

Notus School District 135

2024-2025

Substitute Handbook

25257 Notus Road
Caldwell, ID 83607
Office 208.459.7442 • Fax 208.453.1027

Visit us on the Web at:

www.notusschools.org

Contact Information

Administrative Assistants

Notus Jr-Sr High

Rachel Sanford
Administrative Assistant
459-4633 ext. 2000
sanfordr@notusschools.org

Notus Elementary

Pyper Hersom
Administrative Assistant
459-7442 ext. 1000
hersomp@notusschools.org

Administration

Micah Doramus

Superintendent
Elementary Principal
459-7442
doramusm@notusschools.org

Jen Wright

Jr-Sr High Principal
Federal Programs Director
459-4633
wrightj@notusschools.org

Human Resources/Payroll Department

Roseann Coles

HR Admin Assistant-District Clerk
459-7442 ext. 3002
colesr@notusschools.org

Dawnita Tincher

Business Manager
459-7442 ext. 3001
tincherd@notusschools.org

Notus School District

The information contained in the substitute handbook is presented as a matter of information only. These policies are not intended as, nor should they be construed to create, the terms of an express or implied contract with Notus School District, or as any type of promise or guarantee of specific treatment. No contract of employment may be created between Notus School District and any substitute, except as may otherwise be provided by an express written agreement signed by the Superintendent of the Notus School District. The employment relationship with the Notus School District is at will. Any substitute may resign at any time and for any reason, or be terminated at any time and for any reason, with or without notice and with or without cause. The Notus School District reserves the right to make changes, to update, to delete, or to add to these policies, rules, procedures, at any time, with or without notice.

The Notus School District is an equal employment opportunity employer.

INTRODUCTION

Welcome to the Notus School District. As a substitute teacher or classroom assistant, you are employed to carry out the instructional program during the temporary absence of a regular teacher or assistant. You are an important member of the teaching staff. As each child differs, so will each substituting situation. Be ready and willing to adapt yourself to various teaching assignments. Teaching is an all-encompassing task.

While you are substituting for a staff member, strive to keep the learning and intellectual growth of the students expanding. Please perform all of the regular duties of the teacher or assistant for whom you are substituting. It is expected that you will follow, as nearly as possible, lesson plans and classroom procedures prepared by the regular teacher. If for some reason complete plans have not been left for you, please see the building principal for direction. Under exceptional circumstances, you may need to deviate from the plans left for you. If so, leave a complete explanation for the teacher upon his/her return to explain the circumstances.

SUBSTITUTE PROCEDURES

Pay for substitutes:

A substitute teacher is one who, on a day-to-day basis and without contract, does the full work of a regularly assigned teacher during the regular teacher's absence from duty. Substitute teachers are not eligible for fringe benefits.

Substitute teachers will be paid \$57.50 for scheduled half day and \$115.00 for scheduled full day.

Long-Term Substitute Job

A long-term substitute job is defined as a substituting assignment in the same job for the same employee for a period longer than 10 consecutive workdays up to a 120-calendar-day period, excluding customary recess periods. Days must be consecutive without breaks in service due to substitute's illness or personal reasons.

Timesheets & Pay Dates

The monthly pay period begins on the 16th of one month and continues through the 15th of the following month. The regular payday for the Notus School District is the 25th of each month.

Substitutes will check in with the administrative assistant upon arriving for their scheduled duty. The administrative assistant will clock them into the time tracking software using the substitute's assigned employee number. Upon the end of your day, you will check out with the administrative assistant who will then clock your time out into the computer. It is strongly encouraged that the sub teacher documents on your personal calendar when, who and for how long, you substituted for.

Paychecks and Direct Deposit

Pay checks are issued on the 25th of each month and will be directly deposited into the account you provided information for. If you have questions regarding your check, please contact the District Office.

EMPLOYEE RESPONSIBILITIES & CONDUCT

General Code of Conduct

All substitute employees are expected to:

- Arrive to work on time ready to perform duties as outlined.
- Treat all staff, students and public with courtesy.
- Limit personal calls and socializing to break times only.
- Respect fellow employees.
- Report all accidents to the building principal within twenty-four hours.
- Adhere to the dress code.
- Understand and comply with Code of Ethics for Idaho Professional Educators.
- **Complete Vector Training- The day scheduled to complete this training is August 16th, 2024, in the High School Library, beginning at 9:00am. You will be paid for this day at the school.**
- **Complete and sign Receipt of Substitute Handbook form along with other required signed forms**

Personal Appearance/Dress Code

- Appropriate dress is required. Casual dress is acceptable but does not include athletic shorts, sweats or open midriff tops. Exposing undergarments is not appropriate.
- Clothing must be neat, clean and in good condition - torn or tattered clothing is not appropriate.
- Clothing with tobacco, alcohol, drugs or sexually connotative words and/or pictures is not allowed.
- Some adults & children are allergic to perfumes & colognes. Please be sensitive to this.

Suspected Child Abuse/Neglect

Any substitute employee having reasonable cause to believe that any child with whom they come in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, is required by policy and law to make a report by phone or person to the Department of Human Services or law enforcement.

When making a report, first contact the building principal or counselor to discuss the situation. However, remember that you must make an oral report to law enforcement. **Policy #5260**

Confidentiality

Substitutes must respect the guidelines of confidentiality and follow policy rules regarding overt identification. Do not discuss confidential information with anyone except those who have a right to know the information. If in doubt, check with the building principal. **Substitutes will follow district policy regarding internet and social media use. Policy 5325, 5325P.**

Working Alone With Students

Substitutes should avoid being alone with students in private situations whenever possible. This includes in the classroom, bathrooms in particular or other areas where you may be providing instruction. When possible, make sure there is another adult, a parent or possibly a child who could act as a witness within the vicinity when you are working individually with a student. If there is a need to be alone for therapy or instruction, please leave doors ajar, notify

someone of your schedule and follow it. When your job assignment requires being alone with a student, bring any sensitive student/family concerns immediately and only to the building principal.

Assessment of Work Performance

A school administrator or regular classroom teacher may assess the job performance of a substitute employee at any time during the school year. A school administrator may exclude a substitute from that school's list for substitutes at any time and for any reason.

Substitute Reports

The substitute should leave a brief synopsis or assessment of the day for the teacher, describing what was accomplished and documenting problems that may have occurred.

PBIS - Incentives

Students work toward earning Pirate Coins at the Elementary level and blue tickets at the Jr/Sr High level as PBIS incentives for following our 4 R's - Respect to Learning, Respect to Self, Respect to Surroundings, and Respect to Others. Feel free to hand out coins or blue tickets as earned by students..

SAFETY ISSUES

Employee Health and Safety

Safety is everyone's responsibility. As a substitute employee, you have the responsibility to assist in providing a safe environment for students and employees.

Think safety, work safely and follow these guidelines:

- Be familiar with and abide by common safety practices and rules.
- Learn and use methods that reduce hazards related to your job.
- Report defective/unsafe equipment to the building principal or program manager.
- Do not use defective/unsafe equipment.
- Use all required safeguards and safety equipment provided for you.
- Make suggestions, which will provide safer work conditions to the building principal.
- Report all accidents immediately. Seek first aid or medical assistance without delay.
- Know where emergency equipment is located and how to use it.
- Know all procedures and duties designed to reduce damage or injury in the case of fire.
- Participate in safety training programs.

Smoke-Free Environment

All offices, classrooms and other physical facilities, grounds and property owned, leased or occupied by Notus School District are to be smoke-free environments. The use of smoking and/or chewing tobacco in any school facility by staff members, students or guests is prohibited. **Policy #5310**,

Accident/Incident Reporting

All accidents that occur while you are employed as a substitute must be immediately reported to the building secretary and/or principal and an Incident Reporting form must be filled out for the school in which the accident occurred. If the accident involved the substitute, the form must also be sent to the Notus School District office.

The Notus School District carries worker's compensation insurance for all employees. If you are injured on the job and the injury requires medical treatment, please go to the District Office to report the injury. The injury must be

reported within 24 hours of treatment. Immediately notify the building principal and the District Office. The responsibility for reporting an injury lies with the substitute who has been injured on the job or has a job related injury.

Universal Infection Precautions

Remember: "IF IT IS WET, AND IT IS NOT YOURS, DON'T TOUCH IT!"

Body Fluids: All body fluids including blood, wound drainage, urine, vomit, stool, tears, saliva, semen, vaginal secretions, mucus, respiratory secretions, nasal discharge and sputum without distinction between individuals with a known disease and those without symptoms or diagnosis should be assumed to be infectious for human immunodeficiency virus (HIV), hepatitis virus (HBV), TB, and other blood-borne pathogens.

Hand Washing: The single most effective procedure to prevent the spread of communicable diseases.

Gloves: Wear gloves whenever you will be in contact with body fluids, mucus membranes, or non-intact skin. Gloves should be worn if you have an open sore or cut on your hands. Always wash your hands before and after putting on gloves and avoid touching your eyes or mouth.

Gloves are provided at the school, non-latex gloves are available upon request.

To remove gloves:

- a) Grasp the cuff of one glove;
- b) Partially strip the glove off by turning it inside out;
- c) Remove the other glove entirely by pulling it off inside out; d) with the free hand finish, taking off the original glove without touching any surface that came in contact with fluids.

Toys, Equipment, Etc.: Anything that is used or placed in the mouth should be cleaned between uses and daily with germicidal solution.

Hazardous Materials

In addition to infectious agents, there are other types of hazards one may encounter everyday. Chemical agents may cause physical reactions, burns, irritation to the skin or mucous membranes or be poisonous. Physical agents such as noise, heat, welding arcs or microwaves may cause injury. Please check with your building principal regarding safety procedures if you are required to deal with such chemical or physical agents as a substitute.

School/Program Closure or Weather Delays and Work Days

Information regarding delayed start of school or school closure is given to all local Treasure Valley broadcast media. Generally, decisions on delays or school closures are made around 5:30 am. If a delay is announced for your assigned school, you are expected to report to work as close to the job start time as safely possible. If you are not able to travel to work, please notify the building secretary at your assigned school immediately.

Security

The best security practice *in all* cases is to be aware of your environment and the people around you. Report any suspicious behavior of strangers to the building principal. See attached poster for instructions.

Weapons

School employees, including substitute employees and volunteers, are not allowed to possess or have in their possession a dangerous or deadly weapon or firearm on district property or at school sponsored events. Such weapons are not permitted even if the individual has a concealed weapons permit.

PROBLEMS AND COMPLAINTS

General Problems and Questions

All substitute employees are subject to Notus School District policies and procedures. Whenever a problem arises or you are in doubt regarding a particular policy or issue, talk with the building principal.

Official Staff Complaints

Building principals, the Human Resources Director and the Superintendent have responsibility for investigations concerning staff complaints when employees contend they have been subject to a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations.

Sexual Harassment

Sexual harassment of any substitute employee by students and other staff is prohibited and shall not be tolerated in the district. Any sexual harassment of students or other staff by a substitute employee is prohibited and shall not be tolerated in the district. **Policy #5240.**

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- The person's submission to the conduct or communication is made a term or condition of employment;
- The person's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and/or assignment;
- The conduct or communication has the purpose or effect of substantially interfering with the person's ability to perform the job or meet performance expectations;
- The conduct or communication has the effect of creating an intimidating, hostile or offensive working or school environment;
- The conduct has the purpose or effect of demanding sexual favors in exchange for benefits.

Sexual harassment as set forth above may include, but is not limited to, the following:

1. Verbal or written harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's evaluations, assignments, etc.

Drug-Free Workplace

All staff members are hereby directed to refrain from the unlawful manufacture, possession, dispensation, use or distribution of controlled substances and alcohol on school premises or as part of any of its professional activities. Violation of this policy shall be considered grounds for termination. Compliance with all sections of this policy is mandatory.

As a condition of employment, an employee shall abide by terms of the district's drug-free workplace policy and shall notify the employer of any criminal drug convictions for violations occurring in the workplace no later than five days

after such conviction. The district shall make a good faith effort to maintain a drug-free workplace through implementation of this policy. **Policy #5320.**

Ethics

It is the responsibility of substitute teachers and all other substitute personnel to abide by the Code of Ethics for Idaho Professional Educators. **Policy #5280.**

What is a Competent and Ethical Educator?

The competent educator demonstrates:

- Knowledge and use of curriculum and instruction to meet the needs of all students;
- Ability to provide a climate for students that is conducive to learning and respects the rights of all persons without discrimination;
- An understanding of students and ability to establish and maintain good rapport and assist the growth of students;
- Ability to work effectively with students, staff, parents and community.

The ethical educator demonstrates:

- A willingness to accept the requirements of membership in the education profession;
- A willingness to consider the needs of the students, the district and profession.

What is a Culturally Competent Educator?

- Capacity to promote equity of student access and outcomes;
- Advocacy for social justice;
- Awareness of laws and policies affecting learners;
- Creates a respectful and collaborative environment;
- Ability to navigate conflicts around race, ethnicity, religion, class, and language in a safe and productive manner;
- Ability to work collaboratively with students, staff, and parents from diverse racial, ethnic, religion, class and language background;
- Demonstrates respectful and welcoming verbal and non-verbal interaction skills.

What is the Responsibility of the Administration?

The building principal must report to the Superintendent within 30 days when, after appropriate investigation, the building principal **reasonably** believes that an educator has violated standards by committing acts of gross neglect of duty or gross unfitness.

What is Gross Neglect of Duty?

Gross neglect of duty is any serious and material inattention to or breach of professional responsibilities. Conduct constituting gross neglect of duty usually includes conduct occurring on school premises and during school hours.

What is Gross Unfitness?

Gross unfitness is any conduct which renders an educator unqualified to perform his or her professional responsibilities. Conduct constituting gross unfitness may include conduct occurring outside of school hours and off school premises when such conduct bears a demonstrable relationship to the educator's ability to fulfill professional responsibilities effectively.

What Happens When the Superintendent Receives a Complaint?

- The Superintendent conducts an investigation to determine whether or not the allegation(s) is factual.
- The educator is notified of the complaint and encouraged to respond to the allegation(s).
- The School Board considers the Preliminary Investigation report and determines whether or not there is sufficient cause or evidence to charge the educator with a violation of Ethical Standards.
- The School Board may dismiss the complaint for lack of sufficient cause; **or**
- Enter into a settlement agreement with the educator (Order of discipline); **or**
- The School Board may inform the educator of charges and of an opportunity for hearing.

What Can Educators Do To Avoid Complaints Being Filed With the Superintendent?

Think about your interaction with students.

- Do you fail to maintain professional physical and emotional boundaries with students?
- Do you flirt with students?
- Do you discuss your personal life with your students?
- Do you telephone students or send emails of a personal nature?
- Do you close your classroom door if you are talking to a student alone?
- Do you transport students in your personal vehicle?
- Do you fail to inform your supervisor and refer a counselor to any student who may have a romantic attachment to you?
- Do you buy gifts for students?

Think about your knowledge of school policies and procedures.

- Do you know the laws, district policies, school rules and your rights?
- Do you know about child abuse reporting laws?
- Do you know the policies in your school regarding the proper handling of money and finances?
- Do you have clear behavioral management rules?
- Do you know about corporal punishment laws and policies?
- Do you know about confidentiality requirements?
- Do you know your district's Acceptable Use Policy regarding technology, including computers, e-mail and internet access?

Think about your reputation in the community.

- Do you maintain a professional reputation in the community and school district?
- Do you communicate with parents and document that communication?
- Do you engage in behavior in the community that students may use as a positive model?