

Substitute Teacher/ Substitute Paraeducator Handbook 2020-2021



Engage. Inspire. Invest.

PCSD#2 Vision Statement

Excellence in Everything, Every Student, Every Day!

PCSD#2 Mission Statement

We will grow the knowledge, skills and attitudes of each learner, empowering them to grow into responsible, productive global citizens through relationships, rigor and relevant learning opportunities.

Core Values

Personal Courage, Respect, Integrity, Determination and Excellence



Mascot:

Colors: Black, White, and Gold

Disclaimer: Anything not covered in this handbook can either be found in the Policy handbook for the school district or is at the discretion of the Principal and/or Superintendent. Changes made to this handbook can be made at any time, and parties that will be affected by the change will be notified as soon as possible.



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Welcome Message from Mrs. Sisson,

As the principal of Guernsey-Sunrise schools for the 2020-2021 school year, I would like to officially welcome you to our school and the beginning of an exciting school year. Throughout this school year you will see and hear three guiding words in all that I do: Engage. Inspire. Invest. These three words guide my educational decisions and drive my leadership.

I expect all staff and students at Guernsey-Sunrise to be engaged and invested in all that they do, from the classroom to the hallways, the concert hall to the stage, the sports arena and throughout our community. This will mean hard work, and giving one hundred percent, but I truly believe that can be achieved in all that we do in education.

In closing, please take some time to read and discuss with your child the contents of this handbook. Please feel free to contact me at any time with questions or comments about this handbook, or stop by and visit the school and see firsthand the learning environment of Guernsey-Sunrise schools.

Welcome,

Mrs. Sisson

Principal

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Start of the Day Procedure and Reminders

When you enter the building, please report directly to either Mrs. Martin or Ms. Otero to check in and receive any updated information. At that point you will be given a set of keys and a map to your room location. Before you leave the office, please make sure that you sign in and put on a badge that identifies you as a substitute for the day. Please leave this badge on throughout the day.

Line of authority

While each staff person should know to whom he/she is responsible (policy CCB-E), below is the line that authorizes persons to be in charge in the event of an emergency in the absence of regular administrative staff.

Superintendent/Facilities Director (in emergency situations)

Principal

Assistant Principal

Special Education Director

Counselor

Business Manager

Lead Teachers as designated by the Principal

EDUCATOR/STUDENT RELATIONSHIPS

As an adult working in the school district, it is our responsibility to maintain the separation between adult and student. It is very important to maintain this separation, please introduce yourself as the adult, not as the students friend. You as the adult are responsible for the students safety and this is maintained through proper respect. Students will address you by your title and last name, not your first name or nickname.

CELL PHONE USE

Cell phone use is allowed during non-contact time with students (students not under your supervision) and needs to be in an area where students are not present. Staff should strictly limit personal calls during working hours to brief conversations during a break, in a break room or private area. If there is an emergency situation requiring such use, please contact the office for support. If you are on your cell phone, then you are not supervising students.

CHILD ABUSE (Reporting) - Policy JHG

The Board recognizes that because of a school employee's sustained contact with school age children, they are in an excellent position to identify abused or neglected children and refer them for treatment and protection.

In accordance with the reporting requirements of the Child Protection Act, any school employee who suspects that a child's physical or mental health or welfare may be adversely affected by abuse or



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neglect shall report this to the principal who shall report the case to the Department of Social Services.

School employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove that the child has been abused or neglected.

Employees who make a report of suspected child abuse in good faith or while performing their official duties in response to such a report, or participating in a judicial proceeding resulting from their report, shall be immune from liability, civil or criminal that might otherwise be incurred or imposed.

Legal Reference: W.S. 14-3-201 to 14-3-215 Adopted 4/16/86, Reviewed 12/14/98

USE OF TOBACCO BY STAFF MEMBERS - The Board of Trustees has established the District and its facilities, including all buildings and grounds, as tobacco free. Staff members may not smoke or use tobacco in the presence of students any time they are on the job for the district in any capacity. This includes time spent supervising or directing student activities. (Board Policy: GBK)

DISCIPLINE - In most situations, you are expected to handle classroom management and minor discipline issues. As a Substitute, you will need to use your best judgment in handling a discipline issue. Remember, the goal of discipline is to change the student's behavior and get them back into the learning environment. If you do not feel comfortable handling a possible discipline issue, please send the student to the office and follow-up with the Administration on the specific issue after the class period. Once you send the student to the office, the responsibility is no longer yours. **Once the situation has been passed onto the administration, the administration will act in the best judgement of what the student needs to change their behavior and get them back into a learning environment.**

Substitute Information Packet: The following items should be available when you arrive in your assigned classroom and in a "sub file/folder/binder" and/or readily available on the teachers desk:

1. Lesson Plans
2. Daily Schedule
3. Notes on any special needs students and their schedules
4. Seating Chart
5. Classroom routines, procedures and expectations and how they are handled
6. Duty Chart
7. Sponge Activities
8. Substitute Handbook

SUPERVISION OF STUDENTS - Substitutes may or may not be responsible for direct supervision of students. This responsibility can never be delegated or abrogated except with specific permission from the Superintendent or Principal. Students are not to be left unsupervised at any time.



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Conference periods, preparation periods, and after school time should be used for securing supplies, duplicating materials and other duties that might take time from supervision of students. Because students are allowed in the building at 7:45 a.m., teachers will be expected to be in their teaching area or the hall adjacent to it by 7:45 a.m. Teachers are also asked to position themselves in a location where they can monitor the hall in their area during passing times.

Classroom - Substitutes are expected to supervise their students when they are in the classroom. If it becomes necessary for a teacher to leave a classroom momentarily, that teacher needs to make arrangements with another teacher or a teacher's aide to supervise the students. **AT NO TIME SHALL A STUDENT OR STUDENTS BE IN THE CLASSROOM WITHOUT THE PRESENCE AND SUPERVISION OF AN ADULT.**

Playground - Whenever students are utilizing the playground area during normal school hours, supervision will be provided. The supervision of the playground before school and after school will be provided by a designated faculty member and/or a teacher aide. Playground supervision begins at 7:45 a.m.

Regularly scheduled recess periods will be supervised by an aide and/or assigned teachers under the direction of the principal. Teachers should expect to observe their classes on the playground during the first few weeks of school and periodically throughout the school year. The classroom teacher must supervise recess periods not regularly scheduled.

General Playground rules

Equipment rules

Climb down from high equipment instead of jumping off.

Slide: feet first, sitting down

Swing straight up and down: No going sideways no jumping out or flipping

Sandbox: Sand must stay in the sandbox and on the ground.

Tri Runner (Whirlybird/Tornado): One seated person per swing, a minimum of two riders.

Leave materials that belong on the ground down. No throwing materials; rocks, rubber pieces, etc.

Rough play is not allowed.

People issues

Wrestle- bench

Any throwing (rock, dirt, rubber) - office

No grabbing people or clothing

Touch tag only- no violent chase games

Clothing

We believe that children need fresh air and exercise each day, even during the cold winter months, therefore, children are expected to go outdoors for recess. Students need proper outer clothing; coats, gloves, caps or hoods, rain jackets, and weather appropriate footwear. When there are



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extreme temperatures (wind chill or temperature is 0 degrees or below) or adverse weather conditions, (thunder storms, excessive rain, extremely wet snow, high winds, etc.) children are kept inside for recess.

Consequences

Students that need redirection may be asked to sit on the bench, or lose recess privileges. If they continue to misbehave or they become defiant, they may miss playtime or be sent to the principal's office.

CONSEQUENCES for Behavior- Staff will work with students to teach expectations on how to act appropriately. Occasionally, it is necessary to impose consequences in order to help students learn to adjust their behavior. Some of the possible consequences include; loss of recess, PRIDE discussion, making restitution, after school detention, and parent meetings. The aim of a consequence is to change the inappropriate behavior, hold students accountable, minimize disruptions, and teach students appropriate behavior. If a student is willfully disobedient (repeated refusal to follow instructions, etc) administration may be involved, and parents may be called if deemed necessary. Students may be sent home or suspended by administration. Information and/or outcomes will be shared when available and/or appropriate. If you have any questions speak with the administration for more information.

WORKDAY - The Substitute teacher workday is 7:45 a.m. to 3:45 p.m. (Fridays-7:45 a.m. to 1:45 p.m.). If you need to leave the building during the workday, please sign out in the office.

PROFESSIONAL DRESS - Adults are the professionals and need to dress in such a manner as to convey this professionalism to the students and visitors in the building. Be sure your attire says: "I am a professional".



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SAFETY AND SECURITY- The following procedures for safety and security are outlined in the SRP (Standard Response Protocol) in the Red Emergency Binders found in each and every classroom. It is the responsibility of the staff member to be aware of this protocol and follow it during an emergency situation.



LOCKDOWN

LOCKDOWN

Students, staff and teachers should be advised that a Lockdown may persist for several hours and during an incident, silence is essential.

CONTINGENCIES

Students and staff who are outside of classrooms during a Lockdown may be faced with the need to get out of sight without the benefit of an empty or open classroom. In this situation students and staff must be trained to hide or even Evacuate themselves away from the building. If during a Lockdown an additional hazard manifests inside the school - i.e.: Fire, flood, hazmat, then situational decisions must be made. Evacuation to a non usual location may be required.

EXAMPLES OF LOCKDOWN CONDITIONS

Lockdown is called when there is a threat or hazard inside the school building. From parental custody disputes, to intruders, to an active shooter. Lockdown uses classroom security to protect students and staff from threat.

PUBLIC ADDRESS

The public address for Lockdown is: "Lockdown! Locks, Lights, Out of Sight!" and is repeated twice each time the public address is performed.

ACTIONS

The Lockdown Protocol demands locking individual classroom doors or other access points, moving room occupants out of line of sight of the corridor windows and having room occupants maintain silence. There is no call to action to lock the building outside access points. Rather, the protocol advises to leave the perimeter as is. The reasoning is simple - sending staff to lock outside doors exposes them to unnecessary risk and inhibits first responders entry into the building. Teachers and student training reinforces the practice on not opening the classroom door, once in Lock- down. Rather, no indication of occupancy should be revealed until first responders open the door.



LOCKOUT

Lockout is called when there is a threat or hazard **outside** of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Lockout uses the security of the physical facility to act as protection.

PUBLIC ADDRESS

The public address for Lockout is: "**Lockout! Secure the perimeter**" and is repeated twice each time the public address is performed.

ACTIONS



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The Lockout Protocol demands bringing students into the main building and locking all outside access points. Where possible, classroom activities would continue uninterrupted. Classes that were held outside, such as gym class, would return to the building and if possible continue class inside the building.

There may be occasions where students expect to be able to leave the building - end of classes, job commitment, etc. Depending on the condition, this may have to be prevented. During the training period, it should be emphasized to students as well as their parents that they may be inconvenienced by these directives, but their cooperation is important to ensure their safety.



HOLD IN YOUR CLASSROOM

There may be situations that require students to remain in their classrooms.

For example, an altercation in the hallway may demand keeping students out of the halls until it is resolved.

The focus of the SRP was in using common language and expectations in a crisis, between students, staff and first responders. While we looked at “Hold in your Classroom” as a fifth action we realized that the action was almost exclusively a day to day operational demand rather than an action shared with first responders. (Although a medical emergency might warrant the action.)

With the mandate of “Keep it Simple,” the decision was made to **not** make “Hold in your classroom” an SRP action at this time. That said, we received requests to include the concept and integrate it into classroom training and materials. While there are numerous variations the following guidelines have been established.

PUBLIC ADDRESS

The public address for Hold is: **“Hold in your classroom”** and is repeated twice each time the public address is performed.

ACTIONS: Students and teachers are to remain in their classroom, even if there is a scheduled class change, until the all clear is announced.



EVACUATE

CONDITION

Evacuate is called when there is a need to move students from one location to another.

PUBLIC ADDRESS

The public address for Evacuate is: **“Evacuate! To a Location”** and is repeated twice each time the public address is performed. For instance **“Evacuate! To the Flagpole. Evacuate! To the Flagpole.”**

ACTIONS



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The Evacuate Protocol demands students and staff move in an orderly fashion.

RESPONSIBILITY

The classroom teacher is usually responsible for initiating an evacuation. In a police led evacuation, students may be instructed to form a single file line and hold hands front and back. Or students and staff may be asked to put their hands on their heads while evacuating. Other directions may be invoked during an evacuation and student and staff should be prepared to follow specific instructions given by staff or first responders.

EVACUATION ASSEMBLY

The Evacuation Assembly refers to gathering at the Evacuation Assembly Point. Teachers are instructed to take roll after arrival at the Evacuation Assembly Point.



SHELTER

Shelter is called when the need for personal protection is necessary. Training should also include spontaneous events such as tornado, earthquake or hazmat.

PUBLIC ADDRESS

The public addresses for shelter should include the hazard and the safety strategy. The public address is repeated twice each time the public address is performed.

HAZARDS MAY INCLUDE:

- Tornado
- Hazmat

SAFETY STRATEGIES MAY INCLUDE:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

ACTIONS

Prior versions of the SRP sourced materials that were current on the FEMA website. As this FEMA guidance evolved, the FEMA information presented in SRP Operational Guidance became outdated.

It is strongly advised to remain current on both FEMA guidance regarding Shelter actions as well as local emergency manager guidance.

RESPONSIBILITY

Each individual is responsible for sheltering. If there are special needs that prevent individual responsibility, administration should plan on how to best provide sheltering assistance.



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Platte County School District #2

Staff Member Acceptable Use Policy Statement

PCSD#2 staff is responsible for using the PCSD#2 network for educational activities and for instructing students in proper use. PCSD#2 can monitor, log, and record Internet and network activity. If a staff member demonstrates irresponsible behavior, such activities will be reported to the Superintendent for review. The staff of PCSD#2 has certain responsibilities and privileges relating to the PCSD#2 network.

- A. All PCSD#2 staff members are expected to model good and acceptable network and Internet use. This includes observing applicable copyright laws.
- B. Teacher Internet use during student contact time should be related to class learning objectives.
- C. PCSD#2 teachers will have access to student 'home' drives to allow them to view student work. Teachers should occasionally monitor their student's home drive for inappropriate materials.
- D. Staff is responsible for monitoring student activity on the school network. If a student is on a computer in a classroom, or lab the staff member assigned to that group of students is responsible for the monitoring and oversight of the network and Internet activity.
- E. A staff member may request that a student lose network and/or Internet privileges for ignoring or failing to respond to requests. The principal or assistant principal will review these requests and communicate any action needed to the Technology Coordinator.
- F. The use of staff or administrative computers by students is prohibited.
- G. Unacceptable use of the Internet/e-mail by staff members who access the network through school accounts using school-owned equipment may result in revocation of Internet privileges, disciplinary action, termination, and/ or legal action. Unacceptable uses include, but are not limited to, the following:

- * sending or displaying offensive messages or pictures
- * using obscene, harassing or insulting language
- * violating copyright laws
- * accessing, sending, or displaying sexually explicit material or child pornography
- * accessing, sending, or displaying material harmful to minors
- * using the network for commercial or political purposes
- * intentionally damaging computers, computer systems or computer networks.
- * using another's password to gain unauthorized access to information
- * other uses in violation of district policy or regulations, state statutes or federal laws.

Internet and e-mail access is provided as a teaching and education tool. PCSD#2 reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network, Internet access, any information transmitted or received in connection with such usage, and information stored on any equipment owned by PCSD#2. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

By signing below you acknowledge that you have read the above Acceptable Use Policy and accept the regulations described in this document. Changes to the AUP can be made at any time; notice of any changes will be distributed when and if necessary.

Staff Member: _____ **Date:** _____



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