

SLATE VALLEY UNIFIED UNION SCHOOL DISTRICT



SUBSTITUTE TEACHER GUIDE

COVID-19 Slate Valley Handbook Addendum

Health and Safety

1. What happens if there is a COVID-19 positive case in my classroom or school?

Any suspicion of COVID-19 diagnosis will be sent home immediately, recommended for COVID testing, and School Nurse Leader or Superintendent informed.

The classroom will be closed and cleansed.

Testing will be decided by the medical provider. When they are sent to their provider, this does not guarantee a test will be performed.

The school nurse or designee will continue to follow up on student's symptoms and return to school will be determined by no fever (less than 100.4) without fever reducing medication) for 24 hours (or according to updated recommendations by the VDH) prior to re-admittance and has felt good (meaning zero other symptoms) for 10 days.

If a COVID test comes back positive, The School Nurse Leader or Superintendent needs to be called immediately. They in turn, will contact the VDH (the doctor's office and the lab are to do this, but it needs to be done by the school as well).

No symptomatic or COVID-19 positive workers are allowed on site and any worker(s) who have close contact for more than 15 minutes with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.

2. How is a decision made to close a school due to COVID?

Assessment of the number of cases and action to be taken will be guided by the VDH and Superintendent in regard to school closure.

3. Is there adequate ventilation in all of the school buildings?

The district has hired an engineer to provide recommendations in terms of the ventilation in each of the buildings. The ventilation for each room should be between 15-30 cfm. All of our rooms meet that requirement. One of the benefits in having largely out of date inefficient heating systems throughout the district is that ventilation is not an issue.

4. Are all students and staff required to wear facial coverings?

PreK-12 students and staff will be required to wear facial coverings with the exception of when they are eating or drinking. (This is a state requirement.) We are not providing face coverings unless needed. We recognize that each student may have their own preference in terms of facial coverings and want them to be as comfortable as possible.

PreK-12 students and staff will be required to wear facial coverings with the exception of when they are eating or drinking. (This is a state requirement.) We are not providing face coverings unless needed. We recognize that each student may have their own preference in terms of facial coverings and want them to be as comfortable as possible.

Mask Parameters (As of August 24, 2020)

1. Masks are required for all Students and Staff in the building.

2. Masks are required outside when physical distancing as mandated (as this can change) is not able to be maintained (students should follow the direction of their teacher who will provide updates).

Acceptable forms of masks are:

- Cloth face covering 2 ply that cover the nose and go securely below the chin with ear loops, not ties.
 - Surgical mask that cover the nose and go securely below the chin pinching the metal insert to form fit over the bridge of the nose
 - KN95 masks that cover the nose and go securely below the chin pinching the metal insert to form fit over the bridge of the nose
 - N95 masks-mostly for the nurses, but you may use them if you prefer, but they are not necessary unless you are in the presence of someone with COVID like symptoms receiving an aerosolized treatment such as a nebulizer treatment. (Hartford Healthcare, 2020)
3. Parents should be introducing masks and teaching children how to safely put them on and off prior to the start of school so they are independent to the extent possible.
 4. Masks must follow the dress code procedure (no inappropriate words, design, or pictures).

Unacceptable forms of Masks:

- Knitted mask
 - One layer cloth mask
 - Bandanas
 - Neck gaiters
 - Masks with vents-CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent (CDC, August, 2020)
5. Face Shields can be added to anyone who would like to add extra protection, but they do not replace wearing a mask and face shields are not necessary if maintaining 6 feet of distance.
 6. Exceptions for removing a mask while wearing a face shield:
 - Those who have physician orders to not wear a mask in school with documented diagnosis.
 - For students who are deaf, hard of hearing or struggle with communication while wearing a mask can remove their mask during direct services with their teacher or speech language pathologist (SLP). Masks with clear panels are recommended for educators providing services to the students. The student will keep on the face shield and as much distance as possible between them while services are provided.
 - Students requiring interventions under rule 4500. See the specific guidelines for care during and after interventions for both students and staff.
 - Masks need to be washed after every use at the end of the day. Having several on hand will be more convenient.
 7. Wearing a mask correctly:
 - Wash your hands before putting on your mask
 - Put it over your nose and mouth and secure it under your chin
 - Try to fit it snugly against the sides of your face
 - Make sure you can breathe easily (CDC, August, 2020)
 8. Students' cloth face coverings should be clearly identified with their names or initials, to avoid confusion or swapping.
 9. Students' face coverings may also be labeled to indicate top/bottom and front/back to help them put it on correctly.

10. When not in use, facial coverings should be stored in individually labeled containers or paper bags. Breakaway lanyards can also be utilized for students to wear and clip their mask onto it.
11. Face coverings should be washed:
 - every evening (hand washing with soap water and hanging to dry overnight or washing machine)
 - before being used again if a weekend
 - or if visibly soiled
12. KN95 and N95 masks can be reused after sitting for 3 days in a paper bag. Having three will provide for 1 to always be available for use. If visibly soiled, it should be discarded.
13. Please consult with the District COVID Coordinator, Deborah Hanson, M.Ed., BSN, RN, School Nurse Leader with any questions or concerns. dhanson@svvvt.org

References

Agency of Education and Department of Health (August, 2020). A Strong and Healthy Start, Safety and Health Guidance for Reopening Schools, Fall 2020. Retrieved from: <https://education.vermont.gov/sites/aoe/files/documents/edu-vdh-guidance-strong-healthy-start-school-health-updated-8-1.pdf>

CDC (August, 2020) How to Wear Masks. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

Hartford HealthCare (2020). Masks Save Lives: Duke Study Confirms Which Ones Work Best. Retrieved From: <https://hartfordhealthcare.org/about-us/news-press/news-detail?articleid=27691&publicId=395>

5. Are parents required to wear face coverings when dropping off or picking up their child?

Yes

6. If a student has a fever do they need a COVID-19 test?

Not necessarily, that would be a conversation between the parent and child's healthcare provider.

7. What is the "return to school" policy when a student has been out sick?

If a student is COVID positive, the school nurse or designee will continue to follow up on student's symptoms and return to school will be determined by no fever (less than 100.4) without fever reducing medication) for 24 hours (or according to updated recommendations by the VDH) prior to re-admittance **and** has felt good (meaning zero other symptoms) for 10 days.

If a student is not COVID positive, they may return after being fever free without fever reducing medication for 24 hours and symptom free for 24 hours.

8. What happens if my child travels out of state to a county that is on the quarantine list?

You need to monitor this website frequently if you are considering any leisure travel out of state. <https://accd.vermont.gov/covid-19/restart/cross-state-travel> This is updated on Fridays and changes each week. In some cases, it may change while you are on vacation. If you have traveled to one of these areas you should not be reporting to work in person.

You need to let your supervisor know, contact the VDH and contact Jennifer Book in Human Resources.

Educational Expectations/School Day

1. What is the first day of school?

As of August 3, 2020 the first day of school will be September 8th for all students.

2. What are the attendance expectations for students?

During distance & in-person learning, it is expected that students will be working on schoolwork **daily and attend any scheduled online and in-person learning sessions**. If a student is not able to complete work on any given day, contact should be made with the school reporting the students as absent from learning on that day.

On each day, **and for each class**, for which attendance is recorded, an educator must make contact with a student by video chat, or email, or “seeing” the student log into a Learning Management System (LMS) and **engaging in learning activities** (e.g., completes asynchronous assignments, assessments, artifact, etc.).

If a student is not accounted for on a school day the following will take place:

- Your child’s teacher will speak to a parent/guardian or email the student.
- The child’s teacher will email or call the parent/guardian.
- Your child’s administrator or guidance counselor will call to check in via phone or email with the parent/guardian.
- A parent/guardian will be required to attend a virtual meeting EST meeting to problem solve ways to help your student. [Student Retention Procedures](#)
- A School Resource Officer/Home to School Liaison/School Counselor, will visit the student’s home.
- A Department of Children and Families referral for truancy will be made.

3. How much shorter will the school day be?

1 hour and 15 minutes across all buildings in the district to allow for staggered arrivals and dismissals. Please check with your school for an arrival and dismissal schedule.

4. What is the grading policy for the school year?

Teachers are carefully designing assessments that can be done in person and in a distance learning environment to track student progress and assess their learning. It is important that students do everything possible to complete and turn in assignments on time. It is important that each student completes teacher assignments as directed, as these are specially designed to assess student’s skills and proficiencies focused at a specific grade level. **Assessments are designed to inform instruction as much as (more than) to “grade.”** K-12 educators will use PowerSchool to monitor student progress.

5. What is the expectation concerning homework?

[Copy of ARSU Homework Expectations 8.15.16](#)

6. How will parent meetings occur?

Parent meetings will need to take place remotely as we are not permitted to have any visitors in the building. We will continue to hold IEP, 504 and EST meetings virtually, by phone or google meets.

7. Will state assessments occur this school year?

We have not received guidance on this to date.

8. Where will breakfast and lunch be served?

Cafeterias will be closed to large groups. Students will eat breakfast and lunch in classrooms, outdoors or in alternative spaces as necessary and in accordance with the Health and Safety Guidelines.

9. Will high school students be switching classes?

Yes, but it will be reduced greatly from previous years. We are moving to a block schedule for the 2020-2021 school year. We are also developing a one way flow of traffic on either side of the hallways and students will need to maintain 6 feet distance between them.

10. Will students be allowed to use their lockers?

Yes, with proper 6 feet physical distancing. Schedules are being developed in each school to adhere to the VT Guidelines. Students are highly encouraged only to bring with them necessary materials.

11. Will recess still be part of the student day?

Yes, masks will not need to be worn if the students are outside and adhering to proper social distancing.

12. Will playgrounds be open?

Students may use playground equipment only under the following conditions:

- Students need to wash their hands before and after playground use.
- They will need to wear facial coverings if proper social distancing cannot be maintained.

13. Will students be outside more than in previous years?

Yes, the intention is to have students outside much more than in previous years.

14. If students are going to be outside more will there be more of a law enforcement presence?

We are working closely with both Fair Haven and Castleton Police Departments and there will be an increased presence. Furthermore, we will continue to be practicing safety drills and all other safety procedures will continue to be in place.

15. How will my child's teacher and school communicate with families?

To the largest extent possible communication will be electronic. We want to limit the amount of paper that is traveling back and forth between households and around the schools each day. Please make sure that you have an email on file with the school district. In the case, where a family does not have internet access and/or email the school will make other arrangements.

Educators will post learning materials and lessons in Google Classroom, Sites, or Seesaw for their classes every Monday by 8:00 am for a [Learning Chunk \(Updated 7/6/20\)](#). A Learning Chunk provides a checklist, a broad "brushstroke", for the work that must be completed over the course of 1-2 weeks of learning.

Connect with your student's teacher via email at least weekly.

Parents/guardians are asked to review the Google Classroom and/or Seesaw (K-2)

parent/guardian guides.

Arrival/Dismissal/Transportation

- 1. What will the start and end times be for each school (siblings in different buildings)?**
Buildings are coordinating their release times between buildings to give ample time for student drop off and pick-up.
- 2. Why are there staggered arrivals and dismissals?**
To allow for proper social distancing and screening of students.
- 3. How will bussing run?**
Bussing will be door to door to the greatest extent possible. Students will need to wear facial coverings, be screened prior to boarding the bus and maintain social distancing to the greatest extent possible. Bus windows will be open. There will be a bus monitor on all buses to reinforce the guidelines. Parents will need to remain at bus stops in case the health screening results prohibit their boarding of the bus.

Sports/Field Trips

- 1. What is the status of sports/extra-curriculars?**
We just received the fall sports guidance. We are in the process of putting together a high school and middle school plan for both sports as well as all extra-curriculars.
- 2. Will field trips and assemblies be allowed?**
Field trips are only allowed if the program is able to maintain all health guidance, as well as guidance from the [Agency of Commerce and Community Development](#), as it relates to public outdoor spaces and pools.

Virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings and spirit nights will be pursued whenever possible.

Facilities/Visitors

- 1. Will community building use be allowed?**
Per the Agency of Education Reopening Guidelines school buildings are not available for community use at this time, including bathrooms. However, the school grounds are available for use.
- 2. Will visitors/volunteers be allowed in schools?**
At this time, we are not permitted to have volunteers in the schools. No outside visitors and volunteers except for employees or contracted service providers for the purpose of special education or required support services, as authorized by the school or district.

Remote Option/Homeschooling

- 1. Is there a remote option for families that are not comfortable sending their child back to school for in-person instruction?**

At this time Slate Valley is not offering this option with the exception of students with specific documented medical concerns.

2. What is homeschooling and what is the district's role in homeschooling, if any?

The Vermont Agency of Education is the entity responsible for approving home study applications in Vermont. The [Guidelines for Home Study in Vermont](#) contains information necessary to prepare and submit an enrollment notice for homeschooling. Excerpts from relevant statutes and rules are also provided. You can also find information pertaining to Special Education and home study [here](#).

Slate Valley's proficiency based scoring guides, content area topics/themes, and specific literacy and math tools and objectives, can be found on the [under curriculum](#) on the Slate Valley website.

3. What is home study and how do I apply?

Home study is completely independent of the public school. Parents may contact the Agency of Education for more information. [Home Study](#)

4. Should Slate Valley have to move into Remote Learning, the following roles and responsibilities apply to students:

- Establish a daily routine to support your learning.
- **Check your Slate Valley Gmail and Google Classroom/Seesaw (K-2) daily.**
- Complete tasks/activities on which you can receive feedback (either online or during the next class meeting, as indicated in instructions).
- Participate in online learning activities with your peers.
- **Work on classwork daily and attend any online learning sessions scheduled. If you are not able to complete work on any given day, you must contact the school to report an absence from learning on that day.**
- Complete assessment tasks.
- Take breaks, play, rest, be active.
- Communicate proactively with your teachers. Ask questions, timely responses will be made by your teacher. If a teacher emails you, respond in a timely manner. Timely is generally defined as within 24 hours. You can use email or, if permitted by your teacher, Google Hangouts/Meet, or Google Chat.
- Communicate with your friends, classmates, and groups (if needed).
- Be mindful of your workload and wellbeing. If you have any concerns, contact your teacher or counselor.
- Keep your Chromebook charged.

The following roles and responsibilities are outlined for Slate Valley parent(s)/guardian(s)/families for Remote Learning:

- Help your child develop daily routines. **During distance learning, it is expected that your child will be working on classwork daily and attending any online learning sessions scheduled. If your child is not able to complete work on any given day, you should contact the school to report them as absent from learning on that day.**
- Encourage your child to take study breaks and to take part in physical exercise.
- Be mindful of your child's wellbeing; speak to them regularly about concerns or challenges.
- Create opportunities for your child to interact with peers to maintain connections with their school community. **Be sure to follow state guidelines if meeting in person.**

- Ensure your children are dressed appropriately when using video tools.
- If there are siblings simultaneously online, or in the same room, choose locations that do not cause noise interference when recording learning or video conferencing.
- Communicate any concerns to your child's teacher, or counselor via email or phone. You should feel comfortable contacting teachers for any of the following reasons:
 - You or your child need help or further explanation on a task
 - Your child is struggling emotionally and you'd like support
 - You have questions about any part of classroom assignments or expectations
 - Your child is ill or will be missing school
 - Your child had some special success in distance learning
 - You are having trouble accessing a program or platform for online learning

Here is a list of who to contact with frequent problems in distance learning. Email is usually the easiest contact method. Phone calls are always welcome as well.

- My child doesn't understand the assignment- **teacher**
- My child lost the password for a learning platform- **teacher in some cases, sometimes the platform's help desk**
- My child's computer isn't working- **school administrative assistant**
- My child will be absent - **school administrative assistant**
- I found unkind emails back and forth between my child and another classmate- **teacher or administrator**
- My child's online live sessions keep freezing- **your Internet utility company**
- My child is struggling, anxious or upset a lot- **teacher, administrator or school counselor**
- I need help with food access or finding support from local agencies- **your administrator**
- I am feeling upset, anxious or overwhelmed as a parent or in general- **administrator, guidance counselor or local agencies**

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,

A handwritten signature in cursive script, appearing to read "Brooke Olsen-Farrell".

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	7:45	2:25
Castleton Elementary School	8:15	2:00
Castleton Village School	8:15	2:00
Orwell Village School	8:00	2:30
Fair Haven Grade School	8:10	1:50
Fair Haven Union High School	8:25	2:10

Early Release Times- 11:30 am

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 you 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 and Instructional Assistants who are employed on a daily basis will receive \$15.00 per hour with a minimum of 3 hours per day. See substitute timesheet submission information on page 15. 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 Ben Worthing	(802) 468-5624
Castleton Village School	Kim Prehoda Ben Worthing	(802) 468-2203
Fair Haven Grade School	Deb Infurna Jennefer Paquette	(802) 265-3883
Fair Haven Union High School	Phil Hall Kate Leathe	(802) 265-4966
Orwell Village School	Patrick Walters	(802) 948-2871

Central Office Number:

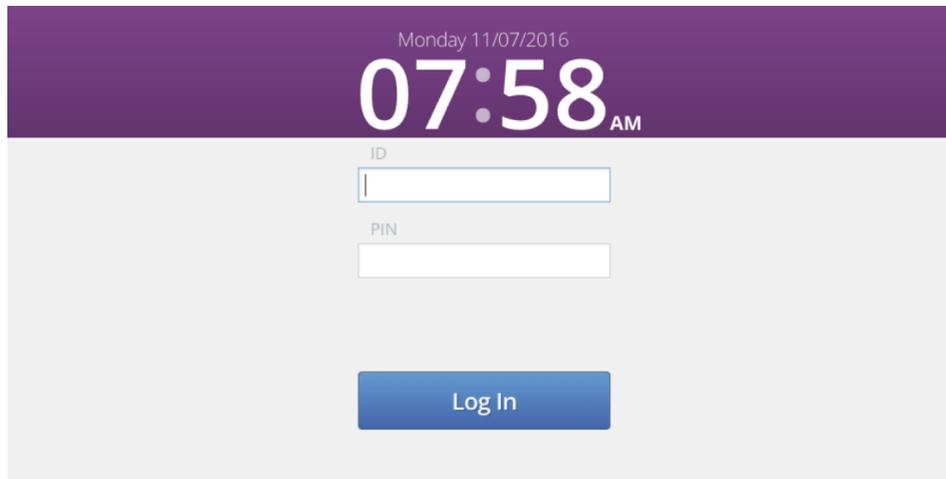
Superintendent's Office

(802) 265-4905

Electronic Timesheet Submission

Each time that you substitute for Slate Valley Unified Union School District you will need to record your time worked electronically through our Frontline Kiosk. Kiosk's are located in every building throughout the district. When you begin your day you will go to the kiosk and login using a User ID and PIN. Your User ID is your telephone number that is associated with the Frontline Absence Management System and the PIN number is your Frontline phone pin.

Using a Kiosk is easy! First,click the "Use ID/PIN" button in order to manually enter your credentials. Then, click the Login button



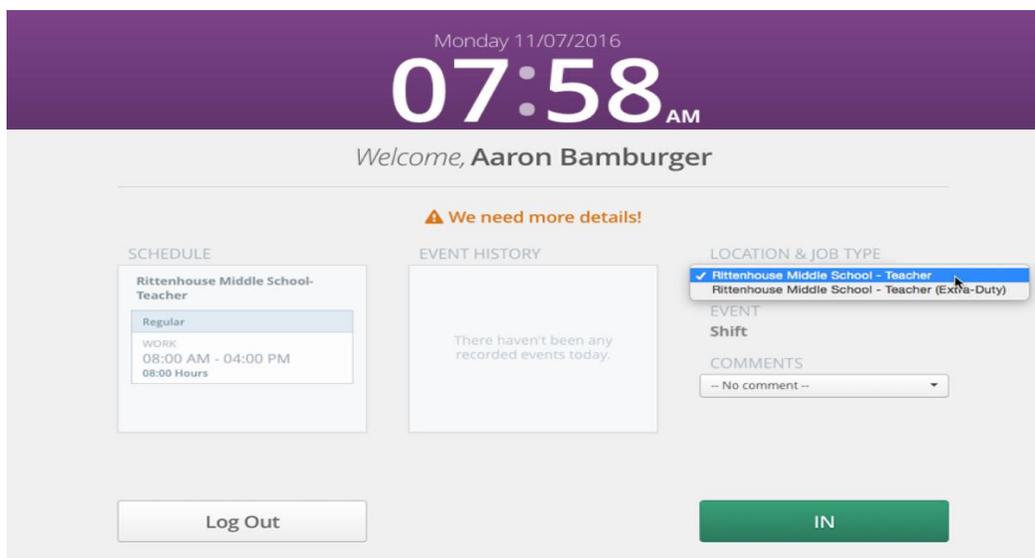
Monday 11/07/2016
07:58 AM

ID

PIN

Log In

Then, if you work at multiple locations, you may be required to specify your duties and location of work. Once you do that, click the Green Button to sign in or out depending on your current status.



Monday 11/07/2016
07:58 AM

Welcome, Aaron Bamburger

▲ We need more details!

SCHEDULE

Rittenhouse Middle School-Teacher

Regular

WORK
08:00 AM - 04:00 PM
08:00 Hours

EVENT HISTORY

There haven't been any recorded events today.

LOCATION & JOB TYPE

✓ Rittenhouse Middle School - Teacher
Rittenhouse Middle School - Teacher (Extra-Duty)

EVENT

Shift

COMMENTS

-- No comment --

Log Out

IN

As a substitute, if your sign in was successful, you will see a "Success!" message with information about who you're filling in for, the location, the job type, and the confirmation numbers.

Welcome, Susan Farmhand

Success!

Replacing **Lois Andrews** from **07:30 AM - 12:30 PM** (Conf# 170735813)

Replacing **Helen Phillips** from **12:30 PM - 03:30 PM** (Conf# 170735852)

IN @ 10:30 PM (10:23 PM Actual)

Pad Thai High - Substitute Teacher

Add a Comment

If you receive an error message, please report the exact wording of the message to your Administrator. When you are ready to sign out, follow the same steps as shown above.

****VERY IMPORTANT****

This is the only means by which your timesheet will be submitted to our payroll system to be paid for the hours you have worked. Please be sure to sign in and out each day that you work. Should you need assistance, please contact the central office at 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 demonstrated 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: _____

Date of Incident: _____

Grade/Subject: _____

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: _____