

SLATE VALLEY UNIFIED UNION SCHOOL DISTRICT



SUBSTITUTE TEACHER GUIDE

DISTRICT VISION:

All students are engaged in rigorous, authentic, experiential, individualized learning that is supported or accelerated to ensure that they meet or exceed standards.

Our Students are curious and creative learners who succeed through personal initiative and sustained effort to reach high academic goals. They are critical thinkers and learners, who seek knowledge and possess technological competence and collaborative skills. Our students embrace diversity and culture, act responsibly, and contribute to our community.

Our Educators believe in providing for the social, emotional, and academic needs of every child so that they feel connected, safe, and respected. They are committed in offering a challenging and engaging atmosphere in which all members of the school community can learn and grow.

Our Families and Community are integral to the success of our students and schools. Families are active, engaged, and welcomed partners in their child's education. Our community is passionate about equitable educational outcomes for all students.

Our Schools offer an enriched learning environment and a comprehensive system of supports to address the needs of the whole child.

Dear Substitute Teacher,

I would like to welcome you to the Slate Valley Unified Union School District. The work of our substitute teachers is an essential function to the smooth operation of our programs and we value your contribution. This handbook is designed to provide you with an overview of our school system. It contains information that will be important to your teaching role and outlines the administrative requirements to provide follow up communication with the absent teacher. While all of our schools embrace our commitment to the academic success of each student, each building has its own distinguishing and unique characteristics of operation. Therefore, it is important that you rely on the building principal to guide you in the best ways to contribute to the instruction and classroom requirements to meet your teaching role.

There are approximately 200 teachers who are responsible for the approximate 1400 students who come to our schools daily. While our teachers have an excellent attendance record, it is inevitable that illness, family obligations, and professional development activities will, on occasion, require their missing days of school. Without the support and dedication of our substitute teachers, our educational program would be greatly hampered.

We have placed the care of our students in your hands. It is an important role that you fill. Please let principals or other administrators know if there is anything we can do to help you better serve our students.

This handbook is laid out in an alphabetical order with some helpful tips towards the end that I hope will provide you with answers to some common questions and be of assistance to you in your work. Once again, our building administrators are most able to assist you with answers to more specific questions.

Sincerely,

Brooke Olsen-Farrell
Superintendent of Schools

Accidents

If a student has an accident, he/she should be escorted to the office to seek medical attention. The substitute should contact the office through the phone system or should arrange with a neighboring teacher to watch the class while the substitute escorts the student.

If a student becomes ill and needs to visit with the nurse, the substitute should accompany the child to the nurse's office. Do not send seriously ill students for help unattended. Again, request assistance from a neighboring teacher to assist you and watch your classroom.

If the substitute teacher has an accident, you must complete a worker's compensation form, which can be obtained from the building principal. Please remember if you must go to a Doctor or Emergency Room, you need to report this incident as a worker's compensation claim. A formal report of the accident and any initial diagnosis must be submitted to Slate Valley Unified Union School District Business Office within 24 hours.

Assemblies

Substitute Teachers are to accompany their classes to each assembly, unless excused, and are to supervise assembly behavior. All teachers are expected to sit with their class.

Attendance

An accurate attendance must be taken in each homeroom during the opening exercises each morning, except the high school where attendance is required to be taken each period. Substitute Teachers will need to list absentees and report that information in accordance with the building procedures each morning. In most cases, any student, who arrives after the bell signaling the start of school, must report to the office to obtain a tardy slip, but be sure to check the specific procedures established by the building principal at each of your assignments.

Audio- Visual Aids, Guest Speakers and Television

The principal must approve any video, guest speaker, or television viewing, shown to the students that are not prescribed by the teacher, in advance.

Building Security

All doors are locked throughout the school day so do not leave doors to the exterior of the building unlocked or propped open. No one is to be admitted to the building from any side door entrances. All strangers need to be instructed to enter the building through the front door and sign in at the main office.

Child Abuse and Neglect

Any teacher, including substitute teachers, in the Slate Valley Unified Union School District who have reason to believe that a child is suffering from abuse or neglect, are morally and legally required (as mandated reporters) to report these concerns to the principal of the school.

Child Custody

Each school assumes that a parent/ guardian has legal custody of a child unless the school principal is provided with legal documentation indicating other circumstances.

Dismissal of a child to an individual other than a parent or guardian, or another previously authorized individual, will not be permitted unless a written notice of permission is provided by a parent or by a guardian having legal custody. If a parent/ guardian comes to your classroom, please check with the building principal before releasing any student. All early dismissals must be coordinated through the building office to ensure appropriate protection is in place.

Confidentiality

During your service as a substitute teacher, you will access confidential information concerning students. To protect the confidentiality of student records, any data concerning student records, class work, behavior, home environment, inclusion in a free and reduced lunch program, enrollment in special education programs, or other details about individual students must not be discussed outside the classroom and never with anyone outside the building.

Because you may be asked to substitute in a number of classrooms and a variety of schools, you must refrain from comparisons of these assignments. Teaching assignments vary from teacher to teacher and any comparison would be unfair to the staff involved.

Should you have concerns, these should be discussed with the building principal. Failure to abide by student confidentiality will result in termination as a substitute teacher.

Daily Schedule

The following schedule is observed at each of the school levels:

School	School Starts	School Ends
Benson Village School	7:40	3:05
Castleton Elementary School	8:00	3:00
Castleton Village School	8:00	3:00
Orwell Village School	7:45	3:30
Fair Haven Grade School	7:45	3:25
Fair Haven Union High School	7:45	3:15

Early Release Times- **11:30 pm**

You must be on duty and prepared to begin the day when the students arrive and should verify your dismissal time with the school principal. **Plan on getting to your assignment early so that you will have time to review and acquaint yourself with the classroom location, lesson plans and any room management issues.** When you arrive, please go to the main office and notify the Principal of your arrival. At the office, inquire if the teacher has a mailbox so you can check for notes, notices to be distributed, and other relevant information.

Inquire if the regular classroom teacher has left plans for the substitute, which you will need to review before the day's activities begin. Check to determine classroom responsibilities and other assigned duties. A teacher schedule of all these responsibilities will be kept in the lesson plan book. Whether in the plan book or substitute's folder please adhere to the teacher's plans as closely as possible. Some teachers provide preferred plans and suggestions.

Discipline

The Slate Valley Unified Union School District Schools are committed to promoting a climate of mutual respect and trust. Students are expected to behave appropriately while at the school. Each classroom has established and communicated its expectations of student behavior which is reinforced through orderly routines and awareness of classroom rules. Occasionally, disciplinary incidents may arise that require outside assistance. The building principal and/or administration are ready to help you any time that you request assistance.

Dismissals

Written requests for early dismissal should be forwarded to the office. At no time should a substitute determine or allow a student to leave school grounds during school hours. All dismissals must be authorized by the Principal and students must depart from the main office when dismissed.

Dress

Please review the student dress code developed by the school. Students are expected to dress in a manner appropriate to the learning environment. If there is a concern about the attire of any student, please refer these concerns to the attention of the school administration.

Substitute teachers are expected to dress in a manner that reflects their professional status and conveys to the students their role in the classroom. Appropriate attire may even enhance your ability to manage students. As a general rule, jeans, t-shirts, flip-flops and other casual clothing should not be worn in the classroom. Please review the student dress code guidelines to insure that you respect the dress code policy and enforce this student policy.

Drug and Alcohol Policy

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol and tobacco products, is prohibited in the Slate Valley Unified Union School District. Employees found in violation of this prohibition will be subject to discipline up to and including termination.

End of the Day Report

At the end of the school day, a substitute report form must be completed and left in the school office. Both the Principal and the regular classroom teacher should be able to review the progress and note the activities that took place when the Substitute Teacher was present. The success of the instructional lessons should be noted as well as the identification of any student who had difficulty with the material presented. You should also report on the attitude and behavior of students. This information will be of great assistance to the teacher and school administration. A sample substitute teacher report is attached to the handbook.

Field Trips

All students must provide a written parental slip in order to be eligible for a field trip. Make sure that all previously collected forms are located. If you do go on a field trip with the students, make sure you bring an attendance roster for arrival and departure. Discuss the procedures for attendance, departure and the return as well as bus etiquette, if appropriate.

Fire and In-door Safety Drills

In the event of a fire drill, proceed with your class of students to the **EXIT** described in the posting located in each classroom. When you leave the building, bring an attendance roster and conduct a roll call to confirm the whereabouts of each student in your charge. Do not allow any students to reenter the building until instructed to do so by administration.

The principal will use the intercom to announce an in-door safety drill. You will lock your classroom and keep it secure until given additional directions. Specific instructions for each school are available at the building level. At the elementary level, teacher partners have been identified to assist each other in the event of an emergency.

Handbooks

There are Student and Faculty handbooks available in each school and on the website. These documents will provide you with detailed information about the policies and procedures of the school. Since this document reflects the guiding principles underlying the operations of the school, it is to your advantage to become familiar with the contents.

Bullying and Harassment

The Slate Valley Unified Union School District is committed to providing faculty, staff, and students with learning and working environment that is free from bullying and harassment (verbal and/or physical) based on gender, race, religion, national origin, ethnic background, color, age, sexual orientation, or disability. The goal is to maintain a school climate that is supportive, respectful of all school community members, and conducive to learning.

It is a violation of this policy for any teacher, pupil, and visitor to the school, administrator, or other school personnel to harass, in any way on school grounds or during school activities, any person associated with the system.

It is the responsibility of all members of the school community to treat each other respectfully. Therefore, all members of the school community are expected to become familiar with the bullying and harassment policies of the Slate Valley Unified Union School District and to report incidents of harassment to school authorities.

Any student, staff member, or visitor to our community who believes that s/he has been the victim of bullying or harassment (as defined above) by a teacher, pupil, visitor, administrator or other personnel of the Slate Valley Unified Union School District should report the incident as soon as possible. Those who have knowledge of any bullying or harassment must report an incident immediately.

A bullying or harassment complaint may be made to the principal, a teacher, counselor or any school personnel with whom the complainant feels comfortable. All complaints will be taken seriously.

It is against the law to retaliate against an individual filing a complaint. Appropriate discipline will occur against any individual or party if any such action occurs.

Leaving the Classroom

During the course of the day students may need to leave the room for various reasons, i.e., to visit the nurse, for lavatory use, etc. Please follow the procedures established in each of our schools and use discretion in granting student requests. It is important to monitor carefully the number of students with permission to leave the classroom. Substitute teachers need to know where students are at all times.

Each school has specific procedures for student dismissal and teacher responsibilities at the end of the school day. Please make sure you find out the dismissal procedures of your assigned school and specific student pick up locations. There is bus transportation provided for students. It is the responsibility of the substitute teacher to find out the rules and procedures for student arrival and dismissal at each building.

In the elementary schools, a schedule of all student special activities will be kept in the lesson plan book. Please be very punctual when bringing and picking up the class for lunch, recess, and specials. Students must be quiet and orderly prior to leaving the classroom and in the hallway so they do not disturb other classroom activities and instruction.

Never leave students without supervision in the classroom. If there is an emergency, arrange to have a neighboring teacher or colleague supervise the class during your absence.

Lunch

Your schedule will indicate your lunch period. Faculty members who bring their own lunch usually eat in the faculty room. You may purchase a hot lunch in the cafeteria.

Medications

Whenever possible, medications should be given at home with every effort made to avoid administrations during school hours. A parent or guardian must bring the medication to the school nurse's office. **Students should not be in possession of any medications.** This includes aspirin, Tylenol and cough preparations (drops, lozenges, cough medications) as well as prescription drugs.

The School Health Department does not provide aspirin, Tylenol, cough medicine or other over the counter products. These will not be administered without a doctor's order.

Students with asthma may be allowed to carry their emergency inhalator with them provided:

- a. the prescription label is on the canister
- b. the physician/parent (guardian) form is signed and on file with the nurse indicating the doctor feels that the medical situation and the child's knowledge of his/her medical needs warrants the carrying of the medication.

Under no circumstances is a substitute teacher allowed to administer any medications.

Pay

Substitute teachers who are employed on a daily basis will receive \$85 per day. Substitute Instructional Assistants who are employed on a daily basis will receive \$85 per day. Substitute sheets must be completed and turned into the school office. Substitute teachers and Instructional Assistants are paid bi-weekly on Friday. Checks will be either directly deposited or mailed depending on whether it is a long-term substitute situation or a daily situation. Questions related to pay issues should be addressed to the payroll department at the Superintendent's office at (802) 265-4905.

Smoking Policy

Consistent with the language and intent of Chapter 71 of the Acts of 1993, The Slate Valley Unified Union School District prohibits the use of any tobacco products within the school buildings, the school facilities, on the school grounds or on school buses by any individual, including school personnel.

Substitute Teacher Conduct

Substitute teachers are expected to abide by and maintain standards of acceptable and appropriate conduct with regard to students. Teacher behavior is a model for student behavior. While interacting with students, a substitute should not raise his/her voice or yell and must never use profanity or touch or strike a youngster, regardless of the provocation.

System Organization

It is important to observe the chain of command when working in a school system. The principal of each school should serve to answer most questions that you may have. Principals are closest to issues that may arise at the school level. If the principal is not able to answer your questions, he/she may refer you to other system personnel.

Internet Acceptable Use Policy

Internet access is available to students and staff in the Slate Valley Unified Union School District. The internet offers vast, diverse and unique resources to both teachers and students. Our goal in providing this service is to promote educational excellence in the Slate Valley Unified Union School District by facilitating resource sharing, innovation and communication. The Internet is an electronic highway connecting thousands of computers and millions of subscribers all over the world. The smooth operation of the network is dependent on its users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire.

Terms and Conditions:

- 1. Acceptable Use-** Access to the district's internet must be for the purpose of education or research and must be consistent with the educational objectives of the district. A signed AUP form must be on file at the school office.
- 2. Privileges-** The use of the district's network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges by the IT Coordinator, in conjunction with the appropriate building.
- 3. Unacceptable Use-** You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any U.S. or state regulation;
 - b. Downloading software without authorization by the supervisor (teacher) regardless of whether it is copyright or devirused;
 - c. Downloading copyrighted materials for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as internet bandwidth;
 - f. Invading the privacy of individuals;
 - g. Using another user's account or password;
 - h. Posting material authored or created by another without his/her consent;
 - i. Posting anonymous messages;
 - j. Using the network for commercial or private advertising;

- k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, ethnically offensive, harassing, or illegal material;
 - l. Using the network while access privileges are suspended or revoked;
 - m. Plagiarism of any type.
- 4. Network Etiquette-** You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to the following:
 - a. Be polite. Do not become abusive in your messages to others;
 - b. Use appropriate language. Do not swear or use vulgarities or any inappropriate language;
 - c. Do not reveal your full name, personal address or telephone number or those of students or colleagues (Use only your first name);
 - d. Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities;
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property;
 - g. Include your name and school at the bottom of email but **never** give your home address or phone number;
 - h. Use all capitals only to highlight a word. If you use them for an entire message, people will think you are shouting.
- 5. Security-** Network security is a high priority. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to someone else's account or as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- 6. Vandalism-** Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data or another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 7. Telephone and Credit Card Charges-** Slate Valley Unified Union School District assumes no responsibility for any unauthorized charges, long distance charges, per-minute surcharges, and/or equipment or line costs. Beware of any "free" offers. There is usually a hidden charge.
- 8. Cell Phones -** It is important to check in with each school around proper protocol for cell phone use by students and adults. Each school has their own specific requirements on this.

9. Viruses- Users are responsible for checking their own disks and downloaded materials for possible viruses. Slate Valley Unified Union School District, which offers it to students for their convenience and educational use. The district reserves the right to limit use or inspect the contents of the files. All users are advised that they have no expectation of privacy in the information contained in school owned or leased machines.

Staying within Boundaries

Don't be afraid to correct inappropriate behavior. Remind students of the limits of your relationship as an educator. Reaffirm the helping nature of the relationship. Make a plan for getting the student appropriate help. Immediately report any incidents of behavior or comments by students that might be misinterpreted later; don't let situations escalate.

Be friendly, not a friend. Conversations with students should be warm and caring and provide support for their learning and growth. Relationships should be centered on school events and activities. Student-teacher conduct should be appropriate and understood by the general population- not laced with "inside" references.

Routine of the Day

At the beginning of the school day, the substitute teacher shall:

- Report to the office and meet with the appropriate administrator for orientation to school policies and procedures such as attendance, discipline, class schedules and lesson plans.
- Report to the nurse's office to check on medical issues of students in class(es) to which you are assigned.
- Ask about the building's Emergency Plan
- Familiarize him/herself with the school layout, classroom procedures and the emergency exit route from the assigned classroom(s)

In the classroom, the substitute teacher shall:

- Assume all duties of the regular classroom teacher promptly and in accordance with school rules. This may include bus, lunchroom, playground, hall duty or other duties assigned by the building principal
- Follow the instructions left by the teacher or alert the administrator if there are no plans to follow
- Check to ensure that there are sufficient supplies in the classroom to carry out lesson plans
- Maintain normal classroom routines and discipline procedures
- Spend the entire assignment working with and for the students. No personal work of any kind should be done. The substitute teacher is expected to carry out the instructions of the regular teacher, including grading daily papers and leaving a summary of work covered.
- Remain in the classroom if a student teacher or intern is teaching
- Maintain a positive learning atmosphere in the classroom. Disruptive student conduct in class is not acceptable. If serious student behavior

problems occur, assistance should be sought from a neighboring teacher or a building administrator.

The substitute teacher shall inform the principal or department head in cases of:

- Personal injury to students or staff
- Serious illness of any student
- Damage to school property
- Serious discipline problems or infractions of school rules

It is not the substitute teacher's responsibility to:

- Grant permission for a student to leave school before the regular dismissal time
- Detain a student after dismissal time
- Communicate information about a student or staff member with anyone but the building principal or department head

At the close of the school day, the substitute teacher shall:

- Leave the classroom as neat as possible with things approximately in the same place where they were found
- Be sure all windows and doors are locked. If the school has issued a key, be sure to return it to the school office prior to leaving the building
- Leave the teacher a report about how the day went; work that was completed and work that was not
- Check out at the school office

Under no circumstances shall the substitute teacher:

- Release a student from his/her jurisdiction during school hours without permission from the school office
- Use corporal punishment. It is recommended that substitute teachers not touch students at all
- Leave money or valuables in the classroom
- Criticize the teacher about her/his materials or methods
- Leave students unsupervised at any time during the day
- Make comments about any student, teacher, administrator or parent that will reflect negatively upon that person or upon the teaching profession. Observations made and conversations held during the school day should be considered confidential and discussed only with the school principal or department head
- Review school records without the permission of the principal. Records are legally designated as confidential and should be treated as such at all times

What the substitute teacher can do for the regular classroom teacher:

- Follow the lesson plans. Do not allow the students to have a free day
- Leave detailed notes about which students were helpful, disciplined, etc.
- Correct work completed by students during the day (when appropriate)
- Keep the students from opening the teacher's desk or files

- Be consistent with existing classroom procedures
- Keep accurate attendance reports
- Leave student work in organized piles/ files/ folders for the teacher
- Monitor classroom supplies
- Leave the room neat and orderly
- Leave a note for the teacher stating something positive about his/her class

Principals/Assistant Principals

Benson Village School	Amy Roy	(802) 537-2491
Castleton Elementary School	Kim Prehoda Phil Hall	(802) 468-5624
Castleton Village School	Kim Prehoda Phil Hall	(802) 468-2203
Fair Haven Grade School	Deb Infurna Jennefer Paquette	(802) 265-3883
Fair Haven Union High School	Jason Rasco Kate Leathe	(802) 265-4966
Orwell Village School	Patrick Walters	(802) 948-2871

Central Office Number:

Superintendent's Office

(802) 265-4905

SUBSTITUTE TEACHER
End of the Day Report

To be turned into the school office at the end of the day
This form will be routed to the classroom teacher.

Substitute: _____ Date: _____

Phone Number: _____ Grade: _____

Substituted for: _____ School: _____

Were you able to complete the teacher's lesson plans? If not, why?

Did you have any concerns/commendations regarding student behavior?

Messages for the permanent teacher:

I also taught:

CHECK LIST

At home:

- Dress should be neat, clean and appropriate for the teaching assignment.
- Enter the school enthusiastic and serious about your role.
- If possible, arrive at the school at least 20 minutes prior to the beginning of school.

Prior to entering the class:

- Report to the principal or the office to let them know you are there.
- Ask about student passes, discipline procedures, and special events.
- Ask if there will be any special duties associated with the regular teacher's assignment.
- Find out how to refer a student to the office.
- Look for a fire alarm and know drill instructions posted in each classroom.
- See if any child has medical problems.
- Obtain any keys which might be necessary.
- Find out how to report absences and tardiness.
- Find the locations of restrooms and teacher's lounge.
- Ask the names of the teachers on both sides of your classroom and if possible, introduce yourself to them.
- In most cases, the principal will have a folder on hand for the Substitute Teacher that explains important building information and procedures.

In the classroom:

- Enter the classroom with confidence, the first impression can take you a long way.
- Write your name on the board and introduce yourself.
- Follow lesson plans as closely as possible.
- If money is to be collected, record the amount, the name of the pupil, and the purpose for the collection on a sheet to be turned into the office.
- Check to see if all the books, handouts and paper are close at hand or in the classroom.
- Check seating chart.

End of day:

- Remind students of homework.
- Have students clean their desks and the area around their desk.
- Leave desk, books, and room in good order.
- Return any keys.
- Turn in any monies collected.
- Fill out the Substitute Teacher Report and turn in with other materials.

ACKNOWLEDGEMENT

Please mail this form to:

**Slate Valley Unified Union School District
33 Mechanic Street
Fair Haven, VT 05743**

I, _____ do hereby confirm that I have read the Substitute Handbook provided by the Slate Valley Unified Union School District as required of me as a condition of employment.

I understand that it is expected that I will be able to demonstrate knowledge of this information sufficient to convince any representative of my employer that I have indeed read the information.

Printed Name

Signature

Date

SLATE VALLEY UNIFIED UNION SCHOOL DISTRICT

SUBSTITUTE TEACHER EVALUATION FORM

Substitute Teacher: _____
Grade/Subject: _____

Date of Incident: _____
School: _____

EVALUATION:

ANY "NO" RESPONSE BELOW MUST BE ACCOMPANIED WITH EVIDENCE IN THE INCIDENT STATEMENT BELOW

	YES	NO
1. Followed lesson plans/instruction provided	_____	_____
2. Followed time schedule provided	_____	_____
3. Left necessary explanation of work	_____	_____
4. Appeared to have good rapport with students	_____	_____
5. Appeared to have adequate classroom control	_____	_____
6. Left the room(s) clean and orderly	_____	_____
7. Checked necessary student work	_____	_____
8. Maintained professional appearance/attitude	_____	_____

INCIDENT STATEMENT: (PLEASE USE SEPARATE PIECE OF PAPER IF MORE SPACE IS NEEDED)

ADMINISTRATOR COMMENTS: (PLEASE USE SEPARATE PIECE OF PAPER IF MORE SPACE IS NEEDED)

POSITIVE EVALUATION:

- Place on preferred list for our school
 Keep on District Substitute List
 Send letter of Commendation

NEGATIVE EVALUATION:

- Do not assign this teacher in the future
 Do not assign to our school in the future
 Other (explain above)

Administrator's Signature: _____ Date: _____