



SUBSTITUTE TEACHER HANDBOOK 2024-2025

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
3115 POLE LINE ROAD
POCATELLO, IDAHO 83201

Substitute Calling System Phone Number
(208) 234-5937
Substitute Help Desk Phone Number
(208)237-0222



**SUBSTITUTE HANDBOOK
 2024-2025**

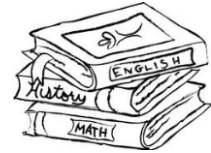


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Dear Staff Member:

On behalf of the Board of Trustees and administration of School District Number 25, I wish to welcome you as a member of the professional staff. I hope in the coming year you will find your association with the district a pleasant one.

School District Number 25 has a direct responsibility to its employees. We are responsible for encouraging the maximum growth and development of all staff members. We recognize the need for providing useful publications and materials which will assist you as a substitute teacher in gaining satisfaction in your work.

This handbook has been designed to help you as the school year opens and throughout the year as a general reference. People are also a good reference for help whether you are new to the district or have been a staff member in the past. Talk with your principal, district office staff members, and any other personnel when you need a question answered.

If at any time I can be of any assistance, please feel free to call on me. We again thank you for your dedication and pledge our assistance to you.

Sincerely,

Brenda Miner

Director of Human Resources

LEARNING TODAY FOR THE POSSIBILITIES OF TOMORROW

3115 Pole Line Road, Pocatello, ID 83201 | 208.232.3563 | www.sd25.us

ADMINISTRATIVE ORGANIZATIONAL CHART

2024-2025

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Courtney Fisher

Pocatello/Chubbuck School District #25

2024-2025 School Calendar

Adopted 12-12-2023

August 24						
Su	M	Tu	W	Th	F	S
				1	2	3
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November 24						
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December 24						
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29	30	31				

January 25						
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February 25						
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March 25						
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April 25						
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June 25						
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29	30					

July 25						
Su	M	Tu	W	Th	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

*All Mondays are 1-HR Early Release

***Key**

 Holidays/Breaks - No School	 Teacher PD Days / Check Out Day - No School	 PT Conferences K-5 - No school K-5
 PT Conferences K-8 - No School K-12	 First and Last Day of School - 1st-12th / K - orientation	
 Graduation Day	 Kindergarten First Day of School	
 Midterms	 End of Trimester / Record Days - No School	

1st Trimester - 58 Days 2nd Trimester - 56 Days 3rd Trimester - 58 Days

32 Early Release

***October 3rd**
 PT Conf Elementary - No School
 Secondary - School is in session
 *172 - Student Contact Days
 *3 - Professional Dev. Days
 *3 - Work/Record Days

REQUIREMENTS FOR EMPLOYMENT AS A SUBSTITUTE TEACHER

Persons interested in substituting must complete an employment application and be 18 years of age with a High School Diploma or equivalent. Applications are available on line at the School District #25 website: www.sd25.us

The following items are required for your personnel file in order to substitute teach:

Application, three signed letters of recommendation, resume, and cover letter. Also, two forms of identification are required at the time you fill out your payroll forms. Human Resources will furnish you with a listing of different identification forms that are acceptable.

State law requires all employees of Pocatello School District No. 25 to complete fingerprinting and a background check by the State Department of Education before working in the schools. Information regarding this requirement is available at the Human Resource Office.

Book	Policy Manual
Section	7000 - Personnel
Title	7305 - Substitute Teachers
Code	7300 - Employee Rights, Responsibilities and Conduct
Status	Active
Adopted	August 21, 1973
Last Revised	June 20, 2006

Teachers are to call the substitute calling system to obtain a substitute for sick leave. Teachers should call the system as soon as possible when it is known that a substitute is needed. Substitutes need at least one hour notice in the morning before they are needed for duty.

The principal, or designee, will utilize the substitute calling system to obtain substitutes for all other leave such as personal, professional and jury duty.

If a teacher wishes a substitute to discontinue teaching before the time originally requested, the principal should be notified before 3:00 p.m. the afternoon before the teacher plans to return so that the substitute may be notified.

Substitute teachers should report to the office of the building where they are assigned to teach. The principal or designee should do all they can to make the substitute teacher's day in the building a learning experience for the students.

The substitute teachers' work day will be one-half hour before students' classes are regularly scheduled to begin and one-half hours after classes are regularly scheduled to end.

Book	Policy Manual
Section	7000 - Personnel
Title	7305P - Substitute Teachers/Instructional Aides
Code	7300 - Employee Rights, Responsibilities and Conduct
Status	Active
Adopted	August 21, 1973
Last Revised	February 21, 2017

Substitute Teachers

When it is necessary for a teacher to have a substitute, the teacher should call the principal of the school concerned as soon as it is known that a substitute is needed. The principal/secretary will notify the Substitute Calling System of the need for a substitute teacher as soon as he/she is aware the regular teacher is going to be absent indicating the school, grade level or subject area and any other pertinent information. The Substitute Calling System will assign an appropriate substitute for the teacher who has been reported absent.

If a teacher wishes a substitute to discontinue teaching before the time originally requested, the principal should be notified before 3:00 p.m. the evening before the teacher plans to return so that the substitute teacher may be notified.

Upon reporting to the building, the substitute teacher shall report to the principal, or designee, who will orient the substitute teacher to the day's assignment by going over the duty roster, special daily bulletins and lesson plans. The principal, or designee, should do all he/she can to make the substitute teacher's day in the building a profitable learning experience for the students.

The employment of substitute teachers is to be reported by the principal on the regular monthly payroll.

Instructional Aides

Instructional aides may be used as substitute teachers at times when the principal determines that such use would be in the best interests of children in the classroom where a teacher is absent. Such substitution will likely occur only in the building and the classroom where the aide normally works.

Aides will receive a \$20.00 stipend in addition to their aide pay when they substitute for a teacher.

The school will report the use of the instructional aide as a substitute teacher in the comments section of the Mass Payroll Update (MPU) reports that is submitted to data processing.

Book	Policy Manual
Section	7000 - Personnel
Title	7302 - Employee Standards of Conduct
Code	7300 - Employee Rights, Responsibilities and Conduct
Status	Active
Adopted	July 18, 1978
Last Revised	July 19, 2016

To maintain a suitable working and learning environment, certain standards of conduct must be followed by all Pocatello/Chubbuck School District No. 25 personnel. Any person who acts in a manner contrary to the best interest of the district, or is unable to continually maintain appropriate conduct, may subject himself/herself to corrective disciplinary action, suspension or revocation of a certificate, or termination of employment. District personnel are expected to be aware of current Board Policy and shall annually review various policies as directed by the administration through the district's annual policy review process.

While comprehensive, the following list does not include all instances which may result in any form of disciplinary action, inclusive of suspension, revocation of a certificate, or termination of employment. This list is not intended to replace the provisions set forth in the Code of Ethics for Idaho Professional Educators. The intent is to give examples of inappropriate conduct to help guide personnel to successfully perform his/her job related duties for the district.

MISCONDUCT

The following are examples of misconduct on the part of district personnel that may result in disciplinary action up to and including termination of employment dependent on the nature of the offense:

- *Absenteeism and Tardiness* - Improper use of sick leave, excessive absenteeism and continual tardiness
- *Inappropriate Dress or Appearance* - District personnel are expected to maintain a neat, clean, professional appearance while at work
- *Tobacco* - District personnel are prohibited from smoking or using tobacco products including, but not limited to e-cigarettes and vapors on school district property or in district vehicles
- *Gratuities* - District personnel may not solicit gratuities from students, families, or visitors for personal gain
- *Personal Activities* - Use of work time, phones and/or technology for personal work or activities
- *Inability to Work with Others* - Conflict with district personnel, students, parents or visitors and the inability to resolve those conflicts
- *Threats* - Direct or indirect offensive or threatening statements or gestures made toward district personnel, students, parents or visitors

- **Work Performance** - Performing at a level below set work standards
- **Discrimination, Bullying, Intimidation, Hazing or Harassment** - Includes any violation of the Statement of Equal Employment Opportunity and/or anti-harassment policies
- **Safety** - Disregard of safety practices and regulations. Disregard for the safety of others
- **Discourtesy** - Discourteous or abusive treatment of others, including gossiping and rumors
- **Negligence** - Inability to apply common sense or to exercise reasonable judgment which results in poor or careless work or which jeopardizes or creates an undue hardship on other district personnel and/or students
- **Insubordination** - Willful refusal to comply with legitimate requests or instruction of supervisors or other designated authority during work hours.
- **Fighting** - Striking another person while on district property or while on duty for the district, except in self-defense against an unprovoked assault
- **Immorality** - Immoral and indecent acts or conduct against others to include the use of foul or obscene language or gestures
- **Destruction of Property** - Willful or deliberate damage to district or other's personal property, inclusive of intellectual property, files and documents
- **Falsifying Records** - Including but not limited to time records, work reports and/or official documents
- **Theft** - Stealing district or another's property
- **Weapons** - Unauthorized possession of weapons on district property or in district vehicles
- **Intoxication** - Reporting to work or working under the influence of alcohol, illegal drugs, and/or the misuse of prescription and over the counter drugs. Possession of alcohol and illegal drugs on district property is prohibited

Book	Policy Manual
Section	7000 - Personnel
Title	7304 - Staff/Student Relations
Code	7300 - Employee Rights, Responsibilities and Conduct
Status	Active
Adopted	August 21, 1973
Last Revised	June 20, 2006

The relationship between staff and students should be one of cooperation, understanding and mutual respect. The staff has a responsibility to provide an atmosphere conducive to learning, and motivate each student to perform to his/her capacity.

The staff shall strive to secure individual and group discipline, and should be treated with respect by the students. Staff should extend to students the same respect and courtesy which they, as staff members, have a right to demand.

Book	Policy Manual
Section	7000 - Personnel
Title	7404/8304 - Prohibition of Harassment, Intimidation, Bullying, Hazing and/or Initiation
Code	7400 - Human Relations
Status	Active
Adopted	July 21, 1992
Last Revised	February 16, 2016

The Pocatello/Chubbuck School District No. 25 Board of Trustees is committed to providing a safe, supportive and orderly learning and working environment free from any form of harassment, intimidation, bullying, hazing or initiation for all students, employees, volunteers and patrons in any school building, on district property, or at any district sponsored event, regardless of location. No act of harassment, intimidation, bullying, hazing or initiation will be tolerated. Such behavior will result in disciplinary action.

Idaho Code § 18-917A indicates that a student may be guilty of a criminal infraction for engaging in acts of harassment, intimidation or bullying and indicates specifically that:

- No student or minor present on school or district property shall intentionally commit, or conspire to commit, any act of harassment, intimidation or bullying against another student;
- Harassment, intimidation and bullying means any intentional gesture, or any intentional written, verbal or physical act or threat by a student that:
 - A reasonable person under the circumstances should know will have the effect of:
 - Harming a student; or
 - Damaging a student s property; or
 - Placing a student in reasonable fear of damage to his or her person; or
 - Placing a student in reasonable fear of damage to his or her property; or
 - Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student.

- An act of harassment, intimidation or bullying need not occur directly in person, through actions or conversation but also may be committed through the use of landline, car phone or wireless telephone or through the use of data or computer software that is accessed through a computer, computer system or computer network.

An act of harassment, intimidation bullying, hazing or initiation can include any intentional written, verbal or physical act, and may be motivated by characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, physical appearance, clothing or apparel, socioeconomic status, gender identity, or marital status.

Nothing in this section requires the affected person to actually possess a characteristic that is a basis for the harassment, intimidation, bullying, hazing or initiation.

Harassment, intimidation, bullying, hazing and initiation can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

Intentional acts refer to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, bullying, hazing and initiation may still be prohibited by other district, school or program policies or procedures.

Reporting

If an individual believes he or she has been subjected to any form of harassment, intimidation, bullying, hazing and/or initiation, the individual is encouraged to firmly and clearly tell the person engaging in the behavior that it is unwelcome, offensive and should stop at once. The individual shall also report any such behavior to the immediate supervisor, a director, or any other administrator. As a matter of policy, it is also required that any individual who becomes aware of any such objectionable conduct involving another employee, student, supervisor or administrator shall report the behavior to the immediate supervisor, a director, or any other administrator. Any false reporting constitutes violation of this policy and may be grounds for immediate disciplinary action up to and including suspension, expulsion, discharge or termination of employment.

Investigation

Any allegation of harassment, intimidation, bullying, hazing and/or initiation shall be investigated promptly in accordance with the process outlined in the corresponding Procedure and will be conducted in a confidential manner by the administration so as to protect the privacy of all persons involved. Confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances. A timely resolution of each complaint will be reached and communicated to the individual making the claim and any other parties involved.

Involvement of Law Enforcement

Depending upon the frequency and/or severity of the conduct, law enforcement shall be involved to remediate the impact on the victim and the climate of the learning or working environment and to remediate the behavior of the perpetrator.

Retaliation

Retaliation against any individual who makes a complaint or brings such objectionable conduct to the district's attention or who assists or participates in any investigation, proceeding or litigation pertaining to harassment, intimidation, bullying, hazing or initiation is prohibited. Any such retaliation constitutes grounds for immediate disciplinary action up to and including suspension, expulsion, discharge or termination of employment.

Procedures

The Superintendent is directed to develop and implement procedures consistent with this policy.

Staff Training

The district is responsible for training all staff with regard to all elements of this policy and its procedures. School staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation, bullying, hazing and/or initiation.

Student Training

Students shall be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, bullying, hazing, and/or initiation and their rights and responsibilities under this and other district policies and rules.

Legal

Idaho Code § 18-917A - Student Harassment - Intimidation - Bullying

Book	Policy Manual
Section	7000 - Personnel
Title	7403/8303 - Notification of Threats of Violence or Harm
Code	7400 - Human Relations
Status	Active
Adopted	August 21, 2007
Last Revised	September 20, 2011

The Pocatello/Chubbuck School District No. 25 is committed to providing a safe and supportive learning and working environment for students and school employees. Staff members shall not be required to perform a duty or act outside their normal responsibilities which threaten the staff members' or students' wellbeing. In times of emergency or emergency drills staff members shall be expected to follow emergency safety procedures. A component of providing that environment is to notify, in a timely manner, any student(s) and/or school employee(s) of any threats of violence or harm made against them. For any student who is notified of a threat of violence or harm, his/her parent/guardian shall also be notified. The timing of the notice shall be subject to the discretion of the administration pending the circumstances of the threat of violence or harm. In addition, the detail to be released will be as extensive as possible yet adhering to the federal statute, Family Educational Rights and Privacy Act (FERPA), and other legal limitations.

Individual-directed threats of violence or harm are defined as those which cause fear of physical harm to a specific individual or individuals. Individual directed threats of violence or harm may be communicated by any means either directly or indirectly.

Building-directed threats of violence or harm are those with an intent to cause damage to a school building or school property or to harm students, employees, volunteers, patrons, or visitors. Building-directed threats of violence or harm may be communicated by any means either directly or indirectly.

The administration will investigate and address threats of violence or harm in a manner consistent with the district's safety policies and comprehensive safe school plans.

Persons found to have made threats of violence or harm against students, employees, others, or district property will be subject to the district's discipline policies and will be referred to any appropriate community agencies, such as law enforcement and mental health services as appropriate. As needed, the district administration shall work with **various professionals internally** and externally to address the needs of those threatened, the threats themselves, and those making the threats. Necessary information about the person making the threat shall be communicated by the administration to teachers and other staff, including any school resource officers on a "need to know" basis.

Any person who knowingly provides notice of a false threat is subject to appropriate district discipline and may be referred for prosecution.

The district is responsible for training all staff with regard to all elements of this policy and its procedures. School staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation, bullying, hazing and/or initiation.

Students shall be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, bullying, hazing, and/or initiation and their rights and responsibilities under this and other district policies and rules.

The Superintendent is directed to develop and implement procedures consistent with this policy.

Book	Policy Manual
Section	7000 - Personnel
Title	7316 - Staff Use of Personal Electronic Communication Devices
Code	7300 - Employee Rights, Responsibilities and Conduct
Status	Active
Adopted	April 19, 2005
Last Revised	March 15, 2016

The Pocatello/Chubbuck School District No. 25 Board of Trustees realizes that instructional staff members may from time to time choose to use personal electronic communication devices for instructional purposes. Those who choose to do so are expected to adhere to the following:

- Staff shall ensure that effective and updated antivirus protection is installed;
- Staff shall only connect to the internet using the school-supplied wifi internet connection for educational purposes;
- Staff shall not bypass internet content filtering by using other wifi or cellular data networks for educational purposes;
- Staff shall be responsible to ensure that their devices are functioning properly and devices will not be supported by district personnel;
- Staff should ensure their devices are fully charged before arriving at school;
- Staff shall ensure that no software or hardware shall be installed on staff devices that could potentially cause disruption or harm to the district network or other devices;
- Staff shall be responsible for securing their own devices through password protection.

The district shall not be responsible for damage or theft of a staff members' personal device.

Personal Use of Cell Phones While at Work

Reasonable use of personal cell phones and other electronic devices is allowed for minimal duration and in appropriate locations, provided there is no disruption to the educational process or employee productivity.

The personal use of cell phones and other electronic devices is expressly prohibited during instructional time and during school meetings, except in the case of an emergency.

Employees are prohibited from using cell phones and other electronic devices for personal digital photography, personal games, or other like personal functions during the school work day.

Cell phone ringers, beepers, and/or pagers should be turned off or set to vibrate upon entering the building. When placing or receiving phone calls, move immediately to an area which ensures minimal disruption to the educational process. Be courteous to others by reducing voice levels to a low volume. Use of cell phones in a loud or disruptive manner is prohibited.

Book	Policy Manual
Section	7000 - Personnel
Title	7318 - Use of Social Media
Code	7300 - Employee Rights, Responsibilities and Conduct
Status	Active
Adopted	June 17, 2014
Last Revised	March 17, 2015

The Pocatello/Chubbuck School District No. 25 Board of Trustees respects the need for staff to communicate with students and colleagues using various means of communications. The district likewise respects that school personnel are entitled to a private life. In furtherance of these interests, the Board of Trustees provides guidance to the district's personnel who choose to engage in social media and electronic communications to improve awareness of the employee engaging in conduct which could result in negative consequences to employment and licensure status. For the purpose of this policy, social media communications is defined to include, but may not necessarily be limited to the interaction among people in which they create, share or exchange information and ideas in virtual communities and networks, including group internet-based applications that allow the creation and exchange of user-generated content. Social media communications may occur in many different forms including, but not limited to, use of cell phones, magazines, internet forums, weblogs, social blogs, microblogging, wikis, and social networks.

Public school employees are generally held to a higher moral standard than the public at large. They are expected to be role models for students. They are expected to conduct themselves within enumerated legal and ethical boundaries and are expected to demonstrate sound professional judgment. The Code of Ethics for Idaho Professional Educators does not yet have a specific ban prohibiting or limiting social media or electronic contacts with students. However, several principles indicate limited prohibitions on certain types of communications with students.

In addition to the Code of Ethics and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014, an educator must keep in mind that federal regulations including but not limited to those found in the Family and Educational Rights Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA) and the American Health Insurance Portability and Accountability Act (HIPAA) play a significant role in what can and cannot be publicly or privately shared by an educator. The Free Speech rights of public school employees are more limited in this regard. School employees can speak out as citizens on matters of public concern and may also speak out if their speech does not disrupt the workplace. However, free speech that involves purely personal or private things, speech that disturbs the workplace or speech that is in violation of the above privacy limitations is not generally protected under the First Amendment.

It is for the above reasons that the Board cautions its employees from communicating with students through social media or electronic communications. The Board further cautions employees from discussing confidential student and colleague issues through the use of social media/electronic communications or engaging in postings/communications that will negatively portray the employee and/or the district.

If a district employee seeks to use social media or electronic methods to communicate with students, such individuals are recommended and advised of the following, whether using privately owned devices or district owned devices:

- If using the district's computer equipment, network, servers, or email address, recognize that the communication is likely a public record which may have to be produced upon request to any member of the public or the press;
- If using the district's computer equipment, avoid leaving the equipment open and unattended for others to view;
- Block private content and maintain closed, private settings on personal social network sites to aid in preventing purely private discussions from becoming public;
- Ask a colleague or administrator to review the appropriateness of a website designed for a class or designed for the purpose of student interactions; obtain feedback from colleagues, administration and parents and review the employee's posting rules with participants;
- In social media or electronic communications with students, address only school related issues and copy any student correspondence to parents, and/or the school's administration;
- Maintain all conversations with students and parents as professional, whether on social media, through use of other electronic means or personally;
- Refrain from friending or following any student or parent of a student on private social media sites and explain to any students or parents about applicable provisions of the Code of Ethics and privacy laws which might impact a decision to not friend or follow;
- Refrain from any harassment, intimidation, bullying, sexual comments, illegal actions, mention of use of alcohol or drugs or other such similar postings or electronic communications that are inappropriate for student viewing and depict oneself, the district, a district student or employee negatively;
- If an employee becomes aware of any colleague whose social media use or electronic communications are in violation of the Code of Ethics, the employee has an ethical obligation to report such violation to the Professional Standards Commission. Failure to report a known violation of the Code of Ethics is itself a violation of the Code and could result in certification consequences;
- It is recommended that an employee report to the administration any known inappropriate posts by students on a school employee's social media site. This will allow the administration to attempt to stop inappropriate student and/or employee postings;

- Refrain from posting negative comments, criticism or confidential information about any student, parent or colleague, even in a general sense such that would allow individuals to figure out who is being discussed;
- Adhere to district policies, the Code of Ethics and applicable state and federal regulations.

When using social media for personal postings and comments on the sites of others, even when a student may not be friended or directly included in the communication, be advised that an employee has very limited control over what occurs with these postings. Often times such private postings and electronic communications become public and could cause an employee embarrassment or could cause unintended certification/licensure issues and unintended employment consequences. Inappropriate postings on social media sites could lead to discipline, up to and including termination and could lead to a certificated employee's suspension or loss of a teaching credential.

Book	Policy Manual
Section	8000 - Students
Title	8311 – Physical Restraint and Seclusion
Code	8300 – Health and Welfare
Status	Active
Adopted	September 21, 2010
Last Revised	July 18, 2023

Physical Restraint

The Pocatello/Chubbuck School District No. 25 is committed to providing a safe, supportive, caring and respectful environment which is critical to student learning. Therefore, all use of physical restraint inclusive of mechanical restraints and other aversive techniques, is prohibited with the exception of use of physical restraint only in emergency situations as a means to regain physical control of a student so as to prevent injury to that student, other students and/or employees. Staff documentation of any use of physical restraint is mandatory. That documentation shall be filed with the building principal, the Director of Student Support Services, and the Superintendent.

In the case of an emergency situation, physical restraint shall be used only under the following conditions:

- The student’s actions pose a clear, present and imminent physical danger to him/her or to others;
- Deescalation strategies have not effectively minimized the risk of injury;
- Restraint shall only last as long as necessary to resolve the actual risk of danger or harm;
- The degree of force applied shall not exceed what is necessary to protect the student or other persons from imminent bodily injury.

Physical restraint shall only be authorized by the supervising adult when he/she concludes that a student is displaying aggressive behaviors that presents imminent risk to the student or others. Persons implementing a restraint shall utilize the procedures as outlined in the training program and the degree of physical restraint employed shall be in proportion to the circumstances and potential consequences of the incident, and shall avoid injury.

Physical restraint shall be prohibited in the following situations:

- When non-physical interventions should be used;
- As a means of punishment;
- As a response to property destruction, school discipline, refusal to comply or verbal threats.

Physical restraint of a student shall be conducted in a manner consistent with the techniques prescribed in the district approved training program. The purpose of the restraint shall be to assist the student to regain control of him/herself physically and shall last only as long as is necessary to accomplish this. To the extent possible, physical restraint shall be applied in such a way as to preserve the dignity and confidentiality of all involved, as outlined in the district's crisis prevention intervention protocol.

Physical restraint shall only be applied by trained persons authorized by the building principal and/or the Director of Special Services. Untrained staff shall only intervene with limited physical contact with the student to protect the student and ensure the safety of others until trained staff arrives. Untrained staff shall seek assistance from trained staff as soon as possible.

Incidents of physical restraint shall be documented, including the names of those involved and any other circumstances surrounding the use of the restraint.

Parents/guardians and the building principal shall be informed as soon as possible, but within twenty-four (24) hours, after every instance of the use of physical restraint. Parents/guardians and the building principal shall be provided a copy of all documentation as soon as it is complete and contact information for the staff member(s) who applied the physical restraint.

The building principal shall conduct a staff debriefing as soon as possible after every incident of physical restraint but within 24 hours.

Seclusion

The Pocatello/Chubbuck School District Board of Trustees authorizes the use of seclusion for a student only under the following emergency circumstances:

- The student's actions pose a clear, present and imminent physical danger to him/herself or to others;
- Deescalation strategies have not effectively minimized the risk of injury.

Seclusion shall only last as long as necessary to resolve the actual risk of danger or harm, or while awaiting the arrival of law enforcement or crisis intervention personnel, should the student be in possession of a weapon or have committed a crime.

Seclusion is defined as the involuntary confinement of a student alone in a room or an area from which the student is physically prevented from leaving regardless of the intended purpose, the name applied to the procedure, or the name of the place where the student is secluded.

Any student in seclusion must be continuously observed by an adult both visually and aurally for the entire period of the seclusion. Occasional checks are not acceptable. The following protocols shall be adhered to when a student is secluded:

- At the student's request, the student shall be allowed to go to the restroom;
- The supervising adult shall take immediate action if there are any signs of medical distress in the student;
- The student shall be permitted to drink water if requested.

The seclusion environment should be inspected at least annually by fire or safety inspectors. Seclusion environments shall conform to the following criteria:

- Be of reasonable size permitting students to lie or sit down;
- Have adequate ventilation including heat and air conditioning;
- Have adequate lighting;
- Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and/or breakable glass;
- Permit direct continuous visual and auditory monitoring of the student;
- Permit automatic release of any locking device if fire or other emergency exists in the school.

Staff using seclusion procedures shall be trained in conflict prevention, the crisis cycle and interventions at each stage of the cycle, possible effects of seclusion, first aid and CPR.

Every incident of seclusion shall be documented, including the names of those involved and any other circumstances surrounding the use of seclusion.

Parents/guardians and the building principal shall be informed as soon as possible, but within twenty-four (24) hours, after every instance of the use of seclusion. Parents/guardians and the building principal shall be provided a copy of all documentation as soon as it is complete and contact information for staff member(s) involved in the seclusion.

The building principal shall conduct a staff debriefing as soon as possible after every incident of the use of seclusion but within twenty-four (24) hours.

Resources:

- Guidance on Considering the Use of Physical Restraint in New Hampshire School Settings, Crisis Prevention Task Force Report, Spring 2005
- Council for Children with Behavioral Disorders Position Summary on The Use of Seclusion in School Settings 2009
- Council for Children with Behavioral Disorders Position Summary Physical Restraint & Seclusion Procedures in School Settings 2009
- Council for Children with Behavioral Disorders Position Summary on the Use of Physical Restraint Procedures in School Setting 2009
- Naushua Board of Education Policy and Procedure on Corporal Punishment and Physical Restraint, New Hampshire 2008
- Essential Elements of a District Policy and Procedures on Restraint and Seclusion, February 2010

**SECONDARY
SCHOOL ADMINISTRATIVE ROSTER
2024-2025**

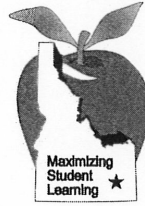
SECONDARY	ADMINISTRATION	ADDRESS	TELEPHONE
CENTURY HIGH	Sheryl Brockett Grayson Axtell	7801 Diamondback Dr.	478-6863
HIGHLAND HIGH	Brad Wallace Calli Burrup	1800 Bench Road	237-1300
POCATELLO HIGH	Lisa Delonas Michele Chatterton	325 N. Arthur	233-2056
NEW HORIZON CENTER New Horizon High Kinport Academy Teen Parent Program	Amy Prescott Melissa Ely	955 W. Alameda	237-2233
ALAMEDA MIDDLE SCHOOL	Brandon Vaughan Carleen Wellard	845 McKinley	235-6800
FRANKLIN MIDDLE SCHOOL	Patrick Vereecken Denee Callahan	2271 E. Terry	233-5590
HAWTHORNE MIDDLE SCHOOL	Heidi Kessler Casey Svensson	1025 W. Eldredge	237-1680
IRVING MIDDLE SCHOOL	Stuart Johnson Randi Neilson	911 N. Grant	232-3039
JUVENILE DETENTION CENTER	Leslie Kiehl-Land	137 South 5 th	234-1080
PORTNEUF VALLEY TECHNICAL EDUCATION & CAREER CAMPUS	Rhonda Naftz Amber Cose	4200 Hawthorne Rd.	235-6807

**ELEMENTARY
SCHOOL ADMINISTRATIVE ROSTER
2024-2025**

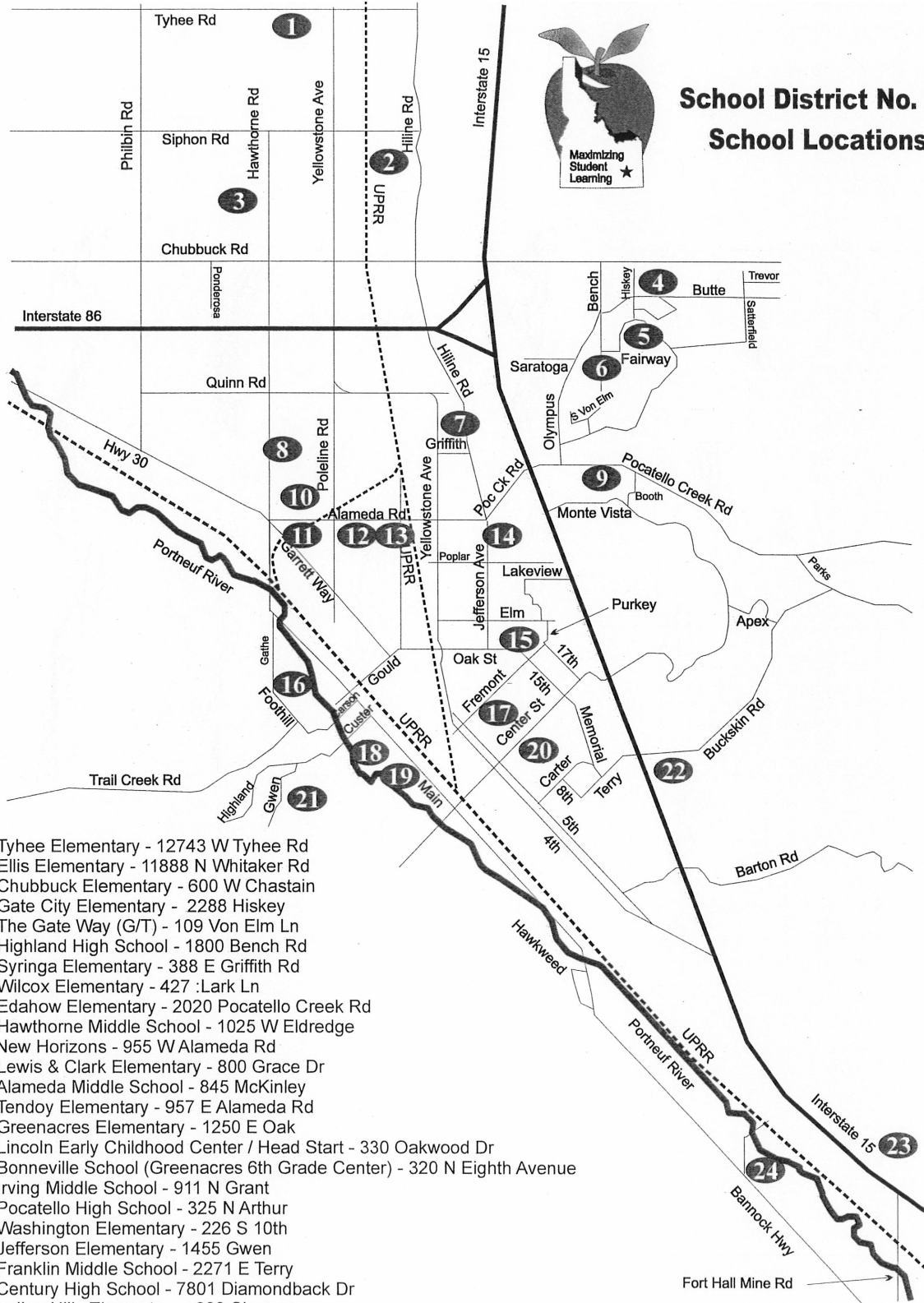
ELEMENTARY	ADMINISTRATION	ADDRESS	TELEPHONE
CHUBBUCK	Kirk Thomson Lori Larsen	600 W. Chastain	237-2271
EDAHOW	Nick Muckerman Hannah Llarena	2020 Pocatello Creek Road	233-1844
ELLIS	Scott Eldredge Sara Bulla	5500 Whitaker Road	237-4742
GATE CITY	Shantel Delonas Denise Bell	2288 Hiskey	237-2503
GREENACRES	Joel Wilson Heather Christensen	1250 E. Oak	233-2575
INDIAN HILLS	Jill Johnson Misti Coffin	666 Cheyenne	232-4086
JEFFERSON	Troy Johnson Carolue Klitgaard	1455 Gwen	232-2914
LEWIS & CLARK	Nichole Garza Callene Shipley	800 Grace Drive	233-2552
LINCOLN EARLY CHILDHOOD CENTER		330 Oakwood Drive	
Head Start	Cathy Lozmack Jennifer Hughes		233-6606
Early Intervention Pre-School	Natalie Jones Jennifer Ramos		232-2994

**ELEMENTARY
SCHOOL ADMINISTRATIVE ROSTER (CONTINUED)
2024-2025**

ELEMENTARY	ADMINISTRATION	ADDRESS	TELEPHONE
SYRINGA	Cynthia Lund Adrianna Cooper	388 E. Griffith Road	237-4040
TENDOY	Krystel Lockyear Stacy Ditton	957 E. Alameda	233-2921
TYHEE	Jodi Prestwich Julia Rice	12743 W. Tyhee Road	237-0551
WASHINGTON	Angela Stevens Margaret Nielson	226 S. 10 th	232-2976
WILCOX	Krista Campos Marianne Richardson	427 Lark Lane	237-6050



School District No. 25 School Locations



1. Tyhee Elementary - 12743 W Tyhee Rd
2. Ellis Elementary - 11888 N Whitaker Rd
3. Chubbuck Elementary - 600 W Chastain
4. Gate City Elementary - 2288 Hiskey
5. The Gate Way (G/T) - 109 Von Elm Ln
6. Highland High School - 1800 Bench Rd
7. Syringa Elementary - 388 E Griffith Rd
8. Wilcox Elementary - 427 :Lark Ln
9. Edahow Elementary - 2020 Pocatello Creek Rd
10. Hawthorne Middle School - 1025 W Eldredge
11. New Horizons - 955 W Alameda Rd
12. Lewis & Clark Elementary - 800 Grace Dr
13. Alameda Middle School - 845 McKinley
14. Tendoy Elementary - 957 E Alameda Rd
15. Greenacres Elementary - 1250 E Oak
16. Lincoln Early Childhood Center / Head Start - 330 Oakwood Dr
17. Bonneville School (Greenacres 6th Grade Center) - 320 N Eighth Avenue
18. Irving Middle School - 911 N Grant
19. Pocatello High School - 325 N Arthur
20. Washington Elementary - 226 S 10th
21. Jefferson Elementary - 1455 Gwen
22. Franklin Middle School - 2271 E Terry
23. Century High School - 7801 Diamondback Dr
24. Indian Hills Elementary - 666 Cheyenne

JOB DESCRIPTION

TITLE: Substitute Teacher

DEFINITION: The substitute teacher is a resource person who can be called upon to instruct students during the absence of a classroom teacher

QUALIFICATIONS: High School Diploma and at least 18 years of age (must be 21 years of age to teach grades 6-12)

REPORTS TO: Principal

JOB GOAL: To enable each child to pursue his education as smoothly and completely as possible in the absence of the classroom teacher.

DUTIES AND RESPONSIBILITIES:

Planning and Organization:

1. Reports to the building principal (school secretary) upon arrival at the school building.
2. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
3. Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
4. Teaches the lesson outlined and described in the Lesson Plan as prepared by the absent teacher unless prior approval by the building principal to initiate new lessons and/or materials has been given.
5. Monitors student learning.
6. Maintains pupil attendance and other non-learning records.
7. Alternates and paces learning activities to the spontaneous needs of students.
8. Reports in writing, on the form provided by the school secretary, of the day's activities at the conclusion of each teaching day
9. Follows all policies, rules, and procedures to which all classroom teachers are subject and which good teaching practice dictates.

Learning Environment:

1. Controls stimuli within the learning environment.
2. Utilizes machines, tools, books and other instructional material available to enhance the learning environment.
3. Supervises students in the maintenance of a clean learning environment.

Instructional Processes-Cognitive Area:

1. Uses the English language clearly.
2. Motivates learning.

Instructional Process-Affective Area:

1. Identifies appropriate and inappropriate student behavior.
2. Reinforces appropriate student behavior.
3. Modifies inappropriate student behavior.
4. Alternates learning experiences to pace pupil attention span.
5. Demonstrates empathy toward pupil problems.
6. Participates in supervision of pupil behavior outside of the classroom.
7. Exhibits "model" behavior.
8. Reinforces positive pupil interactions.
9. Evaluates pupil behavior.

TERMS OF EMPLOYMENT: On call as needed throughout the school year.

SALARY: Established by substitute teacher salary schedule.

SUBSTITUTE TEACHER RESPONSIBILITIES

- I. Substitute Teachers must arrive one half hour before classes start to:
 - A. Report to office and check in with the secretary
 - B. Obtain information from secretaries that include school schedules, duty schedules and other school information. If you are not given this information, ask for it
 - C. Review teacher's written lesson plans and prepare supplementary activities as necessary. If plans are not available, ask for help. The teacher's contract requires written plans.
 - D. Become acquainted with physical makeup of classroom and school
 - E. Review class lists, seating charts, etc.
 - F. Review the evacuation map and locate the emergency procedure information (fire drill, lockdown & shelters in place) that should be prominently displayed in every classroom. If not provided, ask the office for the information
 - G. Receive further instructions/assignments from the School Secretary. School Secretaries have the right to assign substitute teachers to whatever is needed for the school that day. This could be filling in during another teacher's prep period or changing classes to better accommodate the school. Please do not argue with the school secretary. This is her job to make sure the class has a teacher. It is the substitute's job to take that class. Substitutes do not require a prep period.

- II. Substitute Teachers are responsible for providing continuity of instruction for students by:
 - A. Following written lesson plans as prepared by the classroom teacher
 - B. Working actively with students during the assigned duty day
 - C. Supplementing the instructional program, when necessary, with appropriate instructional activities

- III. Substitute Teachers are responsible for reviewing the District policy on discipline, included in this handbook and at www.sd25.us, as well as for maintaining classroom order during each duty day:
 - A. Inquire at each assignment about procedures for securing assistance in troubled situations
 - B. Leave exit notes describing unusual occurrences during the day. Be pro-active
 - C. Keep accurate records of:
 1. Work accomplished
 2. Student attendance/absences
 3. Money or articles lost or found and by whom. Be sure to return this to the school office at the end of the day

- IV. Dress Code: Dress neatly and appropriately for the workday. Keep in mind that students will react to the model you present. More formal dress often helps establish authority. Exercise professional judgement in physical appearance, clothing and hygiene.

SUBSTITUTE TEACHER RESPONSIBILITIES (CONT.)

- V. Substitute Teachers are responsible for maintaining a positive, professional attitude
 - A. Use a friendly, professional, cooperative approach when interacting with students, staff members and parents
 - B. Refrain from making personal calls or having visitors during the day

- VI. Substitute Teachers are responsible for completing an assignment by:
 - A. Checking in and out with the secretary, every day – ALWAYS, even if it is a multi day job and/or you already know where the classroom is
 - B. Reporting to the school office to return items such as keys, schedules and other school materials loaned to the substitute for the day
 - C. Leaving detailed exit notes for the teacher
 - D. Staying one half hour after school to tidy any messes made, correct paperwork and be available for students, parents or administration

CONDUCT RECOMMENDATIONS

If you follow the recommendations listed below, you will avoid most of the “common” mistakes made by substitute personnel:

1. Take attendance for all classes.
2. Follow available lesson plans as closely as possible.
3. Check in and out with the front office each day.
4. Use classroom management techniques that allow learners to stay in the learning environment. Use office referrals as a last form of discipline. There are a number of books available on classroom management and the Internet can also provide helpful suggestions.
5. If lesson plans are not available, let the school administration know and create your own lesson plan to address the learning requirements of the learners and/or subject matter. Rely on your own experiences, ideas from other teachers, and materials in the classroom to facilitate your planning.
6. The school administrator is the substitute teacher’s immediate supervisor. Compliance must be given to any requests made by an administrator.
7. No substitute teacher may physically discipline a learner.
8. Interaction with learners should be positive and self-esteem building. The goal of the educator is to build learners academically and emotionally.
9. There are good days and bad days in any public school classroom. In general, the teacher should try not to personalize negative learner behavior, as it is often a response to a situation and not to the instructor.
10. At the end of an assignment straighten the desk area, pick up large pieces of trash on the floor, put the desks in order, erase the board (if appropriate), log out of the computer and turn out the lights.

CONDUCT RECOMMENDATIONS (CONT.)

11. The use of profanity in a public school setting is not appropriate and it is unprofessional. This should be avoided at all times.
12. Yelling at learners conveys a message of desperation to the learners. Yelling also tends to cause the volume of classroom noise to increase, rather than decrease. It is best to use alternate forms of getting attention gaining to regain control of a group of learners.
13. Learners should be actively supervised at all times.
14. Keeping learners on-task is accomplished by walking around the class and actively engaging with the students to provide guidance and reinforcement as needed.426684171454730
15. Interactions with school personnel are professional and cooperative in nature. Comments addressing the quality of a teacher and his/her lesson plans should not be made to learners.
16. Interactions with other substitute teachers are professional and cooperative in nature. Comparing quantity/quality of jobs is unnecessary because of the differing profiles of all substitute teachers.
17. No substitute teacher may make physical contact with a student in an angry, rude, or insolent manner.
18. Do not allow a classroom situation to get to the point where you are feeling extremely angry. Ask for assistance and suggestions from fellow teachers and/or administrators.
19. Classroom management is an issue that requires constant learning and the continuous acquisition of new skills. It is recommended that teachers research classroom management techniques. This can be done on the Internet or through written literature available in libraries and/or bookstores.
20. No substitute teacher may make physical contact with a learner as a form of classroom/behavior management.
21. It is important to act with an understanding that learners are aware and affected by current events. Interactions with learners should be tactful and respectful at all times.
22. Accommodations to meet the learning requirements of special needs learners should be made by substitute teachers as they are outlined by the regular classroom teacher in the lesson plans.
23. No substitute teacher may physically discipline a student. This includes any type of effort to gain compliance from a child.
24. Leave exit notes for the teacher. Without these notes, the teacher does not know what and how much material was covered in his/her absence. In addition, s/he does not know if any problems need to be addressed or if any or all students should be commended for positive behavior.
25. Any behavior that is considered to be “threatening, intimidating, or making someone feel unsafe or uncomfortable”. Avoid behaviors that “impede someone’s movements or prevent someone from moving freely”.
26. Substitute teachers must be flexible and able to improvise an effective lesson plan in the absence of one left by the regular teacher. Survey the classroom to get information about what is being taught. Find textbooks and other classroom resources to help develop your instructional plan. Ask similar grade level/subject area teachers and the learners for information about what material is being studied. Finally, build your own “subpack” of teaching materials and resources.
27. Personal business, i.e. computer use, phone calls and correspondence, is to be taken care of during non work hours.

CONDUCT RECOMMENDATIONS (CONT.)

28. The Substitute Teacher is responsible for being a positive role model to the students of Pocatello/Chubbuck School District 25. As discussed in the Substitute Orientation Meeting, one should dress “professionally and appropriately. Please exercise “common sense and professionalism” in determining how you present yourself to the students during working hours.
29. Discriminatory comments regarding a person’s race, color, religion, gender, age sexual orientation, nation origin or ancestry, disability, medical condition, veteran status, or any other protected status defined by law, will not be tolerated.
30. To protect the privacy of school staff, do not call staff members at home unless given permission to do so by the staff member.
31. The Substitute Teacher is responsible for maintaining the safety and well-being of the learners as well as maintaining the integrity of the classroom and any belongings of the regular classroom teacher.
32. If there are questions about the appropriateness or safety of any student belongings, contact should be made with the school administration to further investigate the situation. Refrain from looking through backpacks and other student property.
33. It is crucial to the success of the learners under the instruction of a substitute teacher that the substitute teacher keep accurate records and thorough documentation of classroom events, situations, and academic progress.
34. Substitute Teachers must arrive on time for their assignments. The substitute calling system will assign the exact times the substitute must arrive and depart. These time are one half hour before school starts and one half hour after school ends.
35. Flexibility is key in substitute teaching. The substitute must be willing to change job assignments as requested by the school administration to accommodate the needs of the learners.
36. Learners must check out through the office.
37. Do not take any type of pictures/videos/etc. or post anything from your job as a substitute teacher on social media.
38. Substitute Teachers are always to use their on log-in information when using a district computer, do not use a teacher’s log in.
39. If there is ever any question about logging in to the computer, always call the technology help desk at (208)235-3219.

SALARY SCHEDULE SUBSTITUTE TEACHERS 2024-2025

\$100 per day flat rate for all Substitute Teachers

IN ORDER TO BE PAID FOR A FULL DAY YOU MUST TEACH OVER 4-1 / 2 HOURS

Extended Substitute Teaching:

Substitute teachers assigned the first day of a new school year, to substitute for a teacher who is unable to be in the classroom for an extended period of time (ten or more days), will receive \$200.00 per day beginning on the first day of that assignment.

During the school year, a substitute teacher assigned to substitute for a teacher who is unable to be in the classroom for an extended period of time, shall receive \$200.00 per day beginning on the 11th consecutive day of that assignment. This rate of pay is given to a substitute teacher who is taking on ALL RESPONSIBILITIES, including grading, conferences and lesson plans of the absent teacher. Therefore, this rate ONLY applies when substituting for a teacher who does not split the job with another teacher. Also, this rate does **NOT** apply when substituting for a special needs classroom assistant, regardless of the responsibilities taken. If for any reason a substitute misses a day when on a long term job, the absence must be approved by the Director of Human Resources, or the days will start over again.

Substitute teachers have the opportunity to take an on-line training class. The cost of this training will be \$39.95, and will be reimbursed to the substitute once the certificate of completion is returned to the Human Resources Office and the substitute has worked ten days. This course can be found at www.stedi.org. Basic options A or B may be chosen. The course only needs to be taken once.

Opportunity for Additional Wages:

When a substitute works for ten or more days (consecutive or not) during a pay period **without canceling any jobs**, an additional \$7.00 per day will be added to the substitute's regular salary. The higher wage will be paid only for those pay periods where ten or more days are worked without any job cancellations and the time sheet is turned in for that month. This does not apply to the Extended Substitute Teaching wage. Only one bonus may be paid per pay period. If there is even one day paid at the \$200 rate, the \$7 per day rate will be forfeited.

Substitute teachers who work 100 times during the school year, August 21, 2024 to May 29, 2024, will receive \$500 on the June pay check. There is no penalty for a half day job, it will still count towards the 100 times. However, if you are assigned two half time jobs in a day, that is one job. No more than one job per day will be counted towards the goal.

POCATELLO/CHUBBUCK
SCHOOL DISTRICT NO. 25
Pocatello, Idaho

PROFESSIONAL PAYROLL
2024-2025

CHECKS DATED/ISSUED

PAYROLL DUE BY 4:00 P.M.

September 20, 2024

September 13

October 18, 2024

October 11

November 20, 2024

November 13

December 19, 2024

December 13

January 17, 2025

January 10

February 20, 2025

February 13

March 20, 2025

March 12

April 18, 2025

April 11

May 20, 2025

May 13

June 18, 2025

June 12

July 17, 2025

July 10

Checks will only be available at the Education Center during two distribution windows: 7:30 am to 9am and 2:30 pm to 4pm on each pay date when the Education Center is scheduled to be open. Employees can access their direct deposit information through the Employee Portal:
<https://skyward.iscorp.com/SD25IDBusSTS/Session/Signin>

All Payroll time sheets are due in the Payroll Office at the Education Center by 4:00 pm on the payroll due date.

**School District #25 School Schedules
2024-2025**

SCHOOL	PHONE	STARTING	DISMISSAL
Chubbuck	(208)237-2271 (208)237-2230	8:10	2:30
Edahow	(208)233-1844	7:55	2:15
Ellis	(208)237-4742	8:30	2:50
Gate City	(208)237-2503	8:20	2:45
Greenacres	(208)233-2575	7:55	2:15
Indian Hills	(208)232-4086 (208)232-4108	7:55	2:15
Jefferson	(208)232-2914	8:25	2:45
Lewis & Clark	(208)233-2552	8:25	2:45
Syringa	(208)237-4040	8:25	2:45
Tendoy	(208)233-2921 (208)233-2952	8:00	2:25
Tyhee	(208)237-0551	7:55	2:10
Washington	(208)232-2976	7:55	2:15
Wilcox	(208)237-6050	7:55	2:15
Alameda Middle School Franklin Middle School Hawthorne Middle School Irving Middle School	(208)235-6800 (208)233-5590 (208)237-1680 (208)232-3039	8:45	3:35
Century High School Highland High School Pocatello High School PV Tech	(208)478-6863 (208)237-1300 (208)233-2056 (208)235-6807	8:32	3:42
New Horizons Center	(208)237-2233	8:55	3:22
Lincoln Early Intervention	(208)233-6606	8:00	2:00

Mondays are one hour Early Release PLC Days
Kindergarten 30 minute Early Release

GENERAL INFORMATION FOR ALL SUBSTITUTES:

Notify the Human Resource Office or the Substitute Clerk by telephone or in writing should you change your name, address, or telephone number or wish to be taken off the substitute teaching list. The Human Resource office and Substitute Clerk will notify payroll and make the necessary changes. If you have any questions or problems regarding substituting or the Substitute Calling System, the Help Desk (208-237-0222) is available 24 hours a day by voice mail, and from **6:30 a.m. to 9:30 a.m. for personal telephone contact**. You may also contact the Human Resource Office at the Education Center **from 9:30 a.m. to 4:30 p.m.**

QUICK TIPS FOR SUBSTITUTES:

Press your telephone key pad at a moderate pace when keying in your PIN, Access ID, and other responses.

When using the telephone, your Access ID is the **seven** digit phone number you provided at orientation. This ID# will never change, even if you change your phone number. PIN is the **six** digit number chosen at telephone registration. When going on-line, the alphanumeric password is also your choice. The Substitute Clerk does NOT have access to these numbers/passwords. Please keep them in mind.

Always write down the JOB NUMBER and take it with you to your school assignment. You **MUST** have a job number and a name stamp from the school where you are working in order to be paid for the job. **REMEMBER, this is important - No Job Number, No JOB!**

ALWAYS make yourself unavailable in the system on days you are **NOT** able to work, failure to do so will limit the calls you receive from the system.

The system **WILL NOT** overlap jobs. If you receive a call from the system for another assignment that overlaps a current job you have accepted, please accept the assignment and then review your assignments on the computer. The first assignment you received had probably been changed or canceled and the system has not yet notified you.

Remember, you are required to arrive for your assignment at the time assigned by the system. This time is 1/2 hour before school starts and that time is when you are expected to be in the classroom. Also, you are required to stay 1/2 hour after school dismisses in order to correct papers, clean the room, and be available for students.

If you cancel a job within 24 hours of the start time, you **MUST** also call the school and inform them of the cancellation.

Substitutes who go for **90 DAYS** without accepting a job may be **removed from the list** without further notice. If you must be unavailable for this amount of time, please call the sub clerk and make arrangements.

If a substitute has been removed from the list for 90 days of inactivity, they may re-apply to sub again and will have to re-do fingerprinting. If a sub has been removed from the list for 90 days of inactivity three times, they may not re-apply to be a substitute.

All substitutes are required to wear ID Badges to school. Badges expire at the end of the school year. There will be a date set aside before the new school year begins for substitutes to get photos taken for a new badge. The substitute must have an updated badge before they can work in the fall.

IN AN EMERGENCY

When You Hear It...Do It!

LOCKDOWN!



Students

- Move away from sight.
- Maintain silence.
- Do not open the door.

Teachers

- Scan hallway for students.
- Lock interior doors.
- Turn lights off.
- Do not open the door.
- Maintain silence.
- Consider Move, Secure, Defend.
- Take attendance.

HALL CHECK!



Students

- Return to classroom.
- Follow instructions.
- Do not open the door.
- Continue class.

Teachers

- Scan hallway for students.
- Lock interior doors.
- Report suspicious activity to the office.
- Do not open the door.
- Continue class.
- Specific Instructions will follow.

If permission is granted to move within the building, do not go outside or let anyone go outside.

EVACUATION!



Students

- Follow instructions.
- Leave your belongings behind.

Teachers

- Bring clipboard.
- Lead students to evacuation location.
- Take attendance.
- Notify if any students are missing, injured or if any extra students are present.

REVERSE EVACUATION!

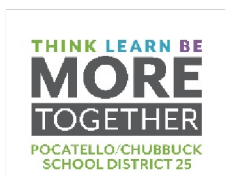


Students

- Return inside the school.
- Return to classroom.
- Follow instructions.

Teachers

- Bring everyone indoors.
- Take attendance.
- Notify office if any students are missing, injured or if any extra students are present.
- Direct visitors to the office.



Pocatello/Chubbuck School District #25 Substitute Quick Reference Card

System Phone Number (208) 234-5937
Help Desk Phone Number (208) 237-0222 (6:30am to 9:30am)
Write your Access ID here _____
Write your PIN here _____

TELEPHONE ACCESS INSTRUCTIONS

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	Today's Jobs	Future Jobs
Weekdays	Starts at 6:00 am	8:00 - 10:00 pm
Saturday	None	None
Sunday	None	8:00 - 10:00 pm
Holidays	None	8:00 – 10:00 pm

DECLINE/CANCEL REASONS:

1. Illness
2. Illness in Family
3. Out of Town
4. Reassign by Sub. Secretary
5. Personal Business

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

REGISTRATION

1. Enter your **Access ID** (7 digit phone number, no area code!) followed by the star (*) key
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key
3. Record your name followed by the star (*) key
4. Hear your callback number. Correct if necessary
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

TELEPHONE ACCESS INSTRUCTIONS

1. Enter your Access ID followed by the star (*) key
 2. Enter your PIN followed by the star (*) key
-

THE SYSTEM CALLS

HEAR THE JOB OFFER

1. PRESS 1 to Hear the job offer
PRESS 2 to Set temporary Do Not Call
 2. If you pressed 1 to Hear the job offer:
PRESS 1 to hear the job description
PRESS 2 to Decline the job (without hearing the description)
Enter the decline reason from page 35 followed by the star (*) key
 3. If you pressed 1 to Hear the job description
PRESS 1 to Accept this job. Record the Job Number. You are successfully assigned to the job.
PRESS 2 to Repeat the job description
PRESS 3 to Decline the job
Enter the decline reason from page 35 followed by the star (*) key
PRESS 1 to Accept
 4. If you pressed 2 to Set temporary Do Not Call, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format.
-

HEAR THE CANCELLATION

1. Hear "This assignment has been cancelled" and the job information
 2. PRESS 1 to Repeat the job information
-

CALLING THE SYSTEM

MENU OPTIONS

- 1 - Review or Cancel Assignments
- 3 - Change your Callback Number – 11 digits
- 4 - Review or Modify Temporary Do Not Call Time
- 5 - Review or Modify Unavailability Dates
- 7 - Change PIN or re-record Name
- 9 - Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order (if the job has already started for the day, the system will not play that job).
 2. PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
PRESS 8 to Hear another assigned job
 3. If you pressed 2 to Cancel assignment
PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)
-

CHANGE YOUR CALLBACK NUMBER

1. Hear the Callback telephone number
PRESS 1 to Modify callback telephone number
 2. Enter new telephone number followed by the star (*) key.
-

TO CHANGE PIN or RE-RECORD NAME

1. PRESS 1 to Change your PIN
PRESS 2 to Change the recording of your name
-

REVIEW OR MODIFY TEMPORARY DO NOT CALL TIME

1. PRESS 1 to enter a time
PRESS 1 to accept the assigned time
PRESS 2 enter an earlier time
Enter the start and stop times
-

REVIEW OR MODIFY UNAVAILABILITY DATES

1. PRESS 1 to review or delete dates
PRESS 1 to delete dates
PRESS 2 to add a new date
 2. PRESS 2 to add a new date
Enter the start date mm/dd/yy
Enter the stop date mm/dd/yy
PRESS 1 to be unavailable for the full day
PRESS 2 TO SET YOUR TIMES
Enter start and stop times hh/mm
PRESS 1 to receive calls during this period
PRESS 2 to not receive calls during this period
-

WEB BROWSER INSTRUCTIONS

SIGN IN

Open your browser and access the SmartFindExpress Sign In page, <https://pocatello.sfe.powerschool.com> For first time use click “Forgot Password?” Enter your Access ID and then follow the link on your email. For all uses after the initial sign in, enter your Access ID and Password (Note: the password is different than your PIN from the calling system)

PASSWORD REMINDER

The “Forgot your Password?” link supports users who want to log into the system, but have forgotten their Password or PIN. When this link is selected, the system displays the Reminder Request Page. The user’s Access ID and the security code being displayed must be entered on this page. **Note:** *You must be registered with the system to use this option*

PROFILE

Information – Review profile status and address information

Update Email – Enter or change email address

Callback Number – View/update callback number; specify a Do Not Call time

Change Password – Enter your current PIN followed by a new PIN twice and click save

SCHEDULE

General

- Review the days you have chosen to work

Temporary Do Not Call

- Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code
- Specify a temporary “Do Not Call Until” time if you do not want to be called by the system

Classifications and Locations

- Review classifications and locations you have chosen for assignments

Unavail Dates Tab

- **Create Unavailability Schedule**
 - Select the *New* button
 - Enter Start and End Date Range (MM/DD/YYYY) or use the calendar
 - Select the *All Day* check box or enter the time range in HH;MM am or pm format
 - Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
 - Select *Save* button
-

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
 - Search for assignments
 - Press the *Search* button to display the list of assigned jobs
 - Choose the *Job Number* link to view job details
 - Select the *Return to List* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment within 1 hour of the start time.
 - An assignment may contain file attachments. To view or download a file attachment, click on the file name.
-

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from *SmartFindExpress*. Selecting the browser’s back button or going to another site on the internet does not disconnect the session from *SmartFindExpress*.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from *SmartFindExpress*, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to-videos.

Important Note: Do NOT use the browser’s BACK button to navigate to screens. Navigation buttons are on the bottom of *SmartFindExpress* screens, such as the *Return to List* and *Continue* buttons.