



SUBSTITUTE HANDBOOK

JEFF BLASER

SUPERINTENDENT

jeff@cascadeschools.org

JONI STEVENSON

PRINCIPAL

joni@cascadeschools.org

SCHOOL WEBSITE

cascadeschools.org

Human Resources/Payroll Department

Wendy McGowan

Business Manager

wendy@cascadeschools.org

Kristina Rowley

District Administrative Assistant
and Board Clerk

kristina@cascadeschools.org

Cascade School District Substitute Handbook

The information contained in the substitute handbook is presented as a matter of information only.

These policies are not intended as, nor should they be construed to create, the terms of an express or implied contract with Cascade School District, or as any type of promise or guarantee of specific treatment. No contract of employment may be created between Cascade School District and any substitute, except as may otherwise be provided by an express written agreement signed by the Superintendent of the Cascade School District. The employment relationship with the Cascade School District is at will. Any substitute may resign at any time and for any reason, or be terminated at any time and for any reason, with or without notice and with or without cause. The Cascade School District reserves the right to make changes, to update, to delete, or to add to these policies, rules, procedures, at any time, with or without notice.

The Cascade School District is an equal employment opportunity employer.

INTRODUCTION

Welcome to the Cascade School District. As a substitute teacher or classroom assistant, you are employed to carry out the instructional program during the temporary absence of a regular teacher or assistant. You are an important member of the teaching staff. As each child differs, so will each substituting situation. Be ready and willing to adapt yourself to various teaching assignments. Teaching is an all-encompassing task.

While you are substituting for a staff member, strive to keep the learning and intellectual growth of the students expanding. Please perform all of the regular duties of the teacher or assistant for whom you are substituting. It is expected that you will follow, as nearly as possible, lesson plans and classroom procedures prepared by the regular teacher. If for some reason complete plans have not been left for you, please see the building principal for direction. Under exceptional circumstances, you may need to deviate from the plans left for you. If so, leave a complete explanation for the teacher upon his/her return to explain the circumstances.

SUBSTITUTE PROCEDURES

Pay for substitutes:

A substitute teacher is one who, on a day-to-day basis and without contract, does the full work of a regularly assigned teacher during the regular teacher's absence from duty. Substitute teachers are not eligible for fringe benefits.

Substitute teachers that have a valid Idaho teaching certificate will be paid \$95.00 per full day when working certified positions. Substitute teachers who do not hold a valid Idaho teaching certificate will be paid \$80.00 per full day when working certified positions. Any substitute working a non-certified position will be paid \$80.00 per full day.

Long-Term Substitute Job

A long-term substitute job is defined as a substituting assignment in the same job for the same employee for a period longer than 10 consecutive workdays up to a 120-calendar-day period, excluding customary recess periods. Days must be consecutive without breaks in service due to substitute's illness or personal reasons. Long Term Substitute Teaching Pay Certified Position – (Certification preferred) Substitutes, who work for the same teacher for 10 consecutive days (quarter, half or full days) or more will be paid:

- \$100.00 per full day from the beginning of the assignment if substitute holds a valid Idaho teaching certificate
- \$90.00 per full day from the beginning of the assignment if substitute does not hold a valid Idaho teaching certificate

Timesheets & Pay Dates

The monthly pay period begins on the 16th of one month and continues through the 15th of the following month. The regular payday for the Cascade School District is the 25th of each month.

Substitutes will check in with the District Administrative Assistant upon arriving for their scheduled duty. Substitutes will then clock-in on Time Clock on the Chromebook in the District Workroom or on their personal mobile device using their assigned clock-in number and sign-in in the Substitute Binder in the District Workroom.

Pay Checks and Direct Deposit

Pay checks are issued on the 25th of each month and will be mailed to your home address. You may sign up for direct deposit if you so choose. If you have questions regarding your check, please contact the payroll department.

EMPLOYEE RESPONSIBILITIES & CONDUCT

General Code of Conduct

All substitute employees are expected to:

- Arrive to work on time ready to perform duties as outlined.
- Treat all staff, students, and public with courtesy.
- Have common knowledge of basic software navigation.
- Limit personal calls and socializing to break times only.
- Respect fellow employees.
- Report all accidents to the building principal within twenty-four hours.
- Adhere to the dress code.
- Understand and comply with the Code of Ethics for Idaho Professional Educators.

Hybrid/Remote Learners

- Due to the Coronavirus Pandemic, and as part of our school's COVID Response Plan, a hybrid teaching approach has been established to accommodate students who are attending their school classes remotely. During the course of the day, you will be required to include our remote learners in the lessons. Instructions will be given on how and when to do this by the teacher. We also have a Digital Learning Director on site to assist you with technical difficulties you may encounter throughout the day.

Personal Appearance/Dress Code

- Appropriate dress is required. Casual dress is acceptable but does not include athletic shorts, sweats or open mid-riff tops. Exposing undergarments is not appropriate.
- Clothing must be neat, clean and in good condition.
- Clothing with tobacco, alcohol, drugs, or sexually connotative words and/or pictures is not allowed.
- Some adults and children are allergic to perfumes & colognes. Please be sensitive to this.

Suspected Child Abuse/Neglect

Any substitute employee having reasonable cause to believe that any child with whom they come in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, is required by policy and law to make a report by phone or person to Department of Human Services or law enforcement.

When making a report, first contact the building principal or counselor to discuss the situation. However, remember that you must make an oral report to law enforcement.

Online Child Abuse Training website:

<http://nwonline.nwresd.org/capt/Content/1.htm>

Confidentiality

Substitutes must respect the guidelines of confidentiality and follow policy rules regarding overt identification. Do not discuss confidential information with anyone except those who have a right to know the information. If in doubt, check with a building administrator.

- Confidentiality and professionalism is a 24/7 practice for all who work in education. You are responsible for WHO and WHAT you talk about in public. Remember when engaging in casual conversation about work, that you do not share information that identifies a student (their behavior or academic progress) to anyone outside of the student's family.
- All confidential material will be disposed of via shredder. No confidential material is to be disposed of via recycling bin or trash receptacle. Confidential material includes, but is not limited to, student grades, student's personal information, files, etc...
- Please do not leave confidential materials open on your desk.
- Any information that has been obtained through meetings and between teachers regarding students is considered confidential and may not be discussed.

Working Alone with Students

Substitutes should avoid being alone with students in private situations whenever possible. This includes in the classroom, bathrooms in particular or other areas where you may be providing instruction. When possible, make sure there is another adult, a parent or possibly a child who could act as a witness within the vicinity when you are working individually with a student. If there is a need to be alone for therapy or instruction, please leave doors ajar, notify someone of your schedule and follow it. When your job assignment requires being alone with a student, bring any sensitive student/family concerns immediately and only to the building principal.

CELL PHONES (STUDENT)

The Cascade School District is a learning facility. The district provides a personal Chromebook for each of its students, K-12 for digital learning research and resource discovery and report writing. Cell phones, smartphones and other personal digital devices including devices to record and/or play any sounds or take photos or video are not allowed during the academic school day.

Assessment of Work Performance

A school administrator or regular classroom teacher may assess the job performance of a substitute employee at any time during the school year. A school administrator may exclude a substitute from that school's list for substitutes at any time and for any reason.

Substitute Reports

The substitute should leave a brief synopsis or assessment of the day for the teacher, describing what was accomplished and documenting problems that may have occurred.

SAFETY ISSUES

Employee Health and Safety

Safety is everyone's responsibility. As a substitute employee, you have the responsibility to assist in providing a safe environment for students and employees.

Think safety, work safely and follow these guidelines:

- Be familiar with and abide by common safety practices and rules.
- Learn and use methods that reduce hazards related to your job.
- Report defective/unsafe equipment to the building principal or program manager.
- Do not use defective/unsafe equipment.
- Use all required safeguards and safety equipment provided for you.
- Make suggestions, which will provide safer work conditions to the building principal.
- Report all accidents immediately. Seek first aid or medical assistance without delay.
- Know where emergency equipment is located and how to use it.
- Know all procedures and duties designed to reduce damage or injury in the case of fire.
- Participate in safety training programs.

Smoke-Free Environment

All offices, classrooms and other physical facilities, grounds and property owned, leased or occupied by Cascade School District are to be smoke-free environments. The use of smoking and/or chewing tobacco in any school facility by staff members, students or guests is prohibited.

Accident/Incident Reporting

All accidents that occur while you are employed as a substitute must be immediately reported to the School Secretary and/or Principal and an Incident Reporting form must be filled out. If the accident involved the substitute, the form must also be sent to the Cascade School District Office.

The Cascade School District carries worker's compensation insurance for all employees. If you are injured on the job and the injury required medical treatment, please go to the District Office to report the injury. The injury must be reported within 24 hours of treatment. Immediately notify the Principal and the District Office. The responsibility for reporting an injury lies with the substitute who has been injured on the job or has a job related injury.

Universal Infection Precautions

Remember: "IF IT IS WET, AND IT IS NOT YOURS, DON'T TOUCH IT!"

Body Fluids: All body fluids including blood, wound drainage, urine, vomit, stool, tears, saliva, semen, vaginal secretions, mucus, respiratory secretions, nasal discharge and sputum without distinction between individuals with a known disease and those without symptoms or diagnosis should be assumed to be infectious for human immunodeficiency virus (HIV), hepatitis virus (HBV), TB, and other blood-borne pathogens.

Hand Washing: The single most effective procedure to prevent the spread of communicable diseases.

Gloves: Wear gloves whenever you will be in contact with body fluids, mucus membranes, or non-intact skin. Gloves should be worn if you have an open sore or cut on your hands. Always wash your hands before and after putting on gloves and avoid touching your eyes or mouth.

Gloves are provided at the school; non-latex gloves are available upon request.

To remove gloves:

- a) Grasp the cuff of one glove;
- b) Partially strip the glove off by turning it inside out;
- c) Remove the other glove entirely by pulling it off inside out; d) with the free hand finish, taking off the original glove without touching any surface that came in contact with fluids.

Toys, Equipment, Etc.: Anything that is used or placed in the mouth should be cleaned between uses and daily with germicidal solution.

Hazardous Materials

In addition to infectious agents, there are other types of hazards one may encounter everyday. Chemicals agents may cause physical reactions, burns, irritation to the skin or mucous membranes or be poisonous. Physical agents such as noise, heat, welding arcs or microwaves may cause injury. Please check with your building principal regarding safety procedures if you are required to deal with such chemical or physical agents as a substitute.

School/Program Closure or Weather Delays and Work Days

Information regarding delayed start of school or school closure is given to all Treasure Valley broadcast media. Generally, decisions on delays or school closures are made around 5:30 am. If a delay is announced for your assigned school, you are expected to report to work as close to the job start time as safely possible. If you are not able to travel to work, please notify the building secretary at your assigned school immediately.

Security

The best security practice *in all* cases is to be aware of your environment and the people around you. Report any suspicious behavior of strangers to the building principal or superintendent.

Weapons

School employees, including substitute employees and volunteers, are not allowed to possess or have in their possession a dangerous or deadly weapon or firearm on district property or at school sponsored events unless approved by the superintendent.

PROBLEMS AND COMPLAINTS

General Problems and Questions

All substitute employees are subject to Cascade School District policies and procedures. Whenever a problem arises or you are in doubt regarding a particular policy or issue, talk with the building principal or superintendent.

Drug-Free Workplace

All staff members are hereby directed to refrain from the unlawful manufacture, possession, dispensation, use or distribution of controlled substances and alcohol on school premises or as part of any of its professional activities. Violation of this policy shall be considered grounds for termination. Compliance with all sections of this policy is mandatory.

As a condition of employment, an employee shall abide by terms of the district's drug-free workplace policy and shall notify the employer of any criminal drug convictions for violations occurring in the workplace no later than five days after such conviction. The district shall make a good faith effort to maintain a drug-free workplace through implementation of this policy.

ETHICS

It is the responsibility of substitute teachers and all other substitute personnel to abide by the Code of Ethics for Idaho Professional Educators.

What is a Competent and Ethical Educator?

The competent educator demonstrates:

- Knowledge and use of curriculum and instruction to meet the needs of all students.
- Ability to provide a climate for students that is conducive to learning and respects the rights of all persons without discrimination.
- An understanding of students and ability to establish and maintain good rapport and assist the growth of students.
- Ability to work effectively with students, staff, parents and community.

The ethical educator demonstrates:

- A willingness to accept the requirements of membership in the education profession.
- A willingness to consider the needs of the students, the district and profession.

FIRE ALARMS, EVACUATIONS, and DRILLS:

When the fire alarm sounds you will need to do several things that you may not have had an opportunity to do with your students. Therefore, you will need to do some mental preparation prior to an evacuation

- Review your room exit maps and evacuation area. These should be located on the wall near the door (Look for your area - Area 1,2,3,4)
- Think in terms of, "what if?" What if I am on prep, how can I best help others? Where should I go?
 - If on prep, go to your regular area and check in. If you are in another part of the building, then go to the nearest evacuation area and check in. If you are near the stairway look for handicap student that may need assistance.
- Think about what you will bring with you (*whether you're on prep or not*)

- Current attendance sheet – pencil/pen
 - Evacuation Folder
 - Keys
- Think about how you expect your students to travel (behavior) in the hallway to the evacuation area. (Tell them)
 - Think about how you expect the students to line-up and remain quiet as you take roll. (Tell them)
 - Think about who will be coming by to collect your info/data and know who that is. (This is important and will save time)
 - Think about your expectations for students (behavior) to remain in a line and quietly calm while waiting for the “all clear” announcement. (Tell them)
 - Think about your expectations for the students (behavior) in returning to the classroom in an orderly manner and directing them to getting back on task. (Tell them)

Substitute Teachers in the Building – If you have questions, ask the teacher in the room next to you or contact the office.

LOCK-DOWN

Lock-Down situations are dynamic. Critical incidents may vary. Teachers need to remain calm and reassure students help is close.

1. Lock the door(s) to your room
2. Barricade the door with furniture as high and deep as possible
3. Have baseball bat or a golf club at the ready
4. Move students away from doors and windows
5. Stay out of sight
6. No texting or calling
7. Open the door only for police with verbal and physical ID
8. Be prepared to calm students – Reassure help is here

Controlled Release -

Absolutes:

1. No car can leave the campus without being checked
2. No student can leave without parent permission pass
3. All students that rode the bus to school must ride the bus home or be picked up by parents
4. No non-relative student can “catch” a ride home with another student
5. There will be staff (teacher) contact with each and every parent who wants their students to be released.

Procedures:

1. In the designated location counselor will stage students
2. The counselor will assign a teacher to alphabetical group of students
3. Role will be taken (and reported)
4. Students will be informed that in order to be released from school on their own there must be direct contact with their parent. Students will be informed to contact their parent on their cell phone and inform them of this. They will keep them on the line until the teacher speaks to the parent.
5. If a student's parents are going to pick them up they will be directed to a staging area.
 - a. Parent will report to the appropriate alphabetical area.
6. If a student is going to ride the bus/walk/drive home direct contact must be made with the school.
7. Using their role sheets teachers will make contact with individual parents and gain permission to release their students from school.
8. Pass will be given to those students to gain access to the bus or to be released to the parking area
9. Pass will be given to the bus driver or to the parking lot administrator to be released from school.

SUPERVISION OF STUDENTS

It is the responsibility and expectation of the individual teacher to exercise proper supervision over those students entrusted to his/her charge. In the event of an accident or injury, the first area of inquiry by legal forces is that of supervision. All teachers have a preparation period for personal phone calls, coffee, etc. Personal phone calls should not take place during class time. **For your own protection and that of the students, teachers should not leave a class or group unattended for even a short period of time.** Should it become necessary for the teacher to leave, notify the office in order for a replacement to be provided for the period of time the teacher is absent. Following this procedure offers all staff members the proper protection and guarantees the students the care and safety they require.

TEACHERS' DUTIES

During the course of the school day, please do not ignore problems you might encounter. It is the responsibility of all staff to monitor students in and outside of the classroom. If you feel you are not able to contend with a situation, which is obviously improper, please notify the proper school official to check into the situation. Cooperation of all faculty members in these types of matters is essential for the proper control and functioning of the school.

RAMBLER BELL SCHEDULES

<i>PURPLE</i>	
<i>MON, WEDS, THURS, FRI</i>	
<i>PERIOD</i>	<i>TIMES</i>
<i>1</i>	<i>8:00 - 8:54</i>
<i>2</i>	<i>8:58 - 9:52</i>
<i>3</i>	<i>9:56 - 10:50</i>
<i>4</i>	<i>10:54 - 11:48</i>
<i>LUNCH</i>	<i>11:48 - 12:24</i>
<i>5</i>	<i>12:28 - 1:22</i>
<i>6</i>	<i>1:26 - 2:20</i>
<i>7</i>	<i>2:24 - 3:18</i>

<i>BLACK</i>	
<i>EARLY RELEASE</i>	
<i>PERIOD</i>	<i>TIMES</i>
<i>1</i>	<i>8:00 - 8:35</i>
<i>2</i>	<i>8:39 - 9:14</i>
<i>3</i>	<i>9:18 - 9:53</i>
<i>4</i>	<i>9:57 - 10:42</i>
<i>5</i>	<i>10:46 - 11:21</i>
<i>6</i>	<i>11:25 - 12:00</i>
<i>LUNCH</i>	<i>12:00 - 12:51</i>
<i>7</i>	<i>12:55 - 1:30</i>

<i>GOLD</i>	
<i>TUESDAY</i>	
<i>PERIOD</i>	<i>TIMES</i>
<i>1</i>	<i>8:00 - 8:46</i>
<i>2</i>	<i>8:50 - 9:36</i>
<i>3</i>	<i>9:40 - 10:26</i>
<i>4</i>	<i>10:30 - 11:16</i>
<i>5</i>	<i>11:20 - 12:06</i>
<i>LUNCH</i>	<i>12:06 - 12:42</i>
<i>6</i>	<i>12:46 - 1:32</i>
<i>7</i>	<i>1:36 - 2:22</i>

<i>GREY</i>	
<i>ASSEMBLY</i>	
<i>PERIOD</i>	<i>TIMES</i>
<i>1</i>	<i>8:00 - 8:45</i>
<i>2</i>	<i>8:49 - 9:44</i>
<i>3</i>	<i>9:48 - 10:33</i>
<i>4</i>	<i>10:37 - 11:22</i>
<i>5</i>	<i>11:26 - 12:11</i>
<i>LUNCH</i>	<i>12:11 - 12:51</i>
<i>6</i>	<i>12:55 - 1:40</i>
<i>7</i>	<i>1:44 - 2:29</i>
<i>ASSEMBLY</i>	<i>2:33 - 3:18</i>

ON AN ASSEMBLY BELL SCHEDULE, PLEASE NOTE THAT THE ASSEMBLY MAY BE SHIFTED TO ANY OF THE PERIOD LISTED ABOVE. THE COURSES WOULD ASSUME BY HISTORICAL PRACTICE FROM 10 & AFTER THE ASSEMBLY