



Sheridan Substitute Teacher Handbook 2019-2020

I want to personally welcome each of you who have decided to help our teachers and students by throwing your hat into the ring to be a substitute teacher for Sheridan School District No. 5. You are providing a great service to the school and community by providing a means for our students to continue moving forward in their education when teachers are gone for various reasons. Please use this handbook as a guide and don't hesitate to contact me if you have further questions.

Thanks,

Rodney Stout, Principal
Sheridan Elementary School

Reasons to be a Substitute Teacher—

- Regular work
- Excellent interim job
- Different assignments daily
- Offers a flexible working schedule
- No teaching experience necessary
- Great experience for future teachers
- Earnings can be used as a second income
- Provides extra income for retired people
- Easy to enter the field of substitute teaching
- Good substitute teachers are in demand—we need you
- Decline any assignment at your discretion
- Offers a chance to work with the youth of Sheridan
- You choose the age level of students you like to teach

Substitute Expectations Sheridan School Dist. No. 5

1. **Please be in the building by 7:45 AM. The warning bell rings at 7:55 AM and classes begin at 8:00 AM. If the teacher for whom you are substituting has special duties during the day, you must fulfill these duties (recess, lunch, hall, etc.).**
2. **Check the teacher's mailbox/room for notices or anything that may apply to the daily lesson plans or schedules. If you do not locate the lesson plans, please check with the building principal or building secretary.**
3. **Take attendance immediately after class begins. Record absences and tardies and notify the appropriate office as soon as possible.**
4. **Do not allow students to leave the classroom without your permission for any reason. If the class is to go to another area in the building, such as computer lab, gym, weight room, etc., you must accompany them and supervise them at all times.**
5. **Discipline: Remember you are in command in the classroom and you can expect full backing from the principal.**
6. **Please leave the regular teacher a summary of what was done during the day, so they know what to expect on their return.**
7. **Leave the room in the same condition you found it.**

Things to be familiar with at Sheridan School Dist. No. 5—

- Policies and procedures
- Emergency Preparedness Handbook
- What the teachers expect and want
- Who to seek for help
- Resources

POLICIES AND PROCEDURES-- Listed below you will find specific policies and procedures as they appear in the student handbook for some situations you may encounter while performing your duties as a substitute teacher in Sheridan. This is only a sample of policies; please see the attached student handbook for others you may have questions about while substitute teaching in Sheridan.

Attendance—

- Class attendance is to be taken at the beginning of the period (within the first 5 minutes) using the class roster the teacher has left.
 - K-8 Attendance (Emily McParland ext. 101)
 - 9-12 Attendance (Lois Tate ext. 102)
- If a student arrives after the tardy bell, they must report to the office to get an admit slip from the office.

Conduct—

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.

- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

Cell Phones and other Electronic Equipment—

K-12 Student possession and use of cellular phones, pagers, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein.

- At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.
- Students may use cellular phones, pagers, and other electronic signaling devices on campus **during the following times only:**
 - before school
 - during lunch
 - after school
 - with Teacher / Administration approval

THESE DEVICES MUST BE KEPT OUT OF SIGHT AND TURNED OFF DURING THE INSTRUCTIONAL DAY. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. **Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers.** Confiscated devices will be returned to the parent or guardian. Repeated unauthorized use of such devices will result in disciplinary action as deemed necessary by Administration.

Dress Code—

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following guidelines:

Student appearance - Objective: Sheridan School students will dress in a neat and respectable fashion while in school and participating in school activities. Parents have first responsibility to assure this before school and/or the activity. **All students should maintain a neat and clean appearance. Extremes in wearing apparel or personal appearance that disrupts the classroom and/or interferes with the intended function of the school will not be considered acceptable school dress/appearance.**

- Must be in compliance with dress code.
- The neckline of any top **must not reveal cleavage at any time or in any position**
- **No holes** in clothing (jeans, skirts, shirts, etc.) **above the knee.**
- Clothes shall be clean and must meet acceptable standards of decency. **No exposed mid-drifts, open sides, or open backs** will be allowed.
- **Hats, sunglasses, personal stereos or chains** will not be worn in the building.

- Clothing with **vulgar, obscene, or suggestive message or symbols** – drugs, alcohol, tobacco, and double meaning will not be allowed.
- No clothing shall have reference to **alcohol, tobacco, drugs, or violence**.
- **See-through clothing or open-sided clothing** is not acceptable.
- Shorts are acceptable; “cut-offs” are not acceptable. **All shorts must be no shorter than 4” from the crease at the back of the knee.**
- Dresses and skirts must be **no shorter than 4” from the crease at the back of the knee.**
- Shoulder straps must be **3" in width and no more than 5" in depth, i.e., “spaghetti straps,” would not be acceptable.**
- Students will **not be permitted to wear pajamas to school.**

Acceptability of student appearance is up to the discretion of the faculty and administration. If the student’s appearance is unacceptable under these provisions, the principal shall request the student and/or the parent to make appropriate corrections.

- 1st Violation will result in a warning and the student will be required to change clothes.
- 2nd Offense will result in the appropriate discipline consequences.

On “break the dress code days” (spirit week, Halloween, etc.) dress code rules apply. Final rules regarding dress code infractions rest with the faculty and administration.

EMERGENCY PREPAREDNESS HANDBOOK—

Make sure you read the Emergency Handbook and familiarize yourself with its procedures. The key procedures are those that deal with Emergency Evacuation and Lockdown (fire, bomb or explosion, earthquake, and gunman/intruder alert). **Please don’t hesitate to ask administration for any clarification on the Emergency Preparedness Handbook and its procedures.**

EXTRA DUTIES—

Please be aware you may be asked to cover certain teacher duties during the school day such as **lunch duty, recess duty, hall duty, bus duty, etc.** If the teacher leaves instructions for these duties, please make sure to follow them. If you have any questions about these duties, please contact the building administrator for clarification. **Don’t shirk these duties because they are an important part of providing a safe environment for all students during the school day.**

If you have lunch duty, you will be able to eat lunch for free. If you don’t have lunch duty, you are more-than-welcome to each lunch at the adult rate of \$2.00.

WHAT DO TEACHERS WANT?—

- Follow the lesson plans left for each class period.
 - Leave a note: Document your day—how did the classes do, how far did you get in the lesson, which students were absent/tardy, etc. Leave both positive and negative feedback to help the teacher better prepare for next time.
- Please clean the room before you leave.
- **DO NOT RELEASE STUDENTS FROM CLASS EARLY!**

HELP!—

- K-6: Call the elementary office at ext. 101.
 - Rodney Stout, K-6 Principal
 - Emily McParland
 - Becky Larsen
- 8-12: Call high school office at ext. 102.
 - Mike Wetherbee, Superintendent/7-12 Principal
 - Lois Tate
 - Laurie Bartoletti, Counselor
- **DON'T HESITATE TO CALL FOR HELP**

RESOURCES—

- **Teachers—**
 - Don't hesitate to ask our teachers for help in situations in which you have questions. We are all here to help.
- **Administration—**
 - Feel free to come and talk with me, Mr. Wetherbee, or Laurie Bartoletti at any time with any questions or concerns you may have about your experience in Sheridan as a substitute teacher.

Substitute Teacher Handbook Acknowledgement Form

I, _____, have received a copy of the Substitute Teacher Handbook issued by the District, and understand and agree that I am to review this handbook in detail and to consult District policies and procedures and with my supervisor if I have any questions concerning its contents.

I understand:

1. That this handbook is intended as a general guide to District substitute teacher policies and procedures and that it isn't intended to create any kind of contract between the District and any one or all of its substitute teachers;
2. That the District may modify any or all of these policies and procedures, in whole or in part, at any time, with or without prior notice;
3. That in the event the District modifies any of the policies or procedures contained in this handbook, the changes will become binding on me immediately upon issuance of the new policy or procedure by the District;
4. And have read and understand that I am only to use a 3-step ladder while working for the District. All work that requires a full length ladder are contracted to outside contractors. Any exceptions require a superintendent signed maintenance request with specific ladder training included and signed off by both the employee and superintendent. All maintenance and safety forms are placed in the Risk Management Notebook for MSGIA (District Workman's Compensation).
5. I have received the school district policies via the Sheridan School Website and have attended an employee orientation on _____ (date) which included discussion of the school district policies. I agree to abide by all of them.

I understand that as an employee of the District I am required to review and follow the policies and procedures set forth in the Substitute Teacher Handbook and District policy. I agree to do so.

Signature of Employee

Date

Return this signed form to the District Office.

**CONFIDENTIALITY AGREEMENT
2019-20**

As an employee or intern with the Sheridan School District, I may have access to student records. Student records contain confidential information protected by the Family Educational Rights and Privacy Act (20 U.S.C. §1232g; 34 C.F.R. 99). Any confidential information contained in student records is to be used exclusively for professional purposes. I understand that the provisions of the Family Educational Rights and Privacy Act may apply to records that I view in the course of my employment/internship with the school district. By signing this agreement, I agree to keep any and all information that I learn about students confidential and will not disclose confidential information obtained from student records.

The terms of this agreement remain in effect during and after my employment/internship with the school district. Violation of the terms of this confidentiality agreement can result in termination of employment/internship with the school district or other forms of discipline the district deems appropriate under the circumstances.

Signed: _____

Date: _____