

St. Tammany Parish School Board
Human Resources Department



SUBSTITUTE/TIMESHEET
VOLUNTEER
POLICY HANDBOOK

Vision

Our vision is to provide an exemplary school system, widely respected for high standards and first-rate performance and for outstanding student achievement. In the St. Tammany Parish Public School System, public schools are valued and supported and a strong partnership exists between educators, students, families, and the community to help ensure that:

- Students have safe, caring environments for learning;
- Students are positively challenged, enriched, and inspired;
- Students learn to be self-motivated and life-long learners, prepared for life's pursuits; and
- Students learn to be responsible and contributing members of a global society.

Mission

Our mission is to provide a high-quality education for all students, resulting in life-long learners who can contribute positively to the society in which they live.

Our Living Statements

- We are a good school system, and we will be great.
- We make our decisions based on one question: "Is it best for kids?"
- We address the needs of EVERY CHILD, EVERY DAY.

Shared Beliefs

We believe that:

- We are a good school system, and must strive to be a great school system.
- Our core business is to create engaging work for every student, every day.
- High-quality schools and exemplary student achievement are the responsibility of the entire community.
- Teachers are leaders and designers who create engaging work for students.
- Student engagement is the key to learning.
- Effective instruction must meet the needs of all students so that every child can learn at expected high levels.

Therefore, we make a commitment with our community to engage all students in high-quality education resulting in life-long learners who can contribute to the society in which they live.

SECTION I: SUBSTITUTE/TIMESHEET/VOLUNTEER RESPONSIBILITIES

REPORTING TO AN ASSIGNMENT

1. Learn the location of the schools, opening and closing schedules, and get a map of the school from the school office. The school directories are also located on the STPSB website at <https://www.stpsb.org/our-schools/school-directory>.
2. Substitutes must be able to utilize the Frontline Absence Management Program for teacher and paraprofessional assignments. <https://app.frontlineeducation.com>
3. In the event of unavoidable, last-minute cancellations, substitutes MUST notify the school principal and/or secretary. Contact the STPSB Transportation Department in the event you are substituting for a bus operator or bus aide.
4. Arrive at school at least 20-30 minutes before the starting bell. It is suggested substitutes call ahead of time to find out where to park.
5. Substitutes must sign in at the main office. Fill out the appropriate forms for payroll and sign exactly as it appears on state issued driver's license.
6. Substitutes should obtain the schedule of the employee for whom he/she is covering from the front office. Substitutes should clarify any duty coverage expectations and responsibilities therein. Substitute teachers are not guaranteed a planning period; you are expected to perform the duties assigned by the principal.
7. If substituting for a teacher for the day, obtain the teacher's sub folder in the classroom for the day. Identify the instructional materials available at the school/classroom.
8. All necessary report forms, such as accident or disciplinary, are located in the school's main office.
9. Read current notices on the office bulletin board/ask the school secretary and plan for any special activities that may be occurring during the workday that will affect the usual procedures for the day.
10. Substitute schedules are based on a seven-hour work day. Substitutes are not approved to work overtime.

PROCEDURES UPON ARRIVAL AT THE CLASSROOM OR DESIGNATED AREA

1. Look for the daily schedule, bell schedule, classroom rules, seating charts, any changes to the schedule and/or substitute location, behavioral/medical/accommodation plans for students. If these cannot be located along with the SUB FOLDER, then contact the main office for assistance.
2. Review emergency procedures posted in the classroom, including evacuation routes and emergency/safety procedures. If these procedures are not posted, secure a copy from the front office.
3. Print name on board, whiteboard, chart paper, etc. for students to see. Greet students at the door.
4. State expectations, get students on task, then take attendance. Submit attendance to the front office. Restate expectations throughout the day, as applicable.
5. Substitutes should keep attendance/roll book on hand at all times in case of emergencies.
6. If you are in a long-term substitute position, you may be assigned additional responsibilities by the principal or principal designee.

PROCEDURES AT THE END OF THE DAY

1. Check for afternoon duty assignment and make sure all students get to their designated area for dismissal. Substitutes are required to work the same hours as the employee he/she is replacing.
2. If subbing for a teacher, leave a detailed substitute report for that teacher before leaving for the day.
3. The work area should be left in good order. Make sure materials are put away and the equipment is put back in place.
4. All written work assigned by the substitute should be left for the regular teacher to review.
5. Return any supplies that belong to the office. Do not take keys, class records, or name tag away from the school.
6. Check with the principal or principal designee prior to leaving for the day to discuss any concerns/issues that may have occurred.
7. Fill out any necessary paperwork in the main office prior to signing out for the day.

ITEMS REQUIRING OFFICE APPROVAL

1. A student who has been absent with a contagious disease IS NOT to be readmitted without office permission.
2. No outside agency or person is to question or interview a student except in the presence of the principal/designee. You have a responsibility to see that the rights of the students are not violated.
3. Students are not excused to leave school under any circumstances without being checked out at the office, with the permission of the principal/designee. No student should leave your room to go home with anyone. Students must be checked out and sent to the office for dismissal.
4. There is to be no communication sent home with parents without permission from the principal/designee.
5. Accidents involving any of the students in your care must be reported immediately to the principal/designee. Please complete an accident form in the office promptly.
6. Do not keep any student after school hours without the permission of the principal/designee.
7. Do not release students early for dismissal unless given permission by the principal/designee.
8. Do not allow any student who is not on your roster into your classroom.
9. Do not release any students on your roster to another teacher's classroom or another area on campus without administrative approval.
10. Check with the office to use any business machines or equipment.
11. **NO MEDICATION** should be given or taken by a student in the classroom. Medication is given in the school's main office by the nurse/designee. **This includes cough drops and/or eye drops.**
12. Electronic devices such as cell phones and tablets should be sent to the school's office if a student uses it in class for any reason. This does not include school issued Chromebook.
13. Do not use the teacher's computer for any reason unless designated by the principal/designee to do so.

DAILY CLASSROOM MANAGEMENT RESPONSIBILITIES

1. You are there to assist with the learning activities and promote a positive environment for the students assigned to you for the day. Your main responsibility is to provide the best possible service and safety for these students.
 - a. Use the lesson plans/activities that are furnished to you by the teacher and/or principal.
 - b. Lesson plans represent what the students have been prepared to do and point where they are going in the future. The use of lesson plans will help assure continuity of instruction.
 - c. If the sub assignment is for several days and the teacher's plans are not readily available, contact the principal/designee for instructions. Leave a copy of your plans for the regular teacher. Use your Substitute Teacher Activities packet for supplemental assignments, as needed.
 - d. Plan to spend the entire time working with the students under your supervision. **No personal work of any kind should be done. Remain proximal to students and moving about the classroom at all times.**
 - e. The substitute is expected to carry out the work of the regular employee and is not employed simply to maintain order.
 - f. As a substitute it is important to observe the following:
 - i. Confidentiality is a must at all times.
 - ii. Hands-off approach. **Do not touch the students, their bags, or their ID.**
 - iii. Profanity or inappropriate statements are prohibited.
 - iv. Do not use criticism or sarcasm with students, parents and/or faculty.
 - g. Observe principles of good classroom management. Classroom control is a primary concern. Promote a positive, meaningful learning experience.
 - h. All locations of the school/bus are an extension of the classroom and the same policies and procedures apply.
2. The initial impression of the substitute is the key factor in successful classroom management. Self-confidence, resilience, initiative, and resourcefulness are some necessary prerequisites.
3. As a substitute, you set the stage for a successful experience by being prompt, neat, patient, honest, flexible, enthusiastic, and accepting. Encourage the students to do their best. Commend them on their work as appropriate. **Be FIRM, FAIR, AND CONSISTENT.**
4. Discipline is based on mutual understanding and respect, through honest and open communication. Do not threaten students with a consequence unless it is one that can be followed through.
5. Problems are less likely to develop if the content of instruction is worthwhile, presented in an interesting manner, and students are kept on task. Conversations are to remain school appropriate and relative to the subject matter at hand.
6. If discipline problems arise of which you are unable to manage, the principal/designee should be contacted **immediately** for assistance. Utilize the classroom intercom to request assistance or enlist a neighboring teacher but do not ever leave students unattended.
7. Leaving the school for which you have been assigned either on your planning period or lunch period is not permitted. If there is an emergency, check with the principal/designee.
8. You are as legally responsible for students, equipment, and materials as is the regular employee for whom you are substituting.

9. Should a substitute teacher be assigned to a situation where a student teacher is responsible for teaching the class, the substitute remains on duty in the classroom and is expected to assist the student teacher in any way possible.
10. No one is allowed to visit you while on a substitute assignment. The principal has the right to refuse to let anyone see you while on the job. In cases of emergency, the principal/designee will contact you.
11. Adhere to copyright laws at all times. Check with the principal/designee if you need assistance.
12. Technology should be used for instructional purposes and/or monitoring purposes only.
13. Electronic communication devices should not be used in the classroom unless there is an immediate & imminent danger or emergency. **Do not use your cell phone, smart watch, or other electronic device while supervising students.**

SECTION II: SUBSTITUTE/TIMESHEET/VOLUNTEER EXPECTATIONS & CONDUCT

1. Observe all St. Tammany Parish School Board Policies. Access the **Employee Handbook** here:
<https://www.stpsb.org/our-district/departments-and-services/humanresources/resources-and-links/handbooks>.
The **District Handbook for Students and Parents** can be accessed here:
<https://resources.finalsite.net/images/v1663174031/stpsborg/q6mfxcyorfbidvkhpu6f/HandbookWeb.pdf>
2. At all times, you must be professional and neat in your appearance. Please follow the St. Tammany Parish School Board dress code policy.
3. Use textbooks, Chromebook, courses of study, and other instructional materials that have been approved by the School Board.
4. Practice democratic procedures in human relations.
5. The use and/or possession of alcohol, drugs, and firearms are prohibited by law in St. Tammany Parish School Board facilities.
6. St. Tammany Parish School Board is a smoke-free environment. This includes the use of electronic vaping devices.
7. Refrain from discussing sectarian views in religion or partisan or sectional views in politics.
8. Be a loyal and cooperative member of the school's faculty.
9. Accompany students from the building during fire drill and/or other emergency situations that call for an evacuation.
10. Follow the emergency procedures in place for St. Tammany Parish School Board.
11. Follow the OSHA Job Safety and Health guidelines found here:
<https://www.osha.gov/sites/default/files/publications/osha3165.pdf>,

INJURIES/ACCIDENTS

1. Any accidents or personal injuries should be reported directly to the principal. The principal will have the office complete an incident report. You will be sent to a district approved Worker's Compensation physician if you receive a work-related injury.
2. Any ill or injured student should receive immediate attention. Contact the front office requesting the student to see the school nurse. Have another student accompany the ill/injured student to the nurse's office. If student is unable to walk independently or seems disoriented, ask for nurse to report to the classroom to assess.

PROFESSIONAL CONDUCT

1. Maintain a professional attitude toward your work.
2. A friendly, cheerful, and cooperative attitude toward both the building personnel and students will help to start the day right, and keep it running smoothly.
3. Keep your voice clear, well-modulated and use correct grammar.
4. Your attitude will have a great deal to do with your acceptance by the faculty and students.
5. You must be especially careful about the following:
 - a. Do not criticize the employee for whom you substitute.
 - b. Do not find fault with the schools where you work. Never make uncomplimentary comparisons between schools.
 - c. Do not discuss grades or other confidential information unless you are seeking professional assistance from the Principal/Designee. Be discrete.
 - d. Refrain from discrimination on the basis of race, sex, religion, or disability.
 - e. Refrain from making statements and/or actions that can be misconstrued as harassment, sexual harassment, and/or bullying.
 - f. Refrain from cell phone usage including, but not limited to, text messages, photography, video, and social media.
6. Substitutes are encouraged to report concerns in writing to the Human Resources Coordinator for Substitutes and/or the Supervisor of Human Resources. If necessary, please call to make an appointment to review concerns or questions.

PERFORMANCE CONCERNS

The principal/designee shall make every effort to discuss performance concerns with a substitute prior to the substitute leaving the campus. However, this may not always be possible. Therefore, when a principal submits a request to have a substitute removed from the eligibility list at their particular school, an inquiry will occur with all performance concerns.

SUBSTITUTE ATTENDANCE GUIDELINES

1. A substitute must work at least ten (10) days each school year in order to stay active. Substitutes who do not work at least ten (10) days by the last day of the academic calendar each year will be considered inactive and will be removed from the substitute list. Substitutes removed must reapply to be eligible to return as a substitute and will require an updated background check.
2. Notify the substitute office immediately in WRITING of any changes in your address, phone number, direct deposit, availability, etc. Some of these require you to complete a district form in our office at 321 N. Theard St., Covington, LA 70433.
3. Substitutes are expected to check the website of the school to confirm the bell times prior to assignment. Substitutes are expected to arrive 20-30 minutes before the starting bell and report to the classroom before the bell rings.
4. Additionally, if for any reason, a substitute cannot cover an accepted absence, the substitute **MUST** contact the school to notify the administration directly in advance of the cancelled date. A pattern of late cancellations or no-shows could result in a block from a school or the district as a whole. Late cancellations and no shows are extremely difficult to fill. Please only pick up absences that you are able to cover.

NOTE: In the event of a violation of school board policy and/or concerns brought forth by administration, a substitute could be deemed ineligible to work in St. Tammany Parish School System in any capacity.

SECTION III: TRAININGS & ACCESSIBILITY

1. Complete STPPS yearly required trainings as prescribed through the Safe Schools/Vector Solutions Training Platform found at <https://stpsb-la.safeschools.com/login>.

** Substitutes do not have to submit evidence of completion from SafeSchools. This program monitors compliance electronically for the district.

Training topics include but are not limited to:

- Universal Precautions
- First Aid Procedures
- Sexual Harassment
- Youth Suicide Awareness, Prevention, and Postvention
- McKinney Vento
- Mandatory Reporting

Failure to complete required yearly trainings may result in substitute removal.

2. There is a mandatory STPPS one-day training required for substitutes applying as teacher and/or paraprofessional substitutes.
3. There is a mandatory, state of Louisiana Ethics Training that is required **per calendar year** for all employees and volunteers. **Ethics training certificate of completion must be submitted to the substitute office prior to December 20 each calendar year.**
<https://laethics.net/EthicsTraining/login.aspx>
4. Substitutes must claim their St. Tammany Parish School Board account as directed.
<https://identity.stpsb.org/idp/AuthnEngine#/authn>
5. Teacher and paraprofessional absences are managed through the Frontline Absence Management System. Substitute teachers and paraprofessionals are expected to create an account on Frontline. <https://app.frontlineeducation.com>

At St. Tammany Parish School Board, we hope your experience as a substitute will be a pleasant, rewarding experience for you and the school/students you serve. The administrative staff and Principal are available to you for assistance. Do not hesitate to ask for assistance in any area of concern about your work.