

SUBSTITUTE STAFF DISTRICT HANDBOOK



**EPPING SCHOOL DISTRICT
SEPTEMBER 2008**

**SAU 14
213 MAIN STREET
EPPING, NH 03042
679-8003**

WELCOME

As a substitute, you are an important member of our school family. As an instructional substitute, you are responsible for providing a continuity of instruction within the classroom in the absence of an assigned teacher or paraprofessional. As a non-instructional substitute, you are responsible for fulfilling the duties of the office staff member for whom you are substituting.

This handbook is your guide to success as a substitute in the Epping School District. Information has been arranged to assist you in finding answers to questions that you may have as you substitute in our schools. Please feel free to ask questions to understand our school system as well as to offer suggestions to improve our school system.

EPPING SCHOOL COMMUNITY RIGHTS & RESPONSIBILITIES

Our goal is to provide rigorous learning opportunities for all members of our school community in a personalized learning environment. To achieve this end, our strategy is to implement a learning community of disciplined people, thought and action focused on high expectations for teaching and learning. We expect all of our school community, including school staff, to:

1. Support the individual in determining his or her learning purposes and the means for achieving them.
2. Provide a rigorous educational program to promote success for all learners.
3. Balance the educational program with real world and service learning.
4. Be engaged in the learning process by setting high expectations and collaborating with others to meet these expectations.
5. Respect the right to learn for all and at all times.
6. Be responsible for one's own learning and encourage the learning of others.
7. Behave in an appropriate manner considerate of one's self and the community.
8. Be accountable for one's actions and choices.
9. Be truthful, courteous, and take pride in one's work.
10. Be present and on time.

RESPONSIBILITIES OF THE SCHOOL

Each school shall see that the substitute is given:

1. A welcome to the school including a school map.
2. An introduction to the class/assignment.
3. A school schedule and substitute work schedule.
4. Information about general school procedures i.e. parking, attendance, fire and emergency drill procedures.
5. Information about procedures in case of student injury or sickness.
6. Information about the assignment i.e. student names, seating chart, lesson plan, student work.
7. Information about staff and student conduct expectations.
8. Information about reporting out procedures i.e. room status, substitute feedback.

RESPONSIBILITIES OF THE SUBSTITUTE

Each substitute is expected to:

1. Respond to calls for your service from the Substitute Coordinator and keep your commitment.
2. Report to the school office before each day's assignment for instructions.
3. Be at your assigned work assignment.
4. Ask questions if the plans or information is unclear.
5. Become familiar with emergency, fire, and lock-down procedures.
6. Perform the same duties as the staff member for whom you are substituting.
7. Keep any knowledge or material concerning the school confidential.
8. Leave your work area in good order.
9. Report to the school office at the conclusion of the day.

SCHOOLS AND CONTACT INFORMATION

The Epping School District consists of the Epping Elementary School, Epping Middle School, and Epping High School all sharing the Epping Educational Complex on Prospect Street in Epping, NH.

EPPING ELEMENTARY SCHOOL

SUBSTITUTE COORDINATOR:	Cheryl MacLeay
CONTACT TELEPHONE NUMBER:	679-2096
SCHOOL PRINCIPAL:	Mark Vallone
DEAN OF STUDENTS:	Erin Milbury
SCHOOL SECRETARIES:	Cheryl MacLeay and Karen Mongeon
SCHOOL TELEPHONE NUMBER:	679-8018 ext 224
SUBSTITUTE SCHOOL DAY:	8:15 am to 3:15 pm
STUDENT SCHOOL DAY:	8:35 am to 3:00 pm

EPPING MIDDLE SCHOOL

SUBSTITUTE COORDINATOR:	Sue Thompson
CONTACT TELEPHONE NUMBER:	244-1666
SCHOOL PRINCIPAL:	Lyn Healy
DEAN OF STUDENTS:	Kyle Repucci
SCHOOL SECRETARY:	Sue Thompson and Stephanie Sturzo
SCHOOL TELEPHONE NUMBER:	679-2544 ext 220
SUBSTITUTE SCHOOL DAY:	7:15 am to 2:25 pm
STUDENT SCHOOL DAY:	7:25 am to 2:25 pm

EPPING HIGH SCHOOL

SUBSTITUTE COORDINATOR:	Sue Thompson
CONTACT TELEPHONE NUMBER:	244-1666
SCHOOL PRINCIPAL:	Dixie Tremblay
DEAN OF STUDENTS:	Melolah Bisaillon
SCHOOL SECRETARIES:	Lisa Esposito, Tracy Bell and Sharon Lavallee
SCHOOL TELEPHONE NUMBER:	679-5472
SUBSTITUTE SCHOOL DAY:	7:15 am to 2:25 pm
STUDENT SCHOOL DAY:	7:25 am to 2:25 pm

DO NOT CONTACT THE SUBSTITUTE COORDINATOR DIRECTLY UNLESS YOU HAVE BEEN CALLED FOR AN ASSIGNMENT.

SCHOOL DISTRICT WEBSITE

School district and individual school information can also be accessed at www.sau14.org.

SCHOOL ASSIGNMENT PREFERENCES

If you can only work at certain schools or on certain days, this information should be communicated at the beginning of the school year or at the time of hiring as this exchange cannot take place when called in the evening or early morning by the Substitute Coordinator.

SUBSTITUTE GENERAL INFORMATION

CLASSIFICATION - Substitutes are classified as “at will” employees and are not under written contract for any specified period. Compensation is calculated according to time spent on the job. The actual time and days worked may vary according to the specific substitute assignment.

EDUCATION/CERTIFICATION - All substitutes are required to be a high school graduate and have good communication skills. Paraprofessional or teacher certification is preferred for instructional substitutes, but not required. All efforts will be made to employ a certified substitute teacher for a teaching assignment in excess of twenty (20) consecutive school days to meet the regulations of No Child Left Behind.

CRIMINAL HISTORY RECORDS CHECK - In accordance with RSA 189:13-a, all school district personnel shall complete a criminal history records check that includes fingerprinting. The Epping School District will assume the full cost of the criminal records check and fingerprinting shall be performed by the Epping Police Department. The final offer of employment is subject to a successfully

completed criminal history records check.

APPLICATION – All substitutes must complete an employment application at the SAU Office. The application requires education, certification, and employment history, and references. The applicant will also be provided with other forms and materials required for employment such as the Employment Eligibility Verification (Form I-9), documents which establish identity, and the W-4. It is advised that substitutes bring their social security card and driver's license to the SAU Office to complete the hiring process.

EMERGENCY CONTACT INFORMATION - All employees are required to complete an emergency contact information form each school year. This information will be used to contact persons selected by the employee in case of an emergency. The emergency contact form will be supplied with the offer of employment.

REMOVAL FROM SUBSTITUTE LIST – Substitute names will be removed from the district substitute list whenever requested by the substitute. School Principals who are dissatisfied with the performance of a substitute may request that a substitute be removed from the district substitute list.

ATTENDANCE – Substitutes are required to be in attendance and at their designated starting time and place to perform their duties prior to student arrival or as otherwise instructed. Excessive absence, tardiness, and/or unauthorized leaving from school grounds will be subject to disciplinary action up to and including removal of the substitute's name from the district substitute list.

NOTIFICATION OF ABSENCE – Substitutes on multi-day assignments should report absences due to illness or personal emergencies to the Substitute Coordinator as soon as reasonably possible, preferably prior to 6:00 am of the day of absence.

DRESS CODE - Although there is no specific district dress code for school staff, it is understood that in order to achieve our district goal, staff must serve as role models for students wearing appropriate attire worthy of the education profession and not detracting from our educational purpose. Schools may provide further definition.

STUDENT SUPERVISION - Students are to be supervised at all times and under no circumstances should a substitute leave students unsupervised.

REPORTING INJURY/ILLNESS – Substitutes who are injured at work or are ill need to report to the school nurse after notifying the school office and obtaining classroom coverage if applicable.

OTHER REPORT REQUIREMENTS – Substitutes are required to report misconduct, violence, theft, destruction, gang activity, hazing, tobacco, alcohol/drug, weapons, bullying, suspected child abuse/neglect, and suicide threats immediately to school administration. If in doubt, report it.

GENERAL SAFETY – All observed safety and health violations should be reported to the School Principal.

All medications for students are dispensed through the School Nurse's Office.

Substitutes are not permitted to handle bodily fluids, hazardous, and/or toxic substances. Spills of this

nature are to be reported to the School Principal immediately. Substitutes required to handle hazardous/toxic substances as part of their assignment will have the appropriate background to handle such substances.

SEARCHES - When it is deemed necessary school administration and/or law enforcement may search the school building and grounds. The school and its contents are the property of the district, not the employee. Employees have no reasonable expectation of privacy as to the contents of those areas. The school and its contents may be subjected to searches at any time with or without reasonable suspicion. Substitutes are not to use any school area or property to contain any item(s) that should not be at school.

DUTIES - Substitutes are expected to fulfill all the duties of the absent staff member as far as practicable.

WORK SCHEDULE – Substitutes will receive their work schedule prior to their assignment. The work schedule will include a half hour lunch break. Substitutes should contact the school's main office to request other breaks. Instructional substitutes are required to contact the school office if their work schedule has non-student contact time other than a lunch period.

IDENTIFICATION – All substitutes are required to wear identification badges issued by the school's main office.

LEAVING THE BUILDING - Substitutes are expected to remain in the building until the end of the school day. Only under extenuating circumstances, approved through the School Principal, will a substitute be allowed to leave the building.

SCHOOL CANCELLATION/SCHOOL DELAY – It is the policy of the district to either delay school for two (2) hours or cancel school for the day due to inclement weather or special circumstances. In most cases decisions regarding school opening are made prior to 6:00 am. All substitutes will be notified by the Substitute Coordinator when possible. Substitutes may also access delays and cancellations by watching WMUR Channel 9 or accessing the WMUR website, also accessible through the school district website. In cases of school delay, substitutes are instructed to arrive at their regularly scheduled time plus two hours. Substitutes will receive their full compensation for a school delay. Substitutes will not be paid for school cancellations.

PROCEDURE FOR CALLING SUBSTITUTES

SUBSTITUTE LIST – The district substitute list covers grades preschool through 12. Under normal circumstances, substitutes are called to provide instructional (teacher or paraprofessional) services only in their stated areas of preference or in the grades or fields in which they are qualified. Non-instructional substitutes are also called to provide office coverage for absent support staff. Those substitutes who have so indicated are called only for the days they can work.

TIME FOR CALLING SUBSTITUTES – Substitutes are usually called the morning of the day of substitution, usually between 6:00 and 6:45 am. If an absence is known the day prior, substitutes may be called by 8:00 pm the day before the assignment. It is important that substitutes answer the telephone calls reaching their homes between 6:00 and 8:00 am. If at all possible, the same substitute will be asked to fill a continued absence.

LENGTH OF ASSIGNMENT – Substitutes may be called for a definite number of days, a morning, an afternoon, or indefinitely. All calls for the schools are made by the Substitute Coordinators. When a substitute is called he/she will be given the name of the school, the assignment, the name of the absent staff member, and the length of the assignment. It is the responsibility of the substitute to be sure he/she gets this information correctly. If there is any question about the assignment, the substitute should contact the Substitute Coordinator who called.

SUBSTITUTE COMPENSATION

The rate of pay for a substitute shall be set by the School Board and be subject to periodic review. Substitutes are not entitled to district benefits. The following rates of pay are for a full day determined by the assignment. The instructional day is typically 6.5 to 7.0 hours. The non-instructional day is typically 7.0 to 8.0 hours. Compensation will be pro-rated if working less than a full day.

SUBSTITUTE TEACHER PAY

<u>Consecutive School Days per Assignment</u>	<u>Compensation per Day</u>
0 to 10	\$75.00
0 to 20	\$100.00
0 to > 20	B/1 teacher per diem rate

The typical substitute teacher pay is \$75 per day. In some cases the district will receive prior notice of extended absence. If it is known that the teacher will be absent for up to 20 days, the substitute teacher pay is \$100 per day for that assignment. If it is known that the teacher will be absent for longer than 20 days, the substitute teacher pay is at a B/1 teacher per diem rate.

In cases of an assignment longer than 10 days where prior training with a teacher is required, the substitute shall receive \$100 per day. In cases of employment where post assistance with a teacher is required, the substitute shall receive \$100 per day.

SUBSTITUTE SUPPORT STAFF PAY - The rate of pay for a substitute paraprofessional or office staff assignment is \$65.00 per day. For this policy support staff is defined as an assignment other than a teacher.

PAYROLL DATES - Substitutes are paid every two weeks. It is suggested that each substitute keep a record of the date, school, and assignment whenever he/she works. Any question about pay can be directed to the SAU Office. Checks will be mailed. Substitutes are requested to notify the SAU Office immediately of a name and/or address change. Substitutes may also request direct deposit of checks by contacting the Payroll Department.

PAYROLL DEDUCTIONS – Substitute payment is subject to payroll deductions required by law.

DISTRICT POLICY

The following Epping School District Policy has been summarized. The complete policy can be referenced on the school district website.

CONFIDENTIALITY

It is the policy of the Epping School District to respect the privacy, dignity, and confidentiality of all students by protecting student records, medical information, and other personally identifiable sources of information as outlined in student records and HIPAA policy. This policy also applies to employee records and medical information as outlined in personnel records and HIPAA policy. Records include all information in hard copy or electronic form.

During the course of carrying out activities a substitute may make certain observations that may disclose personally identifiable information about a student. These observations may indicate the nature of disabilities and/or accommodations that are made in response to such disabilities. These observations, by their very nature, may result in the substitute receiving information in which they neither have any legitimate educational interest nor a “need to know”. To the degree such observations disclose personally identifiable information, the substitute in question making such observations must respect the privacy, dignity, and confidentiality of the student involved and not disclose such information in violation of this policy.

The dissemination of personally identifiable information by substitutes who have neither a “legitimate educational interest” nor supervisory capacity nor a “need to know” is strictly prohibited. Further, substitutes are not to disclose such personally identifiable information to individuals who are not affiliated with the District without specific authorization. Substitutes who release personally identifiable information in violation of this policy shall be removed from the district substitute list. (Reference GBEEA Staff Confidentiality)

EQUAL OPPORTUNITY EMPLOYMENT/NON-DISCRIMINATION

The District will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability, except for reasons related to ability to perform the requirements of the job. (Reference GBA Equal Opportunity Employment)

SEXUAL HARASSMENT

It is the policy of the district to maintain a learning and working environment that is free from sexual harassment and sexual violence. The District will not tolerate sexual harassment or sexual violence of students or employees by anyone, whether on school property, at school or work-related assignments off school property, at school-sponsored social functions, or elsewhere. The District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the District. Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate District official. The District encourages the reporting party or complainant to use the District's report form, although it is not mandatory. (Reference GBAA Sexual Harassment and Sexual Violence Policy)

USE OF TOBACCO PRODUCTS (NO SMOKING)

In accordance with RSA 126-K:7, no person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District. This ban also applies to vehicles on school grounds. (Reference GBED Tobacco Products Ban)

DRUG-FREE WORKPLACE

The Epping School District provides a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and 1989. Employees in violation of this act will be subject to disciplinary action as outlined in the Epping School District Policy Manual. As a condition of employment, all employees agree to and abide by the terms of the Drug-Free Workplace Policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five (5) days of the conviction. As required by law, the employee is advised to read this policy in full. (Reference GBEC Drug-Free Workplace Policy)

DISCIPLINE

All employees are required to carry out their assigned duties as assigned by the School Principal; to abide by School Board policy, regulations of the School Board and Superintendent, and School Board directives; and to uphold local, state, and federal law including the rules and regulations of the NH Department of Education. In the event that a substitute fails to perform to these expectations, the substitute's name will be removed from the district substitute list. (Reference GBE Employee Rights and Responsibilities)

COMPUTER NETWORK USE POLICY

The Network may be used only as a tool to support and advance the functions of the District and curriculum and educational program. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff who agree to act in a considerate and responsible manner and in accordance with the District's rules and regulations as may be adopted and amended from time to time. All staff who wish to use the Network must sign one or more Network agreements whenever requested by the District. Computer access will be denied to any user that has not submitted a signed agreement understanding and accepting Policy EGA Acceptable Computer, Network, E-Mail, and Internet Use.

USE OF OFFICE EQUIPMENT AND COMMUNICATION DEVICES

Use of office equipment and communication devices are restricted to school district business. Reference the Acceptable Computer, Network, E-Mail, and Internet Use Policy for the appropriate use of computer systems.