

# Moscow School District No. 281

## Substitute Handbook



### ADMINISTRATION OFFICES

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# Table of Contents

Welcome .....	Page 1
Schools .....	Page 2
Responsibilities of Substitutes .....	Pages 3 - 5
a. Ethical Behavior/Conduct	
b. At-Will Employment	
c. Reporting for Duty	
d. Duties	
e. School Policy	
f. School Safety Protocol	
g. Confidentiality	
h. No Solicitation	
i. Substitute/Student Relationships	
j. Release of Students	
k. Supervision of Students	
l. Classroom Management	
m. Classroom Security	
n. Communication Devices	
o. Student Injuries or Illness	
p. Discipline	
q. Leaving the Building	
r. Criminal Background Checks	
s. Substance Free Workplace	
t. Smoke Free Workplace	
u. Computer Software, E-mail and Internet Policy	
Scheduling Substitutes – Aesop .....	Page 6
a. AESOP – Automated Substitute Placement Program	
b. Accepting and Canceling Jobs	
c. Emergency Closure	
Payroll/Compensation .....	Page 7
a. Substitute Pay	
b. Pay Periods and Payday	
c. Time Cards	
e. Workweek	
f. Long-Term Substitutes	
Abbreviations and Acronyms .....	Page 8
Safety and Security .....	Page 8
Property Control .....	Page 9
a. District Property	
b. Personal Property on Premises	
Media Guidelines .....	Page 9
Americans with Disabilities Act (ADA) .....	Page 9
Harassment Policy.....	Page 9

# Welcome

On behalf of the administration and staff of the Moscow School District, I would like to welcome you as a substitute in the district. Whether you are substituting for certified teachers or classified staff, your job is critical in allowing the district to continue to operate when regular employees are absent.

This handbook will provide you with the necessary information, policies and procedures to substitute effectively in the District. If you have questions not covered in the handbook, please contact the HR office or a building administrator.

We hope you have a positive experience and enjoy substituting for the Moscow School District.

Sincerely,

Gregory J. Bailey, Ph.D.  
Superintendent of Schools

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Moscow School District is an equal employment opportunity employer, committed to the full utilization of all employees. Applicants are evaluated on the basis of experience and job qualifications. It has been and will continue to be the policy of the District to administer all personnel actions without regard to race, color, religion, sex, national origin, age, or disability. Each manager, supervisor and employee is responsible for carrying out this policy.

## **MISSION STATEMENT OF MOSCOW SCHOOL DISTRICT**

The District commits all assets, facilities, time and energy to provide students with the tools needed to become positive members of society.

## SCHOOLS:

### **LENA WHITMORE ELEMENTARY (K-5)**

110 S. Blaine, 882-2621

### **McDONALD ELEMENTARY (K-5)**

2323 East D Street, 882-0228

### **RUSSELL ELEMENTARY (3-5)**

119 N. Adams Street, 882-2715

### **WEST PARK ELEMENTARY (K-2)**

510 Home Street, 882-2714

### **MOSCOW MIDDLE SCHOOL (6-8)**

410 East D Street, 882-3577

### **MOSCOW HIGH SCHOOL (9-12)**

402 East Fifth Street, 882-2591

### **PARADISE CREEK REGIONAL HIGH SCHOOL (10-12) *Alternative High School***

1314 S. Main Street, 882-3687

# RESPONSIBILITIES OF SUBSTITUTES

## Ethical Behavior/Conduct

The District is committed to a high standard of conduct from all of their employees as well as students. Rules of conduct are necessary to ensure a safe, reliable and productive work force. Substitutes are expected to comply with school policy, rules and regulations, and maintain a high professional standard in personal appearance, behavior, and job performance. Further, responsible conduct is expected from all substitutes. Willful violation of any Federal or State laws or District policy, insubordination, dishonesty, or other negligence which may endanger the safety of another, may be cause for immediate dismissal. A substitute's dress should always be appropriate, suitable for the job duties of their position and favorably reflect upon the District's image.

## At-Will Employment

Substitutes should understand that their employment is "at-will" which means that their employment can be terminated at any time by either the substitute employee or the District and with or without cause, notice or eligibility for rehire.

## Reporting for Duty

Substitutes must report to the school office before assuming their substitute duties in the building.

## Duties

Substitutes shall be required to assume all of the normal duties of the regular teacher or classified employee they are replacing.

## School Policy

Substitutes are expected to conform to school policy in all phases of their work for the school district.

## School Safety Protocol

A manual containing safety procedures will be available in each classroom. Direct questions or concerns about school safety to the building administrator.

## Confidentiality

Substitutes must treat matters pertaining to students confidential. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. Substitutes must exercise an even greater degree of caution when working with special needs students. If a substitute has a concern about a child or incident, it should be reported to the building administrator.

## No Solicitation

Substitutes may not take advantage of their position by selling, promoting, or otherwise soliciting goods, services, activities or events for their personal, business or other entity gain or benefit while on duty. The exercise of good judgment and common sense is expected in this regard.

## Substitute/Student Relationships

Substitutes must exercise extreme caution and good judgment in verbal and physical relationships with students. Substitutes will establish a position of authority with the students. Under no circumstances

may a substitute engage in any non-professional relationship with a student, regardless of who initiates the relationship. (Additional information on this topic is under Harassment.)

Yelling at students, use of profanity, calling students derogatory names, and using insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal.

Substitutes are not to use their personal vehicle for transporting students.

## Release of Students

Substitutes are not to release a student to anyone. Refer any situation regarding releasing students to the building administrator.

## Supervision of Students

Especially at the elementary level, substitutes are not to allow students to go to recess or lunchroom/multipurpose room without supervision. Substitutes will not give students permission to leave school property for any reason during the school day.

## Classroom Management

Substitute teachers are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms.

## Classroom Security

It is appropriate to keep items and the room secure while substituting. When leaving the room, close the door, etc. Most teachers will ask you to keep their desk secure as we all use personal items to teach with that would be difficult to replace if lost. Always use your best judgment.

## Communication Devices

*Cellular phones, personal communication devices, Ipods, Tablets, MP3s, game players, cameras, recording devices, laptops etc.*

As part of the district's effort to minimize distractions as well as opportunities for academic dishonesty and harassment, students must turn off and not use personal communication devices during the school day. Their use is permitted at different levels dependent on the school building. Please see the building administrator of the building where you are working if you have questions about the use of personal communication devices.

School employees will not search or review material on confiscated or found devices except under compelling circumstances or in order to determine ownership in the case of a lost device. The schools will make reasonable efforts to secure confiscated devices but the school will not be responsible for loss, damage, or theft.

## Student Injuries or Illness

Students who are injured or become ill during the school day will report to you. Send such students to the office. If an injury occurs during a class period, note the following procedures:

- A. The teacher will apply first aid as needed.
- B. The building administrator is to be notified.
- C. Parents will be notified by the office.

- D. Severely injured students will be taken to the emergency room at Gritman Memorial Hospital or to the student's family doctor's office.
- E. A student accident report must be completed by the supervising teacher and returned to the school secretary before the end of the day on which the injury occurred or as soon as possible after all the information has been collected.
- F. School staff do not dispense medication that can be taken internally.

## Discipline

Substitute teachers should handle routine or minor discipline issues. Refer a seriously disruptive student to the building administrator. If you send a student from the classroom, notify the office by telephone.

## Leaving the Building

Lock and secure the room. Check all windows to make sure they are closed and secure. Turn off everything that you turned on. In general, take a couple of minutes to look around and straighten up for the next day.

## Criminal Background Checks

Criminal background checks will be conducted on all employees (Idaho Code 33-512). The cost of the background check is the responsibility of the employee. There may be other background checks required, dependent upon the position, and the cost of those may or may not be the responsibility of the employee.

## Substance Free Workplace

The District is committed to providing a safe and productive work environment and to employing a work force free from the use of illegal drugs and the abuse of alcohol. Illegal drugs and the abuse of alcohol negatively affect an employee's job performance, attendance, morale and quality of work.

## Smoke Free Workplace

The District prohibits smoking or the use of tobacco, of any nature, kind or sort, on District property or in district vehicles.

## Computer Software, E-mail and Internet Policy

The District has the right to determine which of their employees are to use the District's computer equipment and under what circumstances, and to what purpose. Employees of the District have no ownership rights to any District equipment or software that they use. It is the responsibility of employees to use these tools appropriately. All employees using the district's equipment must sign the "Responsible Use Agreement." Clarification regarding responsible use can be found there.

Questions regarding District owned software and Internet usage should be directed to the building administrator. The District assumes no responsibility or liability if documents that are stored on school computer equipment are lost or damaged. Nor will the District be responsible for security violations beyond the proper punishment of those persons involved in such violations.

# SCHEDULING SUBSTITUTES - AESOP

## AESOP – Automated Substitute Placement Program

The Moscow School District uses an automated program called AESOP to schedule substitutes in the schools. Teachers, paraprofessionals, aides, and clerical staff enter their absences in Aesop. Substitutes may access the program to search for and accept jobs by phone or on-line. Training information is available on the substitute's on-line Aesop account.

### Phone Calls –

Substitute job is 2 days out and unfilled - Aesop will begin calling substitutes in the evening between 6:00 p.m. and 10:00 p.m.

Substitute job is the same day – Aesop will begin calling substitutes at 5:30 a.m. and will continue to call one (1) hour after the start time of the absence.

## Accepting and Canceling Jobs

Whenever possible, substitutes should not cancel jobs they have accepted. If a substitute must cancel a job, he/she should cancel as soon as possible to allow Aesop time to find another substitute.

When a job is cancelled by a substitute in Aesop, the substitute will not be able to see any other available jobs on the cancelled day.

### AESOP Tips:

- Be proactive by checking for jobs often by phone or on-line.
- Phone calls (1-800-942-3767). The program is voice activated so you must say "hello" when you receive a phone call from Aesop. If you do not speak, Aesop will hang up and contact another substitute.
- When you accept a job in AESOP, be sure to get a confirmation number. If you do not get a confirmation number, you did not complete the process to get the job.
- If you are not available for a whole day or portion of a day, enter a "non-work" day in Aesop. It is better to let the program know you are not available than to turn down jobs.

## Emergency Closure

If school is canceled due to severe weather or any other reason, the day will be closed in Aesop by the Superintendent. Aesop will notify substitutes scheduled to work that day of the closure by email. Emergency school closures are also posted on the District's website [www.ms281.org](http://www.ms281.org) and announced on local radio and TV stations.

*Note: Aesop will not notify substitutes who are in the middle of a multi-day assignment. These substitutes must check Aesop, the District website, and/or listen to local radio or TV stations for news on school closures.*

# PAYROLL/COMPENSATION

All employees must complete an I-9 and W-4 no later than the first day of employment.

## Substitute Pay

Certified Teachers/Staff	\$85 full day	\$42.50 half day
Classified Staff	Hourly rate, 85% of Step 1 of the pay rate for the position	

## Pay Periods and Payday

Pay periods are from the 11<sup>th</sup> of each month to the 10<sup>th</sup> of the following month. Payday is the 25<sup>th</sup> day of the month.

Direct deposit is required.

## Time Cards

Time cards are required for all substitutes. Substitutes must check in at the office of the school they are working in and sign a timecard. The school secretary will send timecards to the payroll office.

## Workweek

The workweek begins at 12:01 AM on Sunday and ends at 12:00 midnight on Saturday.

## Long-Term Substitutes

Certified: A person who has taught in excess of ten (10) consecutive days as a replacement for the same teacher and whose continued services in that position will include development of lesson plans as well as other responsibilities for the continuing the instructional program.

Classified: A person who has worked in excess of ten (10) consecutive days as a replacement for the same classified employee.

## Long-term Substitute Pay

Certified: Daily rate based upon the current teacher contract salary schedule for a beginning teacher with a bachelor's degree and no teaching experience. A long-term substitute will not be placed on the current salary schedule until the long-term substitute has taught ten (10) consecutive days for the same employee at the regular district substitute pay rate.

Classified: Substitutes for non-exempt classified employees are paid at 85% of step 1 of the pay rate for the position. If and when the substitute qualifies as a long term substitute, they will be paid at 100% of step 1 of the pay rate for the position.

# ABBREVIATIONS AND ACRONYMS

## Programs:

Title I A federally funded program designed to serve a designated student population in need of additional reading and/or math competency.

## Special Education:

ADD Attention Deficit Disorder

ADHD Attention Deficit Hyperactivity Disorder

ED Emotional Disorder

LD Learning Disabled

IEP Individual Education Plan

504 Students with disabilities other than special education

OT Occupational Therapy

PT Physical Therapy

SLP Speech Language Pathologist

## Miscellaneous:

ENL English as a New Language

# SAFETY AND SECURITY

## Accidents and Workplace Safety

The District operates in compliance with all federal and state laws to provide safe working conditions and to teach safe working methods that protect all employees from injury. Full compliance of all employees is necessary to comply with these regulations.

Employees should never take shortcuts or chances that could create a safety hazard or damage equipment or material. NO task is so important that carelessness or disregard for proper operating procedures will be tolerated. Each employee is required to know the safety requirements of his or her job, the locations of fire extinguishers and evacuation procedures.

All accidents at work must be reported to your supervisor, building administrator or other administration personnel, regardless of the severity of the accident or possible injury. An appropriate workmen's compensation accident report form shall be available to document the occurrence of all accidents.

## Building Security

Some substitutes will be issued keys or a key card for District property or buildings. Such employees must assume responsibility for the custody and appropriate use of each key. Keys are not to be loaned to anyone else, or duplicated except by work order submitted by the person who was issued the keys. If you lose your key(s), please report the loss to your supervisor and/or building administrator as soon as possible. If you are unable to find them within a reasonable period of time, you may be required to pay for the key replacement and lock alteration.

# PROPERTY CONTROL

## District Property

Employees of the District have no ownership rights to any District equipment that they use. It is the responsibility of employees to use the District's equipment appropriately. Theft, unauthorized selling, destroying, or defacing District property regardless of location is prohibited. Damages, as permitted by law, will be sought from individuals who abuse school property. The Superintendent or designee shall submit the case to the appropriate law enforcement agency when the charges warrant such action.

## Personal Property on Premises

Employees are cautioned to take special care with personal property, as the District does not assume liability for lost, stolen, or damaged personal property. Unless specifically authorized by a Board adopted written policy, the District is not responsible for personal property that employees may bring to use on school district premises. This includes automobiles in the district's parking lots.

# MEDIA GUIDELINES

As a substitute of the District you may from time to time be asked to comment on school related matters. You may also receive requests for information from the media or an outside individual. Please remember that most of the information regarding students, employees or the district is confidential. The Superintendent speaks for the District and Principals have authority to speak on behalf of their respective school. All correspondence with the media regarding matters of the district shall be directed to the Superintendent or designee.

# AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act, prohibits discrimination against individuals with disabilities in recruitment, pre-employment screening, hiring, promotions, layoffs, termination, and any other term, condition, or privilege of employment.

Moscow School District accommodates qualified individuals with a disability to enable equal opportunity employment unless the accommodation causes undue hardship to the District. A request for accommodations form is available by contacting the HR office if you are disabled and feel you need accommodations.

# HARASSMENT POLICY

Federal and state laws prohibit harassment in the workplace. Harassment or discriminatory behavior can be based on race, color, religion, sex, national origin, age, or disability. The District absolutely forbids harassment or discriminatory behavior by administrators, supervisors, employees, any person performing business for the District, as well as students. Violation of this policy will result in disciplinary action, up to and including, termination. The decision as to the nature and severity of the discipline imposed is at the sole discretion of the District.

Harassment is unwelcome behavior which affects employment decisions, makes a job environment unpleasant or hostile, or unreasonably interferes with one's job performance. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of this conduct explicitly or implicitly

affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

### To Whom to Take the Matter

The complaint may be made to an employee's immediate supervisor or the administrator of the immediate supervisor. An accurate record of the objectionable behavior or misconduct is needed to resolve a complaint of sexual harassment. The complaint should be in writing and signed by the person making the complaint. Because of the sensitivity of these matters, no timeframe is required for reporting harassment and the late reporting of such harassment will not in and of itself preclude the District from taking remedial action. Any allegation of sexual harassment will be promptly investigated in a confidential manner, as permitted by law so as to protect the privacy of all persons involved.

### Disciplinary Actions

If it is found that harassment has occurred, the harasser will be subject to appropriate disciplinary procedures as determined by the school's building administrator, the Superintendent, or if necessary, the Board of Trustees. Employees found to have engaged in misconduct constituting sexual harassment may be disciplined up to and including termination. Any such disciplinary action will be taken pursuant to the policies and procedures of the District.

If the District determines that no sexual harassment has occurred, and if the investigation results in a finding that an employee has falsely accused another of sexual harassment knowingly or in a malicious manner, the employee may be subject to appropriate discipline as determined by the District administration and/or Board of Trustees.

The District will maintain a complete written record of each complaint and the manner in which it was investigated and resolved. Written records, to the extent appropriate, will be maintained in a confidential manner but may be included in any affected employee's personnel file.

**Note-** *For more information on harassment refer to Board Policies 4125.00- 4130.00.*