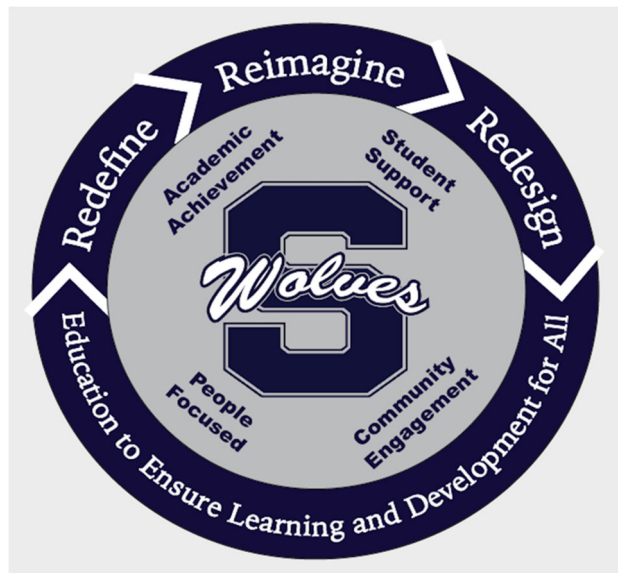


Shawnee Public Schools

Substitute Handbook

2021-2022



Human Resources
Office Hours
8:00 a.m. to 12:00 p.m.
1:00 p.m. to 4:30 p.m.
Monday through Friday
405-878-1022
405-214-4517
Email: hr@shawnee.k12.ok.us

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School Hours

Substitutes report 30 minutes early

Shawnee Early Childhood Center

8:00 a.m. to 2:30 p.m.

Horace Mann Elementary

Jefferson Elementary

Sequoyah Elementary

Will Rogers Elementary

7:45 a.m. to 2:45 p.m.

Shawnee Middle School

8:10 a.m. to 3:20 p.m.

Shawnee High School

8:45 a.m. to 3:50 p.m. (M, T, Th, F)

9:20 a.m. to 3:50 p.m. (W)

Jim Thorpe Academy

8:15 a.m. to 3:00 p.m.

***Shawnee School District is
Smoke Free!***

District Personnel

Superintendent Dr. April Grace
 Assistant Superintendent – Secondary, Personnel, Title IX Dr. Teresa Wilkerson
 Chief Financial Officer, Treasurer, Business Manager Dr. Aaron Espolt
 Executive Director of Academics Meggan Wilson
 Director of Activities and Athletics Todd Boyer
 Director of Academic Services & Federal Programs Allyson Cleveland
 Director of Maintenance Bill Huskey
 Director of Nutrition Aline Knowles
 Director of Transportation John Wiles

Principals

High School Principal Matt Johnson 275-3084
 High School Asst. Principal Hillary Grange
 High School Asst. Principal Ray Shaffer
 High School Asst. Principal Kaelyn Cole
 Jim Thorpe Academy Debra Watson 273-3525
 Middle School Principal Keely Tolin 273-0096
 Middle School Asst. Principal Joseph Scoggins
 Middle School Asst. Principal Hannah Holland
 Horace Mann Elementary Principal Jennifer Epperley 214-7160
 Horace Mann Elementary Asst. Principal Christy Lovelady
 Jefferson Elementary Principal E. J. Mynhier 214-7150
 Jefferson Elementary Asst. Principal Christy Lovelady
 Sequoyah Elementary Principal Kim Paxson 273-1878
 Sequoyah Elementary Admin Intern JoAnna Brown
 Will Rogers Elementary Principal Jackie Noble 273-1519
 Will Rogers Elementary Admin Intern Jenny Crow
 Shawnee Early Childhood Center Brayden Savage 273-3388
 SECC Elementary Admin Intern Victoria Davenport

Site and Building Administrative Assistants

Campus	Name	Phone Number
Shawnee Early Childhood Center	Amanda Hackler	273-3388
Horace Mann Elementary	Debra Pinkston	273-1806
Jefferson Elementary	Cindy Melton	273-1846
Jim Thorpe Academy	April Benfield	273-3525
Sequoyah Elementary	Jan Tefteller	273-1878
Will Rogers Elementary	Charity Dorris	273-1519
Shawnee Middle School	Kristi Breedlove	273-0403
Shawnee High School	Kelly Laster	275-3084

School Locations

Mailing address for ALL sites and departments: 326 N Union, Shawnee, OK 74801.
When sending mail, include the employee's name and department or site.

Campus	Address
Shawnee Early Childhood Center	1831 N Airport Drive, Shawnee, OK 74801
Horace Mann Elementary	412 N Draper Street, Shawnee, OK 74801
Jefferson Elementary	405 W Dill Street, Shawnee, OK 74801
Sequoyah Elementary	1401 E Independence Street, Shawnee, OK 74801
Will Rogers Elementary	2600 N Union Street, Shawnee, OK 74801
Shawnee Middle School	4300 N Union Street, Shawnee, OK 74801
Shawnee High School	101 N Kennedy Street, Shawnee, OK 74801
Jim Thorpe Academy	1111 N Kennedy Street, Shawnee, OK 74801
Central Office	326 N Union Street, Shawnee, OK 74801

District Nurses

Shawnee Early Childhood Center	Ext 1126
Horace Mann	Ext 1165
Shawnee Middle School & Will Rogers.....	Ext 1197
Shawnee High School & Jim Thorpe Academy	Ext 1429
Central Office / Sequoyah Elementary / Jefferson Elementary	Ext 1104

General Information

Application Procedure

1. Prior to substituting, the following items must be on file in the Human Resources Office:
2. Completed application received from Human Resources located at:
Central Offices Building, 326 N Union, Shawnee, OK 74801
3. Copy of valid driver's license
4. Copy of an original Social Security Card
5. Copy of an Oklahoma teaching certificate (if applicable)
6. Copy of high school diploma or equivalency (if applicable)
7. Copy of Bachelor's degree (if applicable)
8. Copy of completed current OSBI background check from another school district or complete finger print process.

Please help us maintain accurate records by reporting changes in address, telephone, etc., or if you wish to be removed temporarily or permanently from the availability list. In the case of an address change, please come by the office and fill out new W-4 and I-9 forms.

Substitute Classifications

1. Certified - holds a bachelor's degree and a current Oklahoma teaching certificate. He/she can work an unlimited number of days during the school year. A copy of the Oklahoma certificate/license must be on file with the Human Resource Office.
2. Non-certified
 - a. The substitute holds a bachelor's degree but doesn't hold a teaching certificate or holds an expired teaching certificate. He/she may accumulate 100 working days in a certified teaching position (per school district) and may not accumulate more than 20 working days per school year in the same certified position. A copy of the degree must be on file.
 - b. The substitute holds a high school diploma or equivalency. He/she may accumulate 90 working days in a certified teaching position (per school district) and may not accumulate more than 20 working days per school year in the same certified position. A copy of the diploma must be on file.

NOTE: Once you have accepted an assignment, you are under the direct supervision of the building principal or administrative assistant and subject to any location where your services may be required.

Full-day assignment: If you accept, expect to stay for the entire day regardless of the individual teacher's schedule. Please do not assume your services are not needed, as the site may identify an alternative need for your services.

Teacher/Coach assignment: After substituting for the teacher/coaches' classes, report to the Administrative Assistant. You will be dismissed from sixth hour IF your services are not required.

Frontline Absence Management System

Shawnee Public Schools utilizes the Frontline System for the requesting and placing of substitutes in the district. You will have your own web page to modify the system to fit your needs. Log on to: <https://app.frontlineeducation.com>. From your homepage, you can accept assignments, manage the times and days you would like to sub and change any of your personal information.

Method of Payment

Direct deposit is required for payment from Shawnee Public Schools payroll office. You may deposit into any bank or credit union checking or savings account. Please complete the direct

deposit form in your Frontline On-line Account. You will need a voided check to attach to the form or have the bank verify the routing and account numbers. Please do not close your direct deposit account before changing the account with the Shawnee Public School Payroll Office. If you need help, contact the Human Resource office.

Substitutes will not be paid for days when students are not in attendance. Substitutes are not eligible for paid school benefits.

Please contact the Payroll Office for all paycheck inquiries. You are responsible for keeping track of days worked. Substitute teachers are not participants in the Oklahoma Teachers Retirement System.

Certified Teaching Positions: Non-certified: \$70 / day Certified: \$85 / day.

Certified Positions Long Term Assignments: substitutes shall be contracted through Human Resources and paid \$140 / day. A long-term assignment is defined as writing and implementing lesson plans, grade reporting, parental contact, and a minimum of 20 consecutive days in the same certified position. It is the site principal's responsibility to submit a long-term candidate's name to Human Resources and the Substitute Office.

No substitute payment will be greater than (\$140.00) per day without written permission from the Assistant Superintendent of Human Resources.

Nurse substitutes: Assigned by the district Nurse Coordinator.

The site and/or building administrative assistant is your contact person. He/she has the **Substitute Sign in Form**. This is your daily responsibility. Your paycheck depends upon it!

SafeID: All substitutes are required to sign in on the SafeID when reporting for an assignment. If you are subbing on a campus with multiple buildings, it is necessary to sign in on the SafeID at only one building for the day. If your substitute job requires traveling between campuses, you must sign in on the SafeID at each campus every day. Please sign out on the SafeID at the end of your assignment.

Substitute Responsibilities

1. Locate each school where you have agreed to work. Note where teachers are parking.
2. Be ready of a morning for an unexpected call so you can arrive on time when there is a last-minute absence.
3. Report at least 20 minutes before classes begin to the site office; sign-in with the administrative assistant; check in at the SafeID and wear name tag; obtain the teacher's sub folder; and check teacher's mailbox for attendance sheets/daily announcements. Substitutes should not distribute flyers/brochures through the teacher's mailbox system. If you wish to distribute a flyer/brochure to other teachers, ask the administrative assistant or building principal regarding the appropriate method for distribution.

4. The District prefers that you do not leave the campus during the teacher's planning period. Please notify the site administrative assistant if you must leave campus prior to the end of your assignment.
5. Teachers' personal items (i.e., classroom computers) are not to be used without specific permission from the teachers.
6. Routines and procedures will vary from site to site, so please ask questions. Remember, you are here to serve and assist. This job is not a personal podium for expounding opinions or beliefs to a captive audience. Religion should not be discussed at school unless it's an approved subject matter for a particular curriculum. Remember, students WILL report unacceptable behavior. Occasionally, it may be determined that an individual is not acceptable for our substitute program and will be removed from the substitute teacher list.
7. Review the teacher's plans for the day and follow as closely as possible. Clarify any questions. Contact the department head or neighboring teacher for help or additional work. Leave notes for the teacher on any changes to the assignment. Grade papers when appropriate or by teacher's request.
8. The teacher's sub folder should contain subject/class schedules, seating charts, alternative lesson plans, etc. If the folder is missing or incomplete, advise the administrative assistant or building principal. It's a tool designed to help you manage the day.
9. In the Elementary buildings, you will need to know the classroom schedule for music, PE, Library. You will escort the students to the restroom and water fountain. Ask questions such as, "what are the school rules for hall pass uses, recording the absences and lunch count? Does the teacher have duties you need to cover (playground)?"
10. An Emergency Procedures Guide should be posted in every classroom. Guidelines for specific emergency situations are outlined to assist everyone in the event of an emergency.
11. Professional Dress is expected. If you have questions, please call our Human Resource offices.
12. Subs should never photograph or video students. Subs are not to contact students via text, social media or other electronic means. All contact should be professional.
13. Early Class Dismissal will be by emergency (i.e., fire) or an official notice from the school's office. Otherwise, ALWAYS adhere to the building's bell schedule.
14. Never leave your class unattended. Send a student for assistance; use the telephone or call button; or contact the teacher across the hall.
15. By law, the sub must remain in the classroom with an intern teacher.
16. Not all sites issue a room key to the sub. If you are given a key, keep the door locked at all times. A neat and orderly classroom at the end of the day is appreciated.
17. Do not charge food purchases in the cafeteria. Bring your lunch or bring money to purchase from the cafeteria. Adult plate lunches and other items are available to be purchased on an a la carte basis at each site.
18. Have students clean up the room or workspace during the last two minutes of class.
19. Remind Students of homework and anything they need to take home with them.
20. Dismiss students after the bell.

21. Adhere to professional/ethical standards. Be very careful, aware of your (and the students') language or topic of conversation in or out of the classroom! Respect opinions or stop the conversation with "that topic is closed." Cursing or name-calling is not justified. Avoid talking down to others. Refrain from expressing opinions of, or comparisons between, the various buildings/teachers where you have subbed.
22. Remember confidentiality. Any information obtained regarding students, teachers, grades, etc. should not be shared with anyone other than school-authorized personnel. Confidentiality revolves around the phrase "need to know." Before you say anything to anyone, ask yourself, "Does this person have a professional need to know this information: Or do I just "want to tell/gossip?" Check before taking any photos.
23. In case of emergency school closing, an official announcement will be distributed to area radio/ television stations. DO NOT report to your assignment. If no official "closing" announcement is issued, assume school will be in session and report.
24. Follow Shawnee Board of Education Policies and Procedures. The complete policy manual is posted on the SPS website at <https://www.shawnee.k12.ok.us/>. Please give particular attention to the following policy:

District Policy DA: Code of Ethics

All employees shall adhere to and conduct themselves in a manner consistent with the following:

- a. Upholding the honor and dignity of the profession in all actions and relations with students, colleagues, board members, and the public;*
- b. Carrying out in good faith all policies and Administrative Regulations;*
- c. Rendering services to the best of one's ability;*
- d. Honoring the public trust of the position above any economic or social award; and*
- e. Not permitting considerations of private gain or personal economic interest to affect the discharge of responsibilities.*

Adopted: July 23, 2018

Revised: September 9, 2019

Family Education Rights and Privacy Act (FERPA)

The controlling law for confidentiality of all student records is commonly known as FERPA (Family Education Rights and Privacy Act). Essentially, FERPA establishes procedures for parent and student access to student records and restricts release of those records to third parties. The FERPA regulations concerning disclosure of student education records are described at 34 CFR 99.30-99.36. Amendments to FERPA resulted in new regulations on December 23, 1996, due to changes in the Improving America's Schools Act of 1994.

"Student education records" are defined as "Any information compiled by an educational agency or institution which information is directly related to a student in present attendance at the agency or institution, regardless of the method of compiling that information, the medium in which it is presented, or the fact that the record is kept by a person acting in behalf of the educational agency or institution."

Information provided to transportation staff to assist in the orderly and safe transportation of a student, including handicapping condition, medical/health issues, or other personal characteristics or information, is protected by the provisions of the FERPA, and transportation staff shall be trained regarding confidentiality requirements.

“Student educational records” refers not only to the physical custody of the records, but to the information contained in the records. This includes **discussions of ANY nature**, formal or informal.

FERPA applies to any educational agency that is a recipient of federal funds from whatever source. ALL school districts in Oklahoma are recipients. Therefore, all employees of the district must follow FERPA.

Parental consent must be obtained prior to the disclosure of school educational records to unauthorized persons. Such consent must be in the form of a signed and dated writing specifying the records to be disclosed, the purpose of the disclosure, and the parties to whom disclosure may be made for the disclosure to be effective.

Discussions of other information regarding a student’s “status” (behavior, physical condition, etc.) also are considered to be student education records. FERPA states that “any information compiled by the educational agency directly related to the student qualifies as an educational record.” Allowing unauthorized person(s) to have access to any personally identifiable information on a student is contrary to federal law.

Emergencies

Shawnee Public Schools Security

For more specific details see the Emergency Procedures Guide posted in classrooms. The goal is to always remain calm, maintain order and not disrupt the classroom/students more than necessary.

Severe Weather

Definitions

- **Tornado Watch:** conditions are favorable for a tornado or severe weather. Monitor the weather by radio and/or television and take action as needed.
- **Tornado Warning:** A tornado may be imminent. Take shelter. Weather reports should be monitored continuously.

Signals

Tornado watch and warnings will be monitored by a radio and/or TV in school office. Once a tornado warning is issued for the area, the following signals will be used:

1. Continuous short rings on the indoor bell system, or site-determined signal.
2. In case of loss of electricity, a megaphone will be used for announcements in the hallways by designated authority.

Steps of Action

1. Signal will be continuous short rings, or site-determined signal.
2. Students should proceed to the designated safe room or area of refuge. Once there, students should position themselves against an interior wall and assume a kneeling position, head down, with hands covering their heads.
3. Students in unsafe locations will go to assigned locations at the direction of the teacher (see map posted in classroom).
4. Teachers are to close classroom doors.
5. Teachers should keep their class rosters with them and kneel behind their class to be sure students are following the drill procedure and to verify student count.
6. Wait for all-clear signal before returning to normal classroom procedures.
7. School buses will not be loaded in the event of threatening weather at dismissal time.
8. In the school office, blinds are to be closed on windows and office personnel are to use telephones away from glass windows.
9. The radio should be located within hearing distance of office personnel if at all possible.
10. Procedures for evacuating persons in wheelchairs or on crutches should be pre-planned.
11. Keep list of hospitalized persons and places to which students/staff are evacuated.

Personnel Roles

Principal/Supervisor	Assign roles to staff for supervision of the student body and maintain contact with all staff and communication with emergency personnel.
Secretary	Will be stationed <u>as near the phone in office as possible.</u>
Teacher	Supervise class.
Support Staff	Assist with evacuation to a safe area. Check bathrooms and spaces for other people

Shawnee Emergency Numbers

Police-Ambulance-Fire	911
Police	273-2121
Ambulance	878-8888
Fire	273-2121

General Procedures:

Keep classroom doors locked at all times.

Staff should stop any stranger or individual not wearing a SPS ID badge and inquire as to his/her business in the building. All visitors must register at the office and wear a visitor's badge.

Campus Police will be called when any person poses a threat to the safety of guests, students or staff.

If an intruder is in the building, staff should call the office or escort the stranger to the office. If the intruder is in a classroom, send a student to the office for help or use the intercom. If shots are fired, a megaphone or PA system will be used to inform staff to shelter students in place or evacuate students.

Definitions

Soft Lockdown – Indicates a precautionary measure. Lock all doors and do NOT let anyone enter the building except emergency personnel. No one enters or leaves the building. Business as usual inside the building. Until the lockdown is lifted, no students or staff are permitted to move from the building they are in once the lockdown begins.

Hard Lockdown – Indicates imminent danger to students or staff at the school. Lock all doors and do NOT let anyone enter the building except emergency personnel. No one enters or leaves the building. Students are to be quiet and concealed in a pre-determined safe place. No business as usual in the building.

Steps of Action

1. Call 911.
2. Inform staff to keep students in classrooms.
3. Hold class bells.
4. Secure the building and classrooms.
5. Have multiple copies of school floor plan available for police and emergency crews, as needed.

Personnel Roles

Principal/Supervisor: Announce warning signal. Secure building. Begin CPR, first aid, as required.

Secretary: Call 911 for police. Notify other buildings on campus. Notify Superintendent.

Teacher: Stay with students; take roll; lock rooms.

Support Staff: Provide first aid and assist with students, as necessary. Do lock-down procedures as necessary.

Shawnee Emergency Numbers

Police-Ambulance-Fire	911
Police	273-2121
Ambulance	878-8888
Fire	273-2121

Soft Lockdown – Indicates a precautionary measure. Lock all doors and do NOT let anyone enter the building except emergency personnel. No one enters or leaves the building. Business as usual inside the building. Until the lockdown is lifted, no students or staff are permitted to move from the building they are in once the lockdown begins.

Hard Lockdown – Indicates imminent danger to students or staff at the school. Lock all doors and do NOT let anyone enter the building except emergency personnel. No one enters or leaves the building. Students are to be quiet and concealed in a pre-determined safe place. No business as usual in the building.

The goal is to maintain calm and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary.

General Procedures – Staff is to stop any stranger and inquire as to their business in the building. Contact the office to be sure the visitor has registered. All authorized visitors must wear a visitor badge. The police will be called when any person poses a threat to the safety of the students or staff.

If intruder is in the hall, staff calls office or escorts stranger to office. If in a classroom, send a student to the office for help or use intercom. If shots are fired, a bull horn or PA system will be used to evacuate students to safest position away from intruder.

Steps of Action – Depending on the situation, the principal will take appropriate action.

1. Give signal and call police. When calling police, advise if there is a weapon. Try to give a description of the person(s) by noting clothing, gender, race, etc.
2. Doors locked by designated persons.
3. Take students into protected classrooms.
4. Check restrooms and vacant rooms.
5. Lock classroom door with keys, if possible.
6. Move children away from doors and glass.
7. Maintain a list of witnesses for future reference.

Personnel Roles

Principal/Supervisor: After assessing danger, announce the warning to the school. Assess injuries, number of students involved, location of intruder(s) presence of weapons, announce warning signal. If necessary help evacuate students. Ensure all doors are locked. Protect the crime scene. Take emergency phone list with home and work phone numbers to command post.

Secretary: Call 911. Notify other buildings on campus. Notify superintendent.

Teacher: Stay with and protect students, provide first aid and take roll. Lock rooms.

Support Staff: Provide first aid and assist with evacuation, if necessary. Designated persons lock outside doors.

Lock-down Procedures

1. The appropriate lockdown procedure will be initiated by a special announcement over the school intercom system. Care should be taken to assure that students and staff are given accurate information when necessary.
2. Persons with a door lock down responsibility will go immediately to their assigned doors and take the needed steps to assure that it is secure. Lock down keys are to be kept hanging on the inside of the door of the responsible person's room closet.
3. Students who are outside will be directed to go to the nearest building by any staff member who can see them. They are to remain there until an 'all clear' signal is given.
4. Playground supervisors will have the authority to send students inside when they feel that there is a need to do so. The building principal will be notified of such action as soon as possible.

Fire

Signal

- Continuous ringing of fire alarm. **NOTE: Immediately prior to the drill, the site administrator must contact local fire department to let them know that a drill is to be conducted using the fire alarm system.**
- In case of a loss of electrical power, a megaphone siren will be used in hallways for communication.

Steps of Action

1. Report fire to office/pull alarm/use intercom, if available.
2. Close all windows and doors to confine fire. Turn off lights.
3. Evacuate building to assigned place at least 500 ft from the building (see posted map).
4. In case of blocked exit, find closest other exit.
5. Take class list of students.

6. Restrooms, hallways, and unoccupied rooms will be checked by _____.
7. Teacher will double-check room to ensure total evacuation.
8. Procedures for evacuating staff/students in wheelchairs or on crutches must be pre-planned.

Personnel roles

Principal/Supervisor	Supervise evacuation and check for injuries. Assign roles to auxiliary persons as needed.
Secretary	Phone 911 and call the superintendent 878-3125. Take emergency student list with home/work phone numbers to command post.
Teacher	Evacuate and remain with students. When in safe place, take roll.
Support Staff Check	Assist with evacuation. Report to principal at central command post. bathrooms and other spaces for other people.

Accident/Serious Injury/Illness/Assault

Definition:

Emergency where one or more are sick or injured. Immediate concern is to aid the injured or sick person(s).

Steps of Action:

1. In case of serious accident call 911 then the site nurse:

SMS/WR1197	SECC 1126
SHS/JTA.....1429	
HM.....1165	CO/SEQ/JEFF/HM..... 1104

2. Contact Administrator and stay with injured/sick person(s).
3. Office personnel to contact emergency services, Campus Police and/or parents/guardians, if necessary.
4. If a person trained in first aid is available, use him/her as appropriate.
5. Assign staff, as needed, to guide emergency responders to the incident location.
6. Remove uninjured students from accident site as soon as possible.
7. Maintain a list of witnesses for future reference.

Discipline/Classroom Management
DO NOT Administer Corporal Punishment of any kind!

Send and/or report severe behavior problems to the site, building, or assistant principal and document the incident. Inform the principal of any unusual incidents which occur during the day, especially those which may necessitate a conference with either students or parents. Handle minor problems in the classroom. In the event of any accident or health problem, the school nurse and principal must be notified.

1. Think before you act or speak. Use common sense. Work with students from a teacher's level. Do not argue. Do not revert to the student's level of thinking and acting. A harsh, authoritative, superior attitude does not "win" over students. It easily sets up the situation for failure/difficulty.
2. Foster and maintain a policy of fairness, firmness, and consistency. Students need to know what is expected. Whether they admit it or not, students like the concept of fair play.
3. Differentiate between the student and his/her actions. Recognize his/her worth as a person. While disapproving of the actions, be sure the students know you are not being critical of them as people.
4. Do not place the student in a position where he/she has to defend himself/herself before the peer group. Speak confidentially with the student at the desk or in the hallway if necessary.
5. Any cheating during testing is not acceptable! Pull the suspect test from the collected tests and leave documentation for the teacher. Silence is expected. A student's field of vision should be limited to his or her own paper.
6. Stealing, destroying, or defacing school or personal property is not tolerated! Send the student to the principal's office and document the incident.
7. If students begin fighting, use common sense. Send for help. Think of safety to self and others. Keep students and yourself from joining in as much as possible. Direct spectators away from the area.
8. Do not touch Blood Borne Pathogens or other bodily fluids. Get a custodian. They are trained to handle bodily fluids.
9. The sub may or may not give detention ("D-hall"). The policy varies with each site. Check with the principal or building secretary. Usually, it is better to leave a written, detailed account of the situation for the teacher and allow the teacher to assign consequences.
10. Never touch a student. As a rule, don't keep a student late, but if you do detain a student make sure another adult is with you.
11. Students may NOT carry any medication. The exceptions are: an "inhaler" with doctor's written permission on file with nurse's office and/or over-the-counter "cough drops" which do not require written permission.
12. Shawnee Public Schools places a high priority on student safety. If a parent/guardian wishes to take a student away from school during regular school hours, he/she must sign the student out at the office. A note brought directly to the teacher is not acceptable. Parents are not to go directly to the student's classroom. Students are NOT allowed to leave the building or campus without permission. Visitors must report first to the principal's office.

Suggestions

1. Upon your arrival, acquaint yourself with the building, assigned room, exits, fire/tornado procedures, and nurse's office, and introduce yourself to the teachers next door who are valuable resources.
2. Learn a few names from the seating chart. Call on these students. Knowing some names helps manage the classroom. If time permits at the start of school or in between periods, stand by the classroom door and greet students with a smile and a look them in the eye.
3. At the start of class, introduce yourself with your name already written on the board if possible. Have the day's assignment written on the board if possible. Start the lesson quickly. Call on students, ask questions, use the board, keep them busy. ...MOVE. Don't be bogged down by nonessential student questions, comments, conversation, or work avoidance. A busy student is usually not a problem. Always have something for students to do (i.e. filler activities).
4. Take roll after students begin the assignment. Keep accurate attendance records. The method varies from site to site. Please check with the site administrative assistant. Report ALL absences and tardies.
5. Grade papers and or assignments only when appropriate or by teacher's request.
6. Leave a report (evaluation) of the day's activities and any "behaviors," helpful or otherwise. Some sites have a carbonized form for this purpose. If necessary, have the teacher contact you at home to discuss the day's events.
7. Some buildings do not want students to use chemical supplies or lab equipment/machines. Check first with the department head or principal.
8. A teacher's lesson plans may be in the mailbox, sub folder, desk, or podium. Look around. Ask if unable to locate.
9. There is no district-wide rule concerning a student leaving the classroom (i.e. restroom, nurse, counselor). If you think a student is goofing off, don't allow it. Otherwise, send a hall pass with the student and then follow up.
10. You may consider bringing a few supplies to assist you in your daily assignments. (just in case you're unable to locate in the classroom)
 - A few rubber bands, paper clips, post it notes, ink pens, highlighters, handy wipes, coins/change (vending machines), and appointment calendar (for organizing your daily substitute assignments)

Helpful Ideas from author Harry Wong

1. Problems are proportional to distance. Position yourself near students.
2. Most effective learning takes place in a community of supportive learners.
3. ALT (Academic Learning Time) - the more successful time spent on a task, the greater the student's achievement.

4. Intersperse questions throughout a lesson, one per 10 sentences.
5. Wait five seconds or more after asking a question.
6. You may be one of the few stable adults a student sees: an inspiration.

Essentials of Classroom Discipline

Randall Sprick

DO

- Maintain your composure and confidence.
- Present a professional appearance.
- Greet students at the classroom door.
- Develop files(s) of “filler” activities.
- Chaotic classroom?! Ask for student attention and wait. . .
- Guard teacher edition textbooks and answer keys.
- Take time to think before speaking.
- Remain Calm even when students misbehave.
- Proximity – get close to the student.
- Use students name in context of the situation.
- Lock the classroom door when leaving.
- Return from lunch on time.
- Do unto others children as you would have done to yours.
- Be friendly and cheerful.

DO NOT

- Let students know teacher lesson plans are poor.
- Be defensive or demonstrate a superiority complex.
- Use the teacher’s future lesson plans.
- Make up due dates for assignments.
- Write in the grade book (without specific permission).
- Grade student work (without specific permission).
- Be offended if someone asks, “Who are you today?”
- Force students to do something they can’t do.
- Ridicule students.
- Force a student to admit a lie in public
- Demand a confession.
- Ask Why did you do ...? They really don’t know. 😏
- Make disapproving comments about the student or their family.
- Yell.
- Get into verbal battles with students. Use appropriate language.
- Make unrealistic threats that you have no authority to enforce.
- Criticize the teacher, principal, or the school.
- Discuss your personal life with the students.
- Socialize with the students.

Reminders:

- Expect to discipline. It is a part of the job. Just like teaching.
- Disciplining a student is not the same as having a “discipline problem”.
- Don’t take misbehavior personally.
- Consistently enforce the rules.
- Remember confidentiality. FERPA – what happens at school stays at school.

Principals’ Advice

- Turn off cell phones
- No Gum
- The teacher’s belongings are off limits.

COMMUNICATE with students.

- Share your expectations for student behavior at the start.
- Interact with students as much as possible.

ORCHESTRATE student behavior during/between activities.

- Clarify your expectations from the start.
- End with feedback.

CIRCULATE throughout the classroom.

- Move. Be unpredictable. Visually scan.

MOTIVATE students to follow rules and to use time productively.

- Use praise frequently and appropriately.
- Advise you will be reporting back to their teacher.

CORRECT student misbehavior when it occurs.

- Do it calmly, consistently, fairly, immediately, privately.
- Advise possible consequences might be used for misbehavior.

PRACTICE WITHITNESS. The teacher’s awareness of what is going on in the classroom.

YOU ARE AN IMPORTANT PART OF THE TEAM.

Disclaimer: This handbook cannot in any way be considered a binding and legal contract between the substitute and the Shawnee School District. By virtue of this notice the substitute understands that he/she is ineligible for unemployment benefits between academic semesters. The substitute understands also that he/she is not eligible for any other paid school benefits.