and make a copy for your records.
- ◆ Check with the secretary as to whether your services will be required the next day.

- ◆ Departure time is 15 minutes after dismissal.

Rewards of Substituting

We know you will enjoy your substitute experience. By sharing your time with our students and staff, you will:

- ◆ Be given the opportunity to use your skills and talents.
- ◆ Gain a better understanding of how children learn.
- ◆ Increase the student's motivation for learning.
- ◆ Know the work you are doing directly affects the quality of education for the children of our community.
- ◆ Have the opportunity to learn valuable new skills that you might utilize in future endeavors.



Drug & Alcohol Free Campus



All District workplaces are drug-and alcohol-free workplaces.
All substitutes shall be prohibited from:

1. The unlawful manufacture, dispensing, use, sale, possession, distribution or transportation of drugs, controlled substances, or alcohol while on district premises or while performing work for the district are strictly prohibited and may result in discipline up to and including termination of assignment.
2. Drugs and alcohol may not be bought, consumed, transported or stored on any district-owned or leased property (including vehicles).
3. Any substitute who is using prescription or over-the-counter drugs that may impair their ability to safely perform the job, or affect the safety or well being of others, must notify a supervisor of such use immediately before starting or resuming work.
4. Substitutes will not be permitted to work while under the influence of alcohol or prohibited drugs in their systems. Prohibited drugs include illegal substances, alcohol, or prescription drugs that may affect the ability to safely perform the job. We require all substitutes to report to work in a condition that allows them to perform their duties and not impair the safety of fellow substitutes, district employees and students. Individuals who appear to be unfit for work may be subject to a fitness-for-duty examination at a designated medical facility, shall be subject to reasonable suspicion and/or random drug and/or alcohol testing, and shall be subject to discipline up to and including termination of employment.
5. Any substitute who is involved with on-the-job or off-the-job illegal drug use, sale, possession, dispensation, unlawful manufacture, transportation, or distribution may be considered in violation of this policy. In deciding what action to take, the district will take into consideration the nature of the charges including arrest, conviction, plea bargains and employee's assignment and record with the district. In addition, the district will consider any adverse effect the substitute's actions may have on its students, other employees, the public, or the district's reputation and image.
6. The district reserves the right to authorize searches for illegal drugs, alcohol, or contraband, including searches of lockers, desks, vehicles, or personal effects on the district's property.

When Inappropriate Behavior Occurs

Remember that discipline is not ultimately your responsibility; however, some suggestions may help when inappropriate behaviors occur:

- ◆ Follow the classroom rules and the staff members or building administrator's lead in discipline matters.
- ◆ Expect cooperation and indicate your confidence in the student that a behavior will improve or misbehavior will not occur.
- ◆ Remain calm and objective; control your own temper.
- ◆ Do not embarrass students in front of their peers.
- ◆ Speak in private about misbehavior. Avoid power struggles. Never threaten students.
- ◆ Do not punish an entire group because of the actions of one.



Your Responsibility as a Substitute

As a substitute, you are responsible for maintaining a professional attitude of mutual respect and confidence. Your cooperative attitude, expressed in the willingness to provide needed services, is deeply valued.

You Should:

- Be punctual.
- Notify the school in case of an absence.
- Sign in and out on the time sheet provided in the office.
- **Practice the professional ethics of confidentiality. (Not discussing teachers, students or school affairs at any time)**
- Be supportive and offer assistance under professional supervision and direction.
- Be willing to have short conferences periodically.
- Set a good example of appearance and behavior for students.
- Contact the principal if you are not satisfied with your placement or have any concerns.

Remember That...

- The principal has the basic responsibility for the substitute program.
- The teacher or staff member has responsibility for content and technique of instruction and discipline procedures.
- It is important to identify yourself at school by signing-in.

Accentuate the Positive

Students who feel accepted and liked can learn and be successful in school. Here are some ways in which school substitutes are able to help students have those feelings:

- Learn the students' names.
- Let them know they are important.
- Praise students for success.
- Always be sincere and honest.
- Listen carefully to what the students tell you.
- Show a genuine interest in each student.
- Accept the students as individuals.

Screening & Registration

Any person interested in substituting with the district must complete the entire application process including background and reference checks. We are concerned with the safety of our students and therefore, have developed a detailed process for approving substitutes. We will check the following for each person interested in substituting with the school district:

- State and Federal Sex Offender Databases
- Nationwide Criminal Record Search
- Child Murderer and Violent Offender Against Youth Database
- Current and Previous Employer(s)

The district will contact the local ROE to confirm if you are approved to substitute. You will be required to abide by the following requirements regarding your presence on school district premises or while a chaperone on a field trip.

1. You must sign in with the building secretary upon entering the building.
2. You must sign out with the building secretary at the end of day.

What Should I Do If...



A student is injured: No matter how minor the injury is, you should immediately notify the School Nurse and/or Building Administrator. Do not attempt to administer any type of first aid.

A student becomes ill: If a student complains of not feeling well, you should notify a School Nurse and/or Building Administrator immediately. You should never administer any form of medication to the student.

Someone asks to see a student: If any person asks to speak to or take a student, you must direct that individual to the school office. Under no circumstances should you grant such a request.

A problem arises: If you should encounter any type of problem with your role, please discuss it with the school principal.

Someone asks you how a student is doing: As it becomes known that you are working in the school, you may be asked questions concerning specific students. If a parent or friend inquires as to the student's progress, you should say, "I enjoy working with that student and I am sure if you schedule an appointment, the teacher would be happy to talk with you."

Working with Students

- ◆ Call students by name. Make every effort to pronounce and spell each name correctly.
- ◆ Observe techniques used by the teacher and model them when working with students.
- ◆ Accept children as they are even though their background, values, vocabulary, and aspirations may be different from your own.
- ◆ Encourage and praise students to make them feel good about themselves even when they are having difficulty. Let them know that you care and praise them for even the smallest success.
- ◆ Encourage students to do their own thinking. Give them plenty of time to answer your questions. Beware of the student who may try to get you to do their work for them.
- ◆ It is okay to admit that you do not know the answer or that you do not know what to do. Work on finding answers together or ask a staff member for assistance.
- ◆ Always be consistent with the teacher's rules for behavior. Do not allow them to do things that the teacher would not. Make sure the students with whom you are working do not disturb others.
- ◆ Reinforce good behavior by letting them know how proud you are and that you appreciate their effort.
- ◆ Keep students on task so that they can learn as much as possible in the short amount of time that they spend with you. Avoid letting one or more students get you off-track for long periods of time.
- ◆ Do not leave a student or small group of students without supervision.
- ◆ Positive encouragement goes a long way in helping students.

Substitute Safety & Conduct Guidelines

These guidelines have been developed to provide our students with a safe environment as well as to protect our substitutes.

Student Discipline: Substitutes should not take any disciplinary action. This is the staff member or building administrator's responsibility. However, substitutes should make the staff member and building administrator aware of any misbehavior.

Dismissal of Students: Substitutes may never dismiss a student from school. Under no circumstances may a substitute take a student off campus. Substitutes may not walk or drive a student to their home unless the child's parent has notified the school office in advance and given written permission for the substitute to do so.

Dress & Behavior: Substitutes are required to take the lead from the professional staff and dress appropriately for the job. Your appearance should attract no undue attention.

Reporting an Absence: Please notify the school office as soon as possible if you are not able to come at your scheduled time. Please be on time for your assignment and make every effort to maintain consistent and regular attendance.

Smoking Policy: We are a smoke free campus.

Substitute Safety & Conduct Guidelines

Medication Administration: A substitute should never administer medication to a student. Have the student report to the district office and/or school nurse.

Confidentiality: It is very important that matters relating to the students you are working with, information relayed by teachers concerning the student, all school records, and any related instances be kept confidential at all times. Names, instances and conversations should not be repeated to anyone who is not directly involved.

Emergency Action Plan: Substitutes should be familiar with the fire escape routes and disaster routines for the specific rooms in which they will be working. These should be posted in each of the classrooms.

Mandated Reporter Guidelines

Any substitute who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report to the school administrator and shall report such a case to the Illinois Department of Children and Family Services at 1-800-252-2873.

All substitutes shall sign the “Acknowledgement of Mandated Reporter Status” form provided by the Illinois Department of Child and Family Services to be kept on file with the district. The school district shall provide staff development opportunities for all school personnel working with students, in the detection, reporting, and prevention of child abuse and neglect.

Guidelines for Safe Interaction with Students

All interaction with students, staff, and substitutes should be professional and focused on teaching and learning. The following guidelines are provided for the protection of everyone involved.

Physical Contact with Students

The school district encourages you to avoid physical contact with students. Substitutes should be sensitive to a student’s personal space and comfort level. If you have physical contact with students, please limit its use to encouraging and acknowledging a student’s efforts and accomplishments. Appropriate physical contact in these instances should be brief, should not linger, and should not differ from student to student. No face-to-face hugs are allowed.

- ◆ Do not make sexist or sexual comments.
- ◆ Avoid innuendo.
- ◆ Talk to and treat all students in the same manner.
- ◆ Avoid being alone with students.
- ◆ If alone with a student, be in a visible and open location.
- ◆ Do not spend too much time with one student or group of students.
- ◆ Maintain appropriate boundaries between adult and student.
- ◆ If you notice a student developing a personal interest, please see the principal immediately.

The school district does not encourage or sanction substitutes /student contact outside the structure of the school day, building, or school-related activities. This means that you:

- ◆ Do not provide your phone number to any student and do not ask for the phone number of any student.
- ◆ Do not provide your address to any student and do not ask for the address of any student.
- ◆ Do not offer or agree to transport any student at any time.
- ◆ Do not engage in private tutoring sessions outside of the school building, or days and hours of operation.
- ◆ Do not give any gifts to students or receive gifts from students.