

Blair

Community Schools



Substitute Teacher Handbook

This handbook is available on www.blairschools.org or available in hard copy form at the BCS Administrative Office.

Blair Community Schools

...where ALL students learn!

We believe:

- Each child is unique with special talents.
- Human diversity is recognized and respected.
- Each student will achieve proficiency of essential content and skills.
- Change is necessary for continued growth.
- Efficient and effective use of technology will improve student learning.
- Frequent and varied assessments are essential for effective education.
- A supportive environment nurtures, challenges and encourages students to reach their full potential.
- A safe and secure environment, including mutual respect and self-discipline, is essential for student learning.
- A partnership with the community, home, school, and student is necessary for student success.
- Thinking and problem-solving skills are essential for student learning.

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BLAIR COMMUNITY SCHOOLS

www.blairschools.org

PO Box 288
Blair, NE 68008
(402) 426-2610

Welcome to Blair Community Schools!

As a substitute teacher, you are a very important person. Blair Community Schools holds high expectations for all teachers, whether you're with our students every day as a contracted teacher or as a teacher providing substitute services. Quality teaching from substitute teachers is critical to maintaining the consistency of daily classroom activities and continuing with important content and curricular goals.

As you serve our district, remember the mission of Blair Community Schools is to be a place *Where All Students Learn*. You are part of this mission the moment you enter our classrooms. We welcome you and seek to provide you with all of the tools necessary for successful teaching. This handbook is designed to provide you with key information to support you during your time in our schools. If you have questions, please contact any district administrator in a building where you are teaching, or call the Administration Office at 426-2610.

Thank you for your willingness to serve in our classrooms!

Sincerely,

Randall Gilson, Ed.D.
Superintendent of Schools

Contact Information

| | |
|--|--|
| Administration Offices Office of the Superintendent 402-426-2610 www.blairschools.org | Randall Gilson, Ed.D. Superintendent Angie Conety, Secretary to the Superintendent Liz Nickerson, Payroll and Benefits |
| Blair High School Grades 9-12 440 North 10 th Street 402-426-4941 www.blairschools.org/bhs | Tammy Holcomb, Principal Mark Gutschow, Assistant Principal Terese McKee, Secretary |
| Otte-Blair Middle School Grades 6-8 555 Jackson Street 402-426-3678 www.blairschools.org/oms | Ryan Wieczorek, Principal Erin Field, Assistant Principal Mari Baxter, Secretary |
| Arbor Park Elementary School Grades K-5 1717 Adams Street 402-426-2735 www.blairschools.org/ap | Kyle Johnson, Principal Megan Meyer, Secretary |
| Deerfield Elementary School Grades K-5 1100 Deerfield Boulevard 402-533-5123 www.blairschools.org/ds | Dr. Brittney Bills, Principal Jordan Bouvia, Secretary |
| South Preschool Preschool 1616 Butler Street 402-426-2229 www.blairschools.org/ss | Jane Sraube, Secretary |
| Alternative School 440 North 10 th Street 402-426-4941 www.blairschools.org/bhs | Tammy Holcomb, Principal Terese McKee, Secretary |

Blair Community Schools Substitute Teacher Handbook

Purpose of the Substitute Teacher Handbook

This handbook is intended for use by substitute teachers in order to provide them with general information regarding BCS as well as to serve as a guide to our policies, rules and regulations, employment protocol, and performance expectations.

Each individual substitute is responsible for reviewing the handbook and becoming familiar with the information it contains. This handbook will provide the substitute with important information but is not intended to cover every situation that may arise. This handbook does not create a “contract” of employment. Substitute assignments may be changed on an “at will” basis.

Application and Required Documents

The following information must be completed, submitted, and on file BEFORE you can be activated as a substitute and be added to our sub list:

- Substitute Teacher Application
- Current social security card (required by Social Security Office for annual W-2 – not required for I-9)
- W-4 Form & Special Withholding Procedures
- Satisfactory return of a Criminal Background Check (valid Driver’s License needed)
- Satisfactory return of a Adult and Child Abuse and Neglect Register/Registry (valid Driver’s License needed)
- I-9 Form (actual document(s) used for verification)
- Direct Deposit form and voided check or bank issued information indication routing number and account number
- 403(b) Non-enrollment Agreement (optional)
- Teaching Certificate (certificate must be signed by Superintendent - original will be returned)
- Acknowledgment and Receipt for Drug and Alcohol Policy
- You will be required to complete selected Safe Schools training videos after application paperwork is submitted and prior to final approval

Certification Requirements

In order to substitute in Blair or any other Nebraska public school, you must hold one of the following certificates:

1. **Initial/Standard/Professional:** The holder of an Initial, Standard, or Professional Nebraska Teaching Certificate is eligible to substitute an unlimited number of days in all school districts in Nebraska.
2. **State Substitute:** The holder of a State Substitute Teaching Certificate is eligible to substitute an unlimited number of days in all school districts in the state; however, they cannot work more than ninety (90) days in the same long-term assignment.
3. **Local Substitute:** The holder of a Local Substitute Teaching Certificate may substitute for the Blair Community Schools in all grades, subject(s), field(s), and area(s) of specialization on an intermittent basis up to forty-five (45) days per school year. *(It is the local substitute teacher’s responsibility to keep track of the number of*

days worked.) To obtain a Local Substitute Certificate an applicant must complete sixty (60) hours of college credit; and meet all guidelines established by the State Department of Education. A Local Substitute Teaching Certificate is valid for three (3) years.

Certificates are the responsibility of the individual substitute and are issued by the Nebraska Department of Education. Contact information for NDE is listed below:

Nebraska Department of Education
Office of Certification
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
Phone: 402-471-0739
www.nde.state.ne.us/tcert

Newly Retired Teachers

Teachers who retired at the end of the last school year must be careful not to jeopardize their retirement. The following is a quote from the Nebraska Retirement System: *“A retiree who is asked to sub a day here and day there should not have a problem, but if the substitute work is for an employee who will be absent over a long period of time, a retiree could jeopardize his/her retirement benefits. An example would be if a retiree worked as a substitute for someone on medical leave or military call-up.”* **It is the responsibility of newly retired teachers to protect their retirement benefits.**

The following guidelines are established to not jeopardize retirement funds:

1. Cannot work on a regular basis for the school district for 180 days;
2. Cannot show a “pattern” of substituting;
3. Cannot be a long-term substitute until the 180-day rule is met. *(for safe estimation, we project the 180-day rule as ending by the start of second semester, depending on actual retirement date)*

Substitute Address/Status Change

Substitute teachers are responsible for notifying the BCS Administration Office (402-426-2610) with any **permanent** changes in their availability, phone number, etc., and we will then update or make changes in the AESOP system. Changes in address must be submitted in writing or in person at the BCS Administration Office.

Substitute Pay

Pay rates for substitutes are established and approved by the Board of Education annually. Approved substitute pay rates are:

| | |
|--|------------------|
| Daily Rate... for single days or 1 to 9 consecutive days for the same teacher | \$165.00 per day |
| Long Term Rate... for 10 or more consecutive days for the same teacher | \$190.00 per day |

Substitutes are paid on the 20th of the month and will include days worked through the first day of the previous month. You will receive a pay stub by mail with the amount deposited in

your designated account(s). In accordance with the federal and state statutes and rules of the Board of Education, deductions are made from the substitute teachers' salaries for social security and income tax, but no deductions are made for retirement. Temporary substitute teachers, by state regulations, are not classified as regular teachers and thus have no pension or tenure rights.

Substitutes should keep track of the dates, locations, and times they substitute and verify this information with that enclosed with their pay stub when it arrives. (*Local Substitutes are to monitor their 45-day limit*). To prevent delay in receiving your pay stub, address changes must be sent to the Administration Office in writing with your signature, or submitted in person at 2232 Washington Street. If you have any questions regarding your pay please call 426-2610 and ask for Liz Nickerson.

Maximum Days

Substitutes with an Initial, Standard, Professional, or State Substitute certificates will be limited to a maximum of 120 days of employment per school year. State Substitute certificate holders are additionally limited to 90 days or less in the same assignment. Local Substitute certificate holders are limited to 45 days of employment, on an intermittent basis, per school year.

Long-Term Substitute

The principal will notify all parents if a substitute teacher is employed for a specific teacher for four (4) weeks or more. The principal should send this letter as soon as he/she realizes the substitute will be there four (4) weeks or more. Substitute teachers with an Initial, Standard, Professional, or State Substitute Teaching Certificate are eligible for long-term substitute positions.

Responsibilities of the Substitute

Unless otherwise directed by the Principal, the substitute teacher should perform all of the duties of the teacher who is absent, including any playground duty, hall and lunch duties and any other tasks as assigned.

The substitute will be responsible for taking attendance. Substitute plans should be supplied by the regular teacher and should be followed by the substitute unless permission is given by the principal or assisting teacher to do otherwise.

Communication between the substitute and the regular classroom teacher is essential. Notes must be left regarding what has been accomplished and any other information that the substitute finds to be of value.

Plan/Preparation Periods

Plan/preparation time may be available as part of your substitute assignment. However, there is no guarantee of a plan/preparation period as part of the day. Depending on the needs of the building, you may be asked to teach another class, supervise students, or be assigned to other duties during a plan/preparation period.

Method of Notification

Blair Community Schools uses Aesop – an automated teacher absence and substitute calling/electronic notification system. Each teacher within BCS is expected to enter his/her absence with Aesop. When the absence is entered, if a substitute is required, Aesop will promptly seek to fill the absence by calling out to substitutes registered in the system. In those cases where a pre-arranged substitute is needed (ex - a coach will be absent for an all-day competition), building secretaries will make personal calls to fill those openings.

Substitute teachers will need to contact the building secretary immediately if they become ill or otherwise unable to be at their assignment. Also, substitutes should contact AESOP to indicate days they are unable to substitute.

Registration within Aesop or with the district does not imply you will automatically be called for a position, but simply indicates availability. The district reserves the right to choose substitutes based on suitability for placement.

Inclement Weather

School closing information is released to local television stations KETV, KMTV, WOWT, as well as radio stations KBLR, KHUB, and KFAB. Information can also be found on the school district web site at www.blairschools.org. In cases where school will be canceled, the district attempts to make those decisions no later than 9:00pm the night before, or 5:00am the day of the inclement weather day.

Substitute Appraisal

Each substitute who works during the school year will be evaluated informally by the building principal. Forms are available for principals and teachers to provide this information at the Superintendent’s Office. If the principal or teacher has any concerns, a report may be submitted to the Superintendent’s Office. If multiple reports are submitted, the substitute may be asked to have a conference with a principal and/or the Superintendent.

Assignment Times and Arrival to School

The chart below outlines the district expectations for your check-in and check-out times to school. By arriving no later than the time listed, this will afford an opportunity to become familiar with the physical setup of the room and to locate material necessary for carrying out the assignment in a successful manner.

| Grade Level | Check-In Time | Check-Out Time | Students in Session |
|--------------------|----------------------|-----------------------|----------------------------|
| K-5 (AP & DF) | 7:45am | 3:45pm | 8:25am - 3:20pm |
| 6-8 (OBMS) | 7:45am | 3:45pm | 8:10am - 3:25pm |
| 9-12 (BHS) | 7:45am | 3:45pm | 8:10am - 3:30pm |

Upon entering a building, the substitute teacher should check in at the school office for information regarding the teaching assignment. If needed, a staff member will show the substitute to his/her classroom and help locate lesson plans and other materials. This person should also be able to direct the substitute to other teachers on the teaching team and point out other key areas that the substitute may need.

The substitute teacher should report to the office at the beginning of the day, and before leaving at the end of the day. Keys and any other materials that you received upon your arrival are to be returned at the end of the day.

A full-day assignment is 8 hours. If assigned to substitute for a half-day, then you are expected to be on duty 15 minutes before and after assigned teaching times. The total duty time is 4 hours for a half-day assignment. A substitute is not to be called for less than a half-day assignment. Any deviations from these hours need to be approved by the building principal.

Due to the fact that substitute teachers are paid for either half-days or full-days only, if a teaching assignment concludes prior to the end of a half-day or a full-day, the substitute teacher is to remain in the building and assist with other duties. Check in the office for additional duties. Substitutes not remaining in the building for the assigned half or full-day time allocation will have pay docked for time not present.

In the case of full-day assignments, because of the need for substitute teacher coverage, substitutes may be asked to teach additional periods. There is no additional compensation for additional periods.

If an assignment is canceled prior to the beginning of the absence, the substitute will be notified and will not receive payment. Another position may be acquired if available. If the substitute caller is unable to reach the substitute prior to his/her arrival at the designated school, pay for one-half day will be allocated. The school then has the option to use the substitute in another capacity for one-half day.

Photo Identification Badges

Photo ID's are to be worn by substitute teachers each day that they teach. The photo ID is a security measure and also allows you to introduce yourself to each new group of students with whom you come in contact throughout the day. Wear your ID badge throughout the day. Photos for the ID badge will be taken when application paperwork and other forms are submitted to the Administrative Office. Photo ID's will be given to substitutes upon completion of all employment processes and activation as a substitute.

Cell Phones/Telephones

Personal telephone calls shall not be made during duty time except in the event of an emergency. Classroom telephones are to be used for classroom-to-office calls, or classroom-to-classroom calls. Students are not allowed to use classroom phones, unless needed for school business, and then only under the direct supervision of the substitute. Substitute teachers are not to use personal cell phones for any non-school purpose during classroom time or other time when supervising students. Cell phones should remain off during instructional time and times of direct student supervision. Personal cell phone information should not be exchanged with students.

Mailbox

The substitute teacher should check the teacher's mailbox for any pertinent information that may affect the teaching day such as lunch tickets, attendance forms, notes, handouts, etc. Check the mailbox again later in the day. Take only the items that you need and remember that the items in the teacher's mailbox belong to the teacher.

Lesson Plans

The substitute teacher should follow the lesson plans left by the regular teacher as closely as possible. If there are no lesson plans available, consult the principal, department chair or an assisting teacher. If unable to implement the teacher's lesson plans, the substitute teacher should leave information about why the lesson was not followed and what specifically was done in the place of the specified lesson.

Collecting/Correcting Written Work

In general, all written work should be collected and/or corrected (if a key is left) by the substitute teacher unless specifically instructed otherwise. Any written work assigned by the substitute teacher that is beyond the lesson plans of the regular teacher should be collected, graded and left for the regular teacher to examine. Substitute teachers on a long-term assignment should follow the regular teacher's direction as to grading papers and recording the grades. Questions should be directed to the principal or department head.

Additional Duties

Unless otherwise directed by the principal, the substitute teacher should perform all the work of the teacher who is absent, including playground, hall and lunch duties and other similar school-related tasks. This also includes after-school activities unless other arrangements have been made.

Leaving the Building

A substitute should not leave the building during the planning period. If there is an emergency, check with the principal. Anytime that a substitute leaves the building, he/she should sign out or notify the school secretary.

Attendance at Building Staff Meetings

Long-term substitutes are expected to attend required staff meetings at the building during the time they are serving as a long-term substitute.

Substitute's Reports and Notes

Substitute teachers are expected to leave sufficient notes on each class taught so as to fully advise the classroom teacher and/or another substitute teacher of materials covered. This allows for better continuity and flow of student learning outcomes. The substitute teacher should explain exactly what was accomplished during the day by leaving a communication to the regular teacher on the appropriate form or other written format. It should include comments on the work, progress made by the class, absences, and any other information of value. If you have concerns about the day, these should be expressed in person to the administration before you leave for the day.

Accident/Injury and Health Information/Dispensing Medication

Every accident, which results in a personal injury, must be reported to the administration immediately. In the event the injury involves a student, the substitute teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the substitute teacher, the substitute teacher is also responsible for making a report. Never give medicine of any kind, including over-the-counter medication, to students - refer them to the office or nurse.

- If a student becomes ill, call for help. Send the student to the nurse's office and call to notify that the student is coming. You may need to have someone accompany that student.
- Use latex gloves provided by the school if you must contact any blood or other bodily fluid.

Injury at Work

Substitute teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

General Safety and Crisis Information

Crisis situations at Blair Community Schools are rare. However, we want all school employees - including itinerant staff and substitutes - to be prepared in all sorts of emergency and crisis situations. Familiarize yourself with the rules and regulations pertaining to fire, safety and crisis drills in any building to which you are assigned. If specific instructions have not been left, check with the neighboring teacher as to the procedure to follow.

- Treat all threats seriously. Report any threat immediately to the main office.
- Every school has a written emergency or crisis plan. Basic instructions should be included in the substitute folder or on/in the teacher's room/desk.
- Refer students in need of conflict management to administrators or counselors.
- Tornado, fire, and emergency procedures should be posted in every classroom for visual review.
- **NEVER LEAVE STUDENTS UNATTENDED.**

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties. Student records and student personally identifiable information are confidential.

Child Abuse Reporting

School employees, including substitutes, suspected abuse or neglect situations to the principal, nurse, or counselor. The principal or their designee will investigate the report. If a formal report is filed, the principal or designee will compile documentation and forward the report and documentation to the superintendent, who will then file the report and documentation with police, sheriff, or county attorney. If a child reports bruises or injuries

that are unusual, the principal and nurse should be contacted immediately to examine the child, record the incident, and to complete the incident report.

If the principal does not determine the case to be critical and does not file a report, the teacher may file the report with the superintendent or law enforcement. All transactions of this nature are confidential and student and family privacy rights are carefully protected. Only authorized school personnel should be involved with cases of neglect or abuse.

Student Discipline

Discipline is everyone's responsibility. The building administration for each building will provide a framework for discipline and classroom management, but the substitute teacher is responsible for articulating classroom expectations at the beginning of the daily assignment (or at the beginning of a long-term assignment) in cooperation with the expectations for student behavior at the building and implementing the classroom expectations on a consistent basis.

- DO NOT USE CORPORAL PUNISHMENT WITH STUDENTS. This includes hitting, pushing, grabbing, pinching, forcing a student to stand for long periods of time or making a student do push-ups as punishment, or using any physical force. DO NOT TOUCH STUDENTS WHEN YOU ARE IN "DISCIPLINE MODE" AND WANT THEM TO OBEY OR BE COMPLIANT.
- Substitute teachers and administrators can use force for safety of self or others if it is necessary to protect self, student(s), others or property and if it is used in a manner not designed to cause or create a risk of death or serious bodily harm, pain, distress or gross degradation.
- Student conduct may be regulated if it is distractive or disruptive, creates health problems, involves safety factors, lewd or indecent, invades the rights of others, or involves substantial disorder.
- Substitute teachers shall be responsible for using reasonable measures necessary to maintain control in the classroom, in the school building and on school grounds.
- Contact the office administration immediately for assistance when a situation exists which could cause injury to students or others. Examples include:
 - Student fight.
 - Student health problem (fainting, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be an immediate and serious concern.
 - A report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances.
 - Presence of an intruder (a non-student or staff member who refuses to go to the office).

Harassment

Do not tolerate any form of harassment: sexual, racial, verbal, ability, etc. Students rely on the adults in charge to set the tone for learning and treatment of others. Important points:

- Don't ignore student-to-student conversation. Tell the student initiating the harassing conversation that what he/she said is inappropriate and that he/she must stop

immediately. Report to a teacher, counselor, assistant/associate principal, or principal. Document the person to whom you have reported the incident.

- Don't joke about these issues.
- Do not use the classroom as a forum for gaining support for your own belief system/lifestyle.
- Remember that harassment may be student-to-student, student to staff, staff to staff, staff to student. None is acceptable.

If you receive a report of behavior that may be sexual harassment, or witness sexual harassment, remember to:

- Treat the information as **confidential**, tell only those who need to know.
- Notify your supervisor immediately.
- Notify your principal of the incident and your actions.
- Accept the information as it is presented.
- Document the information and do not add value words or labels.
- Determine the steps to take in the future so no further incidents of sexual harassment occur.

Sexual harassment is not tolerated in Blair Community Schools. Supervisors are charged with the responsibility of providing a work environment free from hostile activity. Employees of the district are charged with the responsibility of reporting such activity that creates a hostile and intimidating work environment.

Substitute teachers must report suspected cases of child abuse or neglect to a teacher, counselor, and assistant/associate principal or principal. Document the person to whom you have reported it. It is vital that the report be made as accurately and as soon as possible.

According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- Placed in a situation that endangers his/her life or physical or mental health.
- Cruelly confined or cruelly punished.
- Deprived of necessary food, clothing, shelter, or care.
- Left unattended in a motor vehicle if such minor child is six years of age or younger
- Sexually abused.
- Sexually exploited by allowing, encouraging or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Supervision of Students

Proper supervision of students is an important responsibility for substitute teachers and other adults responsible for students. Substitute teachers are expected to meet the four "P's" for student supervision and safety:

1. Proper supervision:
 - a. Report to all duty assignments on time.
 - b. Circulate through your duty area.

- c. Be vigilant. Never leave your classroom unattended. If an emergency requires that you leave your classroom, request another nearby staff member to cover your class or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area.
 - d. Increase your supervision of a student about whom you have been informed or whom you have seen has a propensity to act dangerously or in an unpredictable manner.
 - e. Be careful with your language. You should not use any profanity or abusive language. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to the administration.
 - f. Be careful about touching students. Refer to the discipline section.
2. Proper instruction:
- a. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
 - b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
 - c. Review playground and classroom safety rules with students and indicate that you have done such in the notes you leave for the teacher.
3. Proper Maintenance of Buildings, Grounds, and Equipment:
- a. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
 - b. Check your communication device (if you use one with your assignment) to make sure that you can communicate with the office immediately in the event of an emergency.
4. Proper Warnings:
- a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

All discipline cases, which cannot be handled in the room in an appropriate manner, should be referred to the principal or assistant. If a situation does occur, make sure that all documentation papers have been completed and given to the proper person before leaving the building. Under no circumstances should the substitute teacher administer corporal punishment. You are as legally responsible for pupils, equipment and materials assigned to your care as is the regular teacher for whom you are substituting.

As a substitute, we also expect you to provide supervision to students as follows:

Student Supervision - Area of Direct Supervision (examples: classroom, gym, lunchroom, dismissal lines, playground, field trip bus):

- Responsible for safety and well-being of students at all times.
- Expect constant visual/auditory connection and accounting of students.
- Expect appropriate classroom management and monitoring of students.
- Held accountable for behavior of students in area of supervision, within reason.
- Not reasonable for teacher to anticipate and stop spur-of-the-moment violent act; but reasonable for teacher to anticipate if student displaying weapon or talking about violent act or in an angry manner.
- When students are allowed time to engage in free play, or non-teacher directed activities, it is reasonable to expect they may engage in inappropriate activities if not closely monitored.
- If teacher is on notice as to behavior issues with a particular student, even closer supervision of that student is warranted.
- Report to the office any students that do not belong in the classroom or might be missing from the classroom.

Student Supervision - Out of Area of Direct Supervision (examples: trips to restroom, office, media center):

- Allowed in order to teach responsibility, confidence and independence.
- Must use professional judgment about which students may engage in school-authorized tasks that take them out of the teacher's area of direct supervision. There are some students who cannot do any of these activities without supervision.
- If a student is permitted out of area of direct supervision for activity, teacher remains accountable for behavior of student.
- Even though cannot maintain constant visual connection or accounting, remain responsible for follow-up if student is gone too long for specific task; the amount of time may vary in terms of how long is "too long, " depending on the student.
- NOT held accountable for behavior of child outside of direct supervision IF:
 - student is sent on authorized task appropriate for that student.
 - sufficient/appropriate measures taken in follow-up.
 - student behavior not foreseeable.
- WILL be held accountable for behavior of student out of area of direct supervision IF:
 - student is out of area of direct supervision for unauthorized activity.
 - teacher fails to follow up in appropriate manner on student out of area of direct supervision.

Responsibilities of the Regular Teacher to the Substitute Teacher

Even though they may never meet, the substitute and the regular teacher have a real responsibility to each other. The regular teacher is responsible to an important degree for the attitude that his/her pupils display toward the substitute teacher. The attitude should be one of helpfulness and courtesy such as would be accorded any invited guest of the school. The regular teacher also needs to make as much current information available to the substitute as possible. This will help the substitute to successfully maintain the continuity of the program. When entering an absence with AESOP, the regular teacher should indicate any special circumstances to the substitute such as:

- Field trips requiring certain apparel
- Long outdoor recess duty
- Optional periods that the regular teacher is assigned
- After school clubs or duties beyond a normal day
- Optional periods or duties which take the place of lunch

The regular teacher is required to maintain all of the information a substitute would need in taking over his/her work. Complete lesson plans containing an up-to-date record of the work of the class and outline of the lessons to be covered during the current week are to be kept in the teacher's plan book. Lesson plans should include due dates for assignments and homework procedures.

The following items of information with all necessary explanations, should be available in the substitute folder:

- Attendance procedures and where to place absentee folder/list for pick-up.
- Class lists according to reading/math groups and/or various classes and/or homeroom.
- Current daily schedule, which should include: Individual student schedules, e.g., library, speech, resource room.
- Fire/tornado/crisis drill procedures for passage to/from classroom.
- Guidelines for lunch, recess, hall duty, phone usage by students, student work groups meeting outside of the classroom, passes and student assistants' names/schedules/responsibilities.
- Up-to-date seating charts.
- Personal information sheet listing the following:
 - Student helpers
 - Special needs students (LD, BD, MI/MOD, etc.) and information pertinent to their needs
 - Updated notes on students temporarily needing special attention because of school or home concerns
 - Pertinent student health information
- University/college field placement students
- Special Education staff, paraprofessionals, or other staff present during instruction
- Any additional responsibilities of the individual teacher, e.g., grading and distribution of papers, supervision duties, breaks and special disciplinary measures
- Teaching plans for the day's classes which include names of books and an explanation of any abbreviations used
- Contingency lesson plan (when a lesson plan cannot be followed).
- Building characteristics should be outlined including the location of the lunchroom, lounge, restroom and media equipment
- Map of the school
- School or team discipline plan/rules
- Names and rooms of other members of the teaching team
- Whom to call or report to if there are problems (please include at least two persons' names).

Teachers are also to complete and sign a substitute teacher evaluation form regarding their degree of satisfaction with the substitute's performance. Other teachers, students and/or the principal may give valuable input into the evaluation.

Responsibility of the Students

The students are expected to share the responsibility of making the day's work effective despite the absence of the regular teacher. A substitute teacher should expect the full cooperation of all students in the room and should help ensure such cooperation by planning to make the day worthwhile and productive.

Responsibility of the Principal

The principal has the responsibility for discipline in his/her school and for setting a proper climate for good school control for teachers and pupils.

Upon arrival at school, a substitute should report to the office. There, the principal or someone designated by him/her, will explain the assignment and any other special duties the substitute is expected to perform. Questions in regard to textbooks, the teacher's plan book, supplies or general procedures will be answered by the principal, a team teacher, or, in the high schools, the head of the department.

The principal may introduce the substitute teacher or arrange to have them introduced to at least one of the regular teachers who may be of assistance to the substitute whenever the principal is not available for consultation.

Use of School Facilities and Property

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, computers, fax machines, telephones, etc.) and school postage is to be used for approved school-related purposes only.

Care of School Property

Substitute teachers are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Visitors

Substitute teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the substitute teachers. Visitors should follow posted procedures for being on school property. Substitute teachers are not to bring their children to school with them in lieu of taking them to childcare.

Students' parents and district patrons may be invited to visit school and observe classrooms. Invited visitors should be made to feel welcome. **If the visitor has not yet checked in with the office, they should be directed to do so.**

Some visitors are not suitable to be in the school building or in particular areas, and are in effect trespassers. If you observe unwanted visitors, ask their name, ask if they have checked in with the office, and if they have not done so or are uncooperative, direct them to leave and tell them that they are trespassing. Seek the assistance of the administration if you are uncomfortable with the situation. Document the event and report it to the office, so stricter action can be taken with the trespasser if it occurs a second time.

Copyright and Fair Use Policy

It is the district's policy to follow the federal copyright law. Substitute teachers are expected to adhere to the law. This includes internet, disks, tapes, CD's, videos, etc., as well as printed materials.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. **Substitute teachers should not make personal copies unless authorized by the principal.**

Internet

Substitute teachers have access to the district's computer network and the internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district. It is expected that substitute teachers on assignment will monitor student use of the computer at all times. In using the computers and the Internet, substitute teachers are agreeing to the following:

- Since copyright laws protect software, substitute teachers will not make unauthorized copies of software found on school computers by any means. Substitute teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
- If a substitute teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the substitute teacher assumes all risks regarding the determination of whether a program is in the public domain.
- Substitute teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the district's mission. Substitute teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, substitute teachers are prohibited from placing such information on the internet.
- Substitute teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Substitute teachers will not copy, change, read, or use another person's files. Substitute teachers will not engage

in “hacking” or otherwise attempt to gain unauthorized access to system programs or computer equipment.

- Substitute teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- Substitute teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else’s password/account name.
- Substitute teachers will not attempt to login to the system as a system administrator.
- Substitute teachers understand that the intended use of all computer equipment is to meet instructional objectives.
- Substitute teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the district.
- Substitute teachers will not use the network for financial gain or for any commercial or illegal activity.
- Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the internet, or the uploading or creation of computer viruses are forbidden.
- The district will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the district’s telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of on-line services or products. The substitute teacher is solely responsible for any such charges. The substitute teacher’s acceptance of an email account, if deemed a need, is an acceptance of the substitute teacher’s agreement to indemnify the district for any expenses, including legal fees, arising out of the substitute teacher’s use of the system in violation of the agreement.
- The internet will be supplied for your use on an “as is, as available” basis. The district does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
- The district is not responsible for the integrity of information accessed, or software downloaded from the internet.
- The district reserves the right to refuse posting of files, and to remove files.
- The district further reserves the right to inspect a substitute teacher’s district computer and/or online usage at any time. Substitute teachers have no privacy rights or expectations of privacy with regard to use of the district’s computers or internet system.
- The computer system is not a public forum. It is provided for the limited purpose of advancing the district’s mission.
- A technology protection measure is in place that blocks and/or filters internet access to prevent access to internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the district may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters internet access may be overridden only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed district training by the only proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the

superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include, but would not be limited to, the immediate suspension or termination of the substitute. If the circumstances warrant, the district may also notify local law enforcement for further investigation and refer the case to the Nebraska Department of Education for certification suspension or revocation.

Drug Free Workplace

The district has established the school as a drug-free workplace. This includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while substitute teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs or alcohol on a substitute teacher in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of look-alike drug or look-alike-controlled substance is prohibited. In addition, substitute teachers are expected to serve as role models for students and will be considered to have violated the district's expectations in the event the substitute teacher commits a criminal drug or alcohol offense off the work place or off duty time.

Smoke and Tobacco-Free Workplace

The use of tobacco products in the district's buildings and on school grounds, all owned or leased facilities is **prohibited**.

Weapon-Free Workplace

The district prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any substitute teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction. The phrase "possession of a weapon includes, without limitation, a weapon in a substitute teacher's personal possession as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

If a substitute teacher knows of a student in possession of a weapon, he/she must report this immediately to the main office.

Personal Property/Items

The district is not responsible for any personal property substitute teachers may bring to schools. Substitute teachers are cautioned not to bring large amounts of money or items of significant value to schools, including personal electronic devices.

Use of School Vehicles

In some circumstances, it may be necessary for a substitute teacher to drive a school vehicle to transport students. In these cases, the substitute teachers should contact the building principal to schedule a visit to the Bus Barn to complete driver training, which includes district approval, a valid driver's license, proof of insurance, and appropriate instruction on the safe operation of vehicles and transport of students. Substitute teachers who drive school vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Substitute teachers are not to use cell phones while driving a school vehicle or while transporting children. Substitute teachers should not transport students in personal vehicles unless specifically authorized to do so by district administration.

Civility of Employees

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the district. Uncivil behaviors are prohibited.

Uncivil behaviors shall be defined as any that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, and written communications, including email messages.

Any uncivil behavior should be reported to the immediate supervisor or to the Superintendent. Employees may be subject to disciplinary action under building and/or district policy or guidelines. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

Professional Ethics Standards

As a substitute, you become an extension of the school and district. A substitute teacher should avoid criticism of the regular teacher, other staff members, or students, except when formally presented to the principal in the interest of the school. Blair Community Schools expects its substitute teachers to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards that substitute teachers are held to are generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct. For purposes of this document, and in relation to the professional ethics as outlined in NDE Rule 27-Professional Practices Criteria, we believe that all educators should be committed to the following:

Commitment as a Professional Educator

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The substitute teacher shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity. In fulfillment of professional responsibilities, the substitute teacher:

- Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- Shall not make any fraudulent statement or fail to disclose a material fact for which the substitute teacher is responsible.
- Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- Shall not sexually harass students, parents or school patrons, employees, or board members.
- Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- Must notify the Superintendent by the next working day of the filing of any felony or misdemeanor criminal charges, any arrests and the disposition of any criminal charges pending against them.
- Shall seek no reprisal against any individual who has reported a violation of this rule.

Commitment to the Student

Mindful that a profession exists for the purpose of serving the best interests of the client, the substitute teacher shall practice the profession with genuine interest, concern, and consideration for the student. The substitute teacher shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfillment of the obligation to the student, the substitute teacher:

- Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- Shall not deliberately suppress or distort subject matter for which the substitute teacher is responsible.
- Shall make reasonable effort to protect the student from conditions that interfere with the learning process or are harmful to health or safety.
- Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.

- Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- Shall not tutor for remuneration students assigned to his/her classes unless approved by the Board of Education.
- Shall not discipline students using corporal punishment.

Commitment to the Public

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The substitute teacher bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession. In fulfillment of the obligation to the public, the substitute teacher:

- Shall not misrepresent an institution with which he/she is affiliated, and shall take added precautions to distinguish between his/her personal and institutional views.
- Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- Shall neither offer nor accept gifts or favors that will impair professional judgment.
- Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- Shall, with reasonable diligence, attend to the duties of his/her professional position.

Professional Attire

It is important for substitute teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Substitute teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, substitute teachers are expected to be aware of the standard to be maintained. The administration may establish more detailed guidelines for individual substitute teachers should that be necessary.

SafeSchools Alert

Blair Community Schools is now using SafeSchools Alert, an anonymous tip reporting system that allows students, staff, and parents to submit safety concerns via telephone, text, email, or web link directly to our administration. Tips on bullying, harassment, drugs, vandalism, threats, or any safety issue you are concerned about can be easily reported through SafeSchools Alert. Every tip SafeSchools Alert receives is immediately logged with notifications sent directly to administration for investigation and follow-up. An information banner or poster, with reporting links, is located on the district's main web page, on each building's web page, and is posted in visible locations in each building.

Video Surveillance

In order to promote student and staff safety, and deter unauthorized access and destructive acts, the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses.

Information obtained through video surveillance and electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or code of conduct. Video recordings may be used as evidence in disciplinary actions and criminal proceedings. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Video cameras may be placed and used in locations deemed appropriate by the superintendent or designee including but not limited to entrances, hallways, classrooms, cafeterias, auditoriums, gymnasiums, parking lots, and school vehicles. Cameras will not be placed in areas where students, staff, or visitors have a reasonable expectation of privacy such as restrooms, dressing rooms, or locker rooms. Board policy and state statutes shall govern the access, conveyance, and retention of video images or recordings.

Private Tutoring

Substitute teachers are encouraged to provide individual assistance to students as a part of their duties. Substitute teachers who engage in private tutoring for pay (compensation of any kind from a source other than the district) are subject to the following rules:

- The substitute teacher may not arrange to provide private tutoring for any child enrolled in the class for which they are substitute teaching.
- The substitute teacher is not to provide private tutoring in a school building.
- The substitute teacher is not to provide private tutoring during duty time.
- The substitute teacher is not to advertise or promote his/her private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Helpful Hints for the Substitute

As you begin or continue in your role as substitute, this list may aid you in preparing for your work:

- Keep this handbook in a notebook.
- On your calendar or assignment log, keep a running tally of your pay. Local substitutes are to keep track of their days (maximum of 45).
- Plan to arrive at your assigned room well in advance of the pupils whenever possible. This will afford an opportunity to become familiar with the physical setup of the room and to locate materials necessary for carrying out the assignment in a successful manner.
- Write your name on the board and consider including a friendly message. Introduce yourself to each new group of pupils with whom you come in contact throughout the day. Wear your nametag.
- If applicable, and time and availability of lesson plans permit, write the daily schedule on the board (or overhead) along with the assignments.
- Be an informed substitute; know the school rules.
- Write directions on board.
- Expect respect and cooperation; be respectful of student opinions.
- Have a positive, enthusiastic attitude toward the assignment.
- Physical conditions in a room may affect the behavior of pupils. Watch ventilation, temperature and light. Keep the room neat and orderly. Supervise pupils as they enter

and leave the classroom. Stand at the door and meet them in a friendly manner (smile).

- Be organized!!
- Be innovative and flexible. Have alternative plans in case the lesson plan fails. Be prepared with a "bag of tricks". You are in the classroom to educate, not to provide childcare.
- Immediately establish your behavior expectations.
- Whenever possible, avoid an open clash with the student(s). Kindness and sympathy, lined with firmness is a far better way to maintain class control.
- Be calm. This is particularly true when working with intermediate/middle school students, BD, Special Ed, etc. If you do lose your temper, calm down as soon as possible. Emotions are contagious.
- Keep the students busy!
- Change the seating arrangements of disruptive students.
- Class morale can be kept high with praise from the teacher. Walk around the room.
- Stand next to the noisy person or group.
- Model the behavior you want from the students.
- Try to talk to each of the students on a personal level.
- Try to have a current seating chart for the classes. Call the students by name.
- Ask questions of other teachers and the school administrators in unsure situations.
- When an obvious classroom procedure has been established with which the students are familiar, work with it. Do not try to impose an entirely new system for one or two days.
- When you sense that students are willing to be helpful in terms of clarifying procedures, use them.
- Pranks may come with the job, so don't take them personally. They may do the same things to any new teachers entering their classroom.

Assembling a "Sub Kit"

A provisional teacher must be prepared to teach every grade of elementary or secondary school. A "Sub Kit", a set of preassembled, high-interest activities appropriate for various grade levels, is essential. It will provide students with engaging learning tasks. When students have completed their required assignments, they may play a game, complete a worksheet or puzzle, or do an art activity. A "Sub Kit" could contain:

- Educational videos (Check with school principal before showing to students.)
- Word searches, mazes, codes
- Scented markers
- Magazines, paper, scissors, stencils, glue sticks
- Puzzles
- Board games, such as checkers and chess
- Classic children's book to read aloud
- Age-appropriate sing-along tapes
- "Behavior Checklist"
- Self-stick removable note pads (various sizes)
- Reward stickers
- Kitchen timer

- Magazines
- Puppets, stuffed animals
- Kaleidoscopes
- Masking tape, transparent tape
- #2 pencils
- Transparency markers
- Blank transparencies

Universal Precautions

Universal precautions are simple infection control measures that reduce the risk of transmission of blood-borne pathogens through exposure to blood or body fluids. Under the “universal precaution” principle, blood and body fluids from all persons should be considered as infected with HIV, regardless of the known or supposed status of a person. Infected blood can enter your system through open sores, cuts, abrasions, acne and any sort of damages or broken skin such as sunburn or blisters. Blood borne pathogens may also be transmitted through the mucous membranes of the eyes, nose and mouth. Some infections that can be transmitted through contact with blood and body fluids include:

- HIV
- Hepatitis A, B, C
- Strep Infections
- Pneumonia
- Syphilis
- TB
- Malaria
- Measles
- Chicken Pox
- Gastroenteritis-Salmonella and Shigella
- Herpes
- Urinary tract infections
- Blood infections

Universal Precaution in School

For the most part, the use of universal precautions will consist of the use of gloves when handling blood or body secretions. Make sure that you have gloves, available to you, and they should be worn when there is potential for mucous membrane, hand or skin contact with blood, body fluids containing visible blood, other body fluids, other potentially infectious material or items and surfaces contaminated with these materials. Gloves should be worn any time a provider (that is you):

- Has an open lesion on the hands
- Handles contaminated disposable items such as tissues, diapers, clothing, etc.
- Has any hand contact with blood or body fluids.
- Especially when providing cleanup of body fluid spills such as vomit, blood, feces, urine, etc. when rendering first aid and diapering assistance.

Remember to remove your soiled gloves and wash your hands before touching any cabinets, door knobs or items other people may come in contact with. Avoid accidental injuries by

sharp items. Puncture resistant containers marked with the biohazard symbol should be used for the disposal of used needles, syringes and other sharp items. Red trash bags must be used and disposed of properly for any items containing blood or other body fluids. Begin by attending to the injured person:

- Whenever blood and body fluids are present, a barrier (latex rubber gloves, thick layer of paper towels or cloth) should be used to minimize exposure of the attending person while the injury is cleansed and/or dressed.
- Wear face protection (face shield) during procedures that are likely to generate droplets of blood or body fluid to prevent exposure to mucous membranes of the mouth, nose and eyes.
- Wear protective body clothing when there is a potential for splashing of blood or body fluids.
- Soiled clothes of the injured person must be bagged to be sent home.
- Place waste in a plastic bag for disposal.
- Remove gloves, dispose and secure in a plastic bag.
- Change clothing if another person's blood or body fluid gets onto your clothes.
- Immediately apply soap.
 - Thoroughly wash hands with soap by rubbing hands together (avoid scrubbing hands).
 - Pay particular attention to fingertips, nails and jewelry.
 - Rinse with fingers pointing downward.
 - If running water and soap are not immediately available, a waterless antiseptic cleaner or moist towelette may be used until hands can be thoroughly washed (use of antiseptic cleaner or towelette is NOT a substitute for hand washing).
WASH HANDS AS SOON AS POSSIBLE.

Clean and disinfect environmental surfaces:

- Whenever cleaning and disinfecting environmental surfaces in which blood and body fluids are present, a barrier (rubber utility gloves durable enough to withstand environmental cleaning and disinfecting, thick layer of paper towels or cloth) should be placed between the blood and the attending person. Use disposable paper towels or other disposable materials to remove blood and body fluids.
- Disinfect the affected area(s) and cleaning tools with a commercial tuberculocidal disinfectant (mixed according to manufacturer's specifications) or bleach solution (approximately 1/4-cup common household bleach per gallon of tap water, mixed fresh daily). The affected surface being disinfected should remain wet for several minutes.
- Secure all waste in a plastic bag for disposal.

Wash your hands:

- Before drinking or eating
- Before handling clean utensils, equipment or food
- After going to the bathroom
- After contact with body secretions
- After handling any soiled diapers, garments or equipment
- After caring for kids – especially those with any body secretion discharges

Protect Yourself from Contracting an Infectious Disease

- Avoid rubbing or touching your eyes.
- Refrain from kissing or being kissed.
- Use your own personal care items such as drinking glasses and utensils (unless shared items are properly cleaned).
- If you are working in an area where there is reasonable likelihood of exposure, you should never eat, drink, smoke, apply cosmetics or lip balm or handle contact lenses.

Blair Community Schools
Substitute Teacher Handbook Receipt

I hereby acknowledge receipt of my personal copy of the Blair Community Schools Substitute Teacher Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. I understand that the information in this handbook is subject to change and that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated information, I accept responsibility for reading and abiding by the changes and acknowledge that this document is also available on the district website, and that any revisions to this handbook will be posted to and available on that site.

I understand that this handbook or signature of receipt does not imply an extension or offer of a contractual relationship and my assignment as a substitute teacher is at-will employment.

I understand that I have an obligation to inform the Administration Office of any changes in personal information that may affect employment documents, contact information, payroll processing, or the ability legally or by certification to assume the role of a substitute teacher. I also accept responsibility for contacting the Administration Office if I have questions or concerns, or need further explanation.

Signature

Date

Print Name

Non-Discrimination Statement

It is the policy of the Blair Community Schools not to discriminate on the basis of race, color, national origin, gender, marital status, disability or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Blair Community Schools
Attention: Dr. Randy Gilson
1326 Park Street
Blair, NE 68008
(402) 426-2610

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114, (816) 268-0550 (voice) or (877) 521-2172 (telecommunications device), or ocr.kansascity@ed.gov.

Blair Community Schools

Responsibilities and Expectations for Substitute Teachers

Substitute teachers are required to meet the needs of our students when a classroom teacher is absent. The substitute teacher acts in lieu of the regular employee and should perform the duties as assigned by the building administrator. Substitutes must have the ability to instruct and manage students; the ability to work with parents and staff; and the ability to be an effective communicator with organizational and interpersonal skills. In addition, they must possess flexibility in job assignments and must be punctual and dependable.

Major responsibilities for all substitutes working in the Blair Community Schools:

- Check in with the building secretary upon arrival for the day and when leaving at the end of the day.
- Follow the lesson plans provided by the teacher and maintain the regular routine of the class.
- Check the class roll at the appropriate time and in the manner prescribed by district procedures or the building principal.
- Maintain a level of discipline in the classroom that is conducive to learning and follows building guidelines.
- Assume the same responsibilities as a regular classroom teacher for the students, equipment and other assigned materials.
- Notify the school office or administrator immediately of any serious problems or situations.
- Leave a detailed summary of the day's events, work that was covered, positive or negative feedback about students, and any other pertinent information for the teacher.

Professional ethics and expectations for all substitutes working in the Blair Community Schools:

- The school exists because of the students. The first obligation of the substitute is to the student.
- Personal use of books, electronic reading devices, personal digital assistant devices, laptop/computers, notebooks or iPads, handheld games, or other material or devices are prohibited while you are supervising students. Come prepared to teach and work with the students.
- Confidentiality is important - please use extreme caution in expressing personal opinions and/or sharing stories about what is seen and heard in the classrooms and/or schools where you are substituting.
- Blair Community Schools values all staff, students and patrons. A criticism of a student, the regular classroom teacher, and/or comparisons of individual schools in the presence of other students, teachers or the community is not appropriate.
- Discrimination by gender, race, or religion is not permitted. Sexual harassment, mental, verbal, or physical abuse is not permitted. Violations in these areas will be reported to the proper school personnel, law enforcement authorities, and/or government agencies.
- If child abuse or neglect is suspected, the Substitute Teacher will immediately report the suspicion to the Principal or School Counselor.

I have been provided with and have read the Responsibilities and Expectations for Substitute Teachers.

Signature

Date

Print Name