Stevenson High School Substitute Orientation

Thursday, August 10, 2023
Room 5132
8:00 am to 10:45 am
Welcome Back!

We are so glad you are here.
2023-2024 Substitute Handbook

Webpage Link
## Fiscal Services - Rates

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
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<tbody>
<tr>
<td><strong>Outside Substitute filling certified position</strong></td>
<td>$30.00 per period $15 per half period</td>
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<tr>
<td><strong>Long-Term Substitute</strong></td>
<td>$330.85/day</td>
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<tr>
<td>(more than 10 consecutive days)</td>
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<tr>
<td><strong>Security</strong></td>
<td>$16.50 per hour</td>
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<td>(8.5 hour day, 30-minute unpaid lunch)</td>
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<tr>
<td><strong>Guided Study, Learning Center and ELL Tutor</strong></td>
<td>$19.00 per hour</td>
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<tr>
<td>(8.5 hour day, 30 minute unpaid lunch)</td>
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Process/Payroll Dates

- Each division has identified an assistant in charge of substitutes. This individual will have the appropriate payroll paperwork for you to sign. You shouldn’t have to complete any paperwork.

- Substitutes are paid on a bi-weekly basis as outlined on the substitute pay schedule.

- Questions about payroll, check your employee portal or email ksimon@d125.org
Employee Services Portal

- Pay Advice
- Substitute Pay Schedule
- Tax Forms
- Direct Deposit Forms
NURSE OFFICE LOCATION

WEST NURSE’S OFFICE
ROOM 2436

EAST NURSE’S OFFICE
ROOM 6042
WHO ARE WE?

WEST NURSE’S OFFICE
PATTY FIORE - HEALTH SERVICES COORDINATOR
KENDRA BALLARDINI - SCHOOL NURSE
ALLISON HUGHES - SCHOOL NURSE
JEN CARNEY - HEALTH OFFICE SECRETARY

EAST NURSE’S OFFICE
GRACE DIFIGLIO - SCHOOL NURSE
AIMEE MORALES - SCHOOL NURSE
JENNIFER SELLERS - CERTIFIED SCHOOL NURSE
WHEN TO SEND A STUDENT TO THE NURSE?

1. All head injuries
2. Bites: Human, Animal, Insect
3. Any new Electrical, Chemical or Heat Burns- (only use burn cream on pre-existing or superficial burns)
4. Chronic conditions
5. Bloody noses
6. Any injury causing damage to teeth or any potential need for dental care
7. Lacerations – Deep cuts
8. Eye injuries or apparent eye irritation/infection
9. Rashes or possible skin infections
10. Medication Administration
11. Mental Health

Please send the student with a pass to the Health Office. The nurse will write the time the student left the office to return to class and sign the pass.
Health Emergencies

1. **Possible abdominal, back, or neck injuries**: Do NOT move the student- PRESS the emergency call button and the nurse will come to you

2. **Orthopedic injuries**: If the student is able to walk please send them to the Nurse’s Office
   a. For severe orthopedic injuries (possible broken bones): Do NOT move the student and call for a nurse to come to you

3. **Diabetic events**: Make sure the student is escorted to the Nurse’s Office if their blood sugar is low/high
   a. PRESS the emergency call button if you think they may be having a diabetic emergency

4. **Allergic Reactions**: If you suspect the student is having a severe allergic reaction, PRESS the emergency call button and the nurse will come to you.
   a. If the student carries an epinephrine pen, have them administer it as soon as possible and stay with the student until the nurse arrives.

5. **Asthma attack (shortness of breath, wheezing, chest tightness)**: PRESS the emergency call button
   a. If the student carries an inhaler, have them take 2 puffs of their albuterol inhaler
   b. Do NOT make the student laugh/excite

6. **Choking**
   a. PRESS the emergency call button
   b. If the student is coughing, encourage them to keep coughing.
   c. If the student is not able to speak or cough, and you are trained in first aid/CPR perform 5 abdominal
      i. thrusts and 5 back blows until the nurse arrives

7. **Seizure**: PRESS the emergency call button and protect the student from injury
   a. Help the student to the floor; move chairs, tables, etc.
   b. Do NOT restrain, hold down or place anything in their mouth
   c. Time the duration of the seizure if you can

8. **Fainting**: PRESS the emergency call button
   a. Stay with the student until the nurse arrives

Please call the Nurse for anything that you feel should be seen or feel is an emergency - ACT ON YOUR INSTINCTS
Technology

Jodi Arbus - East Learning Center
Stacy Shub - West Lower ILC - 1300

- WiFi
- Canvas
- Mediacast
- Sub Daily Loaner Laptop
- Sub plans with links (youtube, etc.)
- Q&A
Special Education

- All student 504 and IEP information should be included in each of the teachers’ substitute folders.
- If you have any questions about your special education assignment you can contact
  - Maria Pineda on the East side: mpineda@d125.org
  - Griselda Otero on the West side: gotero@d125.org
  - Q&A
Building Logistics

- Parking
- Mandated Reporter
- Student Support Team (SST)
- Safety Procedures
- A.L.I.C.E.
- Q&A
Getting to Stevenson

- **Parking**
  - Park in the yellow parking spaces
  - Forum (aka. “Point”), Door 1 in Lot B
  - PWC, Door ? in Lot D

- **Parking Placards**
- **Key Cards**
  - Pick up at Security Desk
  - Return at the end of the day

- **Locate Your Office**
  - Use the Division Contact list for location (folder)
Classroom Procedures - *When You Arrive*

- **Write on the Whiteboard:**
  - Your name
  - Today’s date
  - Lesson plan

- **Familiarize Yourself With the Emergency Procedures:**
  - Each classroom has these procedures on the wall.

- **Emergency Button:**
  - Find the location near the classroom door
  - Press button to call for support in case of:
    - Health emergencies
    - Disruptive student behavior
Classroom Procedures - *When Students Arrive*

- Greet your students
- Introduce yourself
- Read the lesson plan
- Take attendance
  - A few minutes into class time to accommodate travelers.
  - Be mindful of name pronunciation, nicknames, pronouns.
  - Mark arrival time of any late students on the attendance sheet.
  - Student arrival more than 8 minutes after start time = late.
  - Sign and date attendance sheet.
- Return sheet to division office during free period.
Successful Substitute Practices

**Do’s**
- Use polite and positive language
- Build rapport
- Scan, Move, Interact
- Provide hall passes when needed

**Don’ts**
- Use profanity or negative language
- Discuss sensitive topics (politics, religion, etc)
- Answer personal phone calls
- Let students leave before bell
Communications

- Remind App
- Email
- Phone
- Stevenson Website - [https://www.d125.org/](https://www.d125.org/)
- Other SHS communications - [https://www.d125.org/about/shs-communications](https://www.d125.org/about/shs-communications)

- Substitute Preferences Sheet will be sent via email. Please fill it out and return via email
Questions?

Thank you!