



**BEATRICE**  
**PUBLIC SCHOOLS**  
*Striving to be Among the Best in the Nation*

# **SUBSTITUTE HANDBOOK**

*Revised: July 2016*

This manual provides information concerning Administrative and School Board Policies.

If there is a conflict between this manual and State or Federal law or Board of Education policy, the offending policy contained herein shall be held inoperative.

# **BEATRICE PUBLIC SCHOOLS**

## **MISSION**

The mission of Beatrice Public Schools, a collaborative partnership of students, staff, families, and community, is to guarantee all students achieve academic excellence and develop responsible citizenship by providing aligned, rigorous curriculum and high-quality instruction that utilizes 21<sup>st</sup> Century tools in a system that is measurable among the best in the nation.

The loftiest aspiration we have for our school district.

# Substitute Handbook

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## *Introduction*

At Beatrice Public Schools, we take pride in our students, our community, and our educators. Beatrice Public Schools is dedicated to student learning, collaboration, and a focus on results. Our mission is to guarantee all students achieve academic excellence and develop responsible citizenship.

We recognize the key role substitutes have in helping us reach our goals and achieve our mission. We welcome you to our district. In order to ensure our students an effective educational and supportive learning environment, we are dedicated to supporting our substitutes. This means that we will provide you the information, training, and encouragement needed for you to best meet the needs of our students. This handbook is intended to provide you with the information and tools you need to step into an unfamiliar classroom and extend academic achievement, foster responsible behavior, and encourage civic engagement for all students. We look forward to the expertise you bring to our district as we work towards our goals.

Thank you for dedicating your time and energies to our students. On behalf of the Beatrice Public School Board and educators, I wish you the best this school year. Please feel free to contact me if you have any questions or concerns.

You are a very important member of our professional community.

Sincerely,

Pat Narouth  
Superintendent of Schools

### **APPLICATION PROCEDURES**

Any person who would like to be a substitute employee for Beatrice Public Schools (BPS) will need to apply. You may pick up an application at the central office. The application may also be obtained online at [www.beatricepublicschools.org](http://www.beatricepublicschools.org). The application will be reviewed. After your application is approved **and a background check is completed**, you will be contacted to complete orientation training and complete payroll paperwork. Substitute orientation will be provided prior to each school year and during the school year as needed. Orientation will cover expectations, requirements, procedures, and other relevant information.

In order to apply to be a substitute teacher at BPS, you will need to follow these steps:

1. Complete a Substitute Application and Substitute Profile
2. Be approved to substitute in the Beatrice Public Schools by the superintendent or his designee **and pass background check**.
3. Complete payroll information. Must provide original driver's license and social security card and for certified teacher substitutes you must also provide your original teaching certificate or substitute certificate.

### **NOTICE OF NONDISCRIMINATION**

The Beatrice Public Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities.

Local complaint or grievance procedures are provided for by the District. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights

8930 Ward Parkway

Suite 2037

Kansas City, MO 64114

816-268-0550

FAX: 816-823-1404

TDD: 800-437-0833

The U.S. Equal Employment Opportunity Commission  
(EEOC)

1801 L Street, N.W.

Washington, D.C. 20507

(800) 669-4000; TDD: (800) 669-6820

## **CERTIFICATION REQUIREMENTS**

To substitute for a certified teacher a substitute must hold a Nebraska Educator's Certificate/Permit. Nebraska also issues **two types** of substitute teaching certificates: The Nebraska Department of Education Office of Teacher Education website has more information about each of these certificates. To access this information, go to:

<http://www.nde.state.ne.us/TCERT/Etchcert.html>. An original of your Nebraska Teaching Certificate or Substitute Certificate must be registered/signed by the superintendent and a copy made for our office prior to being placed on the substitute list.

The Commissioner of Education, 301 Centennial Mall South, Lincoln, NE 68509 (402) 471-2496 issues all certificates. To register your certificate, send or bring your original certificate to District Office, 320 N. 5<sup>th</sup> Street, Beatrice, NE 68310. Hours: 8:00 a.m. to 4:00 p.m. Phone number 402.223.1500.

## **SALARY PROVISIONS**

Substitutes are paid on the 20<sup>th</sup> of each month.

- In order to be paid, a substitute must sign in on the **substitute sign in sheet** at each site when they substitute.
- At the end of each workday, check out in the office and review the time on the sign in sheet. Make corrections as needed. Certified substitutes make note if you substituted during the planning period.

## **SUBSTITUTES AND THEIR ASSIGNMENTS**

BPS will use the AESOP automated substitute placement system. Most employee placements will take place using this system. Late requests for a substitute may be filled with a direct phone call from the substitute coordinator. Substitutes will be provided with as much notice a possible concerning a placement.

## **DRESS CODE**

As employees of the Beatrice Public Schools, we are all part of the local professional community. It is important for all staff to help maintain a professional environment that is conducive to teaching and learning, and that reflects the professional nature of our business. Part of that responsibility is maintaining appropriate professional attire while on duty as a Beatrice Public Schools employee.

- As a general guideline, appropriate daily attire for most staff members is to dress business casual. Although you will find variations on the definition of business casual, here are some general rules.
  - For women: A reasonable length skirt (not mini-skirt), appropriate dress shorts, or full-length trousers of a non-jeans material combined with a top (such as a dress shirt, polo, or sweater set) is considered acceptable. An informal dress with appropriate skirt length is also acceptable.
  - For men: A combination of collared shirt (such as a dress shirt or polo shirt), dress trousers, or cotton trousers (such as khakis) and dress shoes is generally acceptable.

- Unacceptable for either gender: jeans, gym clothes, rumpled or ripped clothing, inappropriately revealing attire such as bare midriffs, flip-flops, and causal shorts.
- Certain employees have duties that require daily physical labor, or to work under conditions in which it is more appropriate to dress casual, for example to wear denim, shorts, warm up suits or a uniform. This may be determined on a case by case basis with the employee’s direct supervisor.
- For all BPS Staff, Fridays may be considered Spirit Days, on which acceptable jeans may be worn when **accessorized by a BPS shirt.**

**RESPONSIBILITIES OF THE REGULAR EMPLOYEE**

The substitute and the regular employee are both responsible for student learning. Thus, they have a very real responsibility for working together to provide an effective learning environment and appropriate learning opportunities. The regular employee is responsible for the attitude that his/her pupils display toward the substitute. That attitude should be one of helpfulness, courtesy, and respect such as would be accorded any educator in the school.

The regular employee is required to maintain all of the information a substitute would need in taking over his/her work. This will include complete lesson plans containing an up-to-date outline of the lessons to be covered and the work to be assigned. This should also include the following:

- Class lists
- Daily schedule
- Individual student schedules (e.g. library, speech, resource room)
- Fire/tornado drill procedures and routes
- Up-to-date seating charts with comments regarding students leaders and students with special situations (including learning needs, medical conditions, and behavioral challenges)
- Any additional responsibilities of the individual teachers
- Contingency lesson plans
- Student behavior expectations

Upon their return, the regular school employee is to complete their part of the Absence Feedback Form in AESOP. This is an essential component in maintaining the quality of the substitute program.

**START AND END TIMES FOR EACH SITE**

	<b>Daily</b>	<b>Wednesday Dismissal</b>
<b>High School</b>	<b>8:12 – 3:34</b>	<b>2:15</b>
<b>Middle School</b>	<b>8:10 – 3:12</b>	<b>2:15</b>
<b>Cedar Elem</b>	<b>8:20 – 3:16</b>	<b>2:00</b>
<b>Lincoln Elem</b>	<b>8:35 – 3:31</b>	<b>2:00</b>
<b>Paddock Lane Elem</b>	<b>8:35 – 3:31</b>	<b>2:00</b>
<b>Stoddard Elem</b>	<b>8:30 – 3:26</b>	<b>2:00</b>

## **SEVERE WEATHER AND SCHOOL CANCELLATIONS**

The Superintendent is authorized by the Board of Education to close schools in case of severe weather or other emergencies. When school is to be closed a phone message will be sent to all parents and regular staff notifying them of the situation using our mass notification system. **Substitute employees as a default will be included in the School Messenger mass notification call; however, a substitute may elect to have their name removed.** Contact Cheryl Rabstajnek in the Central Office to be removed. Representatives of the Superintendent's staff will also notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio stations KWBE 1450 and KUTT 99.5 as well as on television stations KOLN-KGIN and KLKN. Information can also be obtained by calling 402-223-1555.

## **DECISION TO CLOSE SCHOOLS**

An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning. In any case, an announcement will be made to the news media when schools will be closed. In some instances, schools will be open, but certain services may be cancelled (bus transportation, pre-school and student activities).

### **School Starting Late**

On some occasions, weather conditions may require that schools start late. In these situations, the information will be broadcast on radio and television stations. If schools are to start late all sites in the district will start two hours late. If school will start late, there will be **no A.M. pre-school**.

### **After School Starts**

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day, staff will be notified and parents will be notified via media broadcast. Teachers/substitutes will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

### **Parental Decisions**

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day.

### **Emergency Conditions**

Beatrice Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. Plans for Emergency are located in

the Red Security Safety Manual. There are Emergency Safety Procedures for lockdowns, evacuations, and tornado alerts. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

### **SUPERVISION OF STUDENTS**

Proper supervision of students is an important responsibility for teachers/substitutes and other adults responsible for our students. Teachers/substitutes and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

#### **1. Proper Supervision**

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Use of corporal punishment is prohibited at Beatrice Public Schools. Physical restraint may only be used to the extent reasonably necessary to protect the student, yourself and others from harm.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

#### **2. Proper Instructions**

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.

- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
  - When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
3. **Proper Maintenance of Buildings, Grounds, and Equipment**
- Conduct periodic inspections of equipment under your control or in your area of supervision.
  - If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
4. **Proper Warnings**
- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

#### **Contact the Office for Assistance**

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately contacted, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

#### **Student Searches**

Office administration should also be contacted before performing searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others.

#### **Student Rights**

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

### **DISPENSING MEDICATION**

Teachers/substitutes are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Emergency Protocol (asthma/anaphylaxis protocol).

### **REPORTING CHILD ABUSE**

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation, which would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- (a) Placed in a situation that endangers his or her life or physical or mental health;
- (b) Cruelly confined or cruelly punished;
- (c) Deprived of necessary food, clothing, shelter, or care;
- (d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- (e) Sexually abused; or
- (f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Substitutes are to inform the principal or supervisor that they intend to make a report. Administrative staff may sometimes assist making the report. However, informing a principal or supervisor does not end the substitute's responsibility; substitutes are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor or an administrator will help you.

### **PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS**

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussion would include the student's homework, class activity, school sport or club, or other school-sponsored activity or activities related to a student's disability as identified on their IEP/504 plan. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Material that employees post on social networks that is publicly available to those in the school community and that does not reflect the professional image applicable to the employee's position and that impairs the employee's capacity to maintain the respect of students and parents or impairs the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating an elementary, middle school or high school student.
- Making any sexual advance – verbal, written, or physical – towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student inappropriate sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Allowing a specific student to display misbehavior that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's personal problems that would normally be discussed with adults (e.i., marital problems).
- Giving a student a ride in the employee's personal vehicle without expressed permission of the student's parent/guardian or school administrator unless another adult is in the vehicle.
- Taking a student on a school outing without obtaining prior expressed permission of the student's parent/guardian and school administrator.
- Inviting a student to the employee's home without prior expressed permission of the student's parent/guardian and school administrator.
- Going to the student's home when the student's parent/guardian or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student. Hats, coats, gloves, shoes, and other basic need items are acceptable gifts.

Appropriate exceptions are permitted to the foregoing for legitimate health, safety or educational purposes and for reasons of familial relationships between employees and their children who are students in the District

#### **DRUG-FREE WORKPLACE**

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee or substitute in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, employees and **substitutes will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction or a violation occurring in the workplace no later than 5 days after such conviction.** Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the teacher complete an appropriate rehabilitation program, a reprimand, and termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

#### **SMOKE AND TOBACCO-FREE WORKPLACE**

The use of tobacco products and e-cigarettes in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

#### **WEAPON-FREE WORKPLACE**

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee or substitute found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

#### **USE OF DISTRICT COMPUTER NETWORK AND INTERNET**

Employees and substitutes have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district. Using the computer network and the Internet, all staff agrees to follow board policy 1322 and AR-1322.2. Any violation of any part of the board policy or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's or substitute's Internet account and computer privileges, reprimand, suspension, termination or appropriate legal action.

#### **VIDEO SURVEILLANCE**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to

safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent or designee

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures all staff, students, or other building users violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student, staff, or other building user and may also be provided to law enforcement agencies.

#### Food Service Non-Discrimination Statement

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov) .

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

# Guidelines (Energy Conservation and Building Management)

## Responsibilities:

- *Every person is expected to be an “energy saver” as well as an “energy consumer.”*
- *The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.*
- *The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.*
- *Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.*
- *The principal is responsible for the total energy usage of his/her building.*
- *The Energy Manager performs routine audits of all facilities and communicates the audit results to the appropriate personnel.*
- *The Energy Manager provides regular reports to Principals indicating performance with regards to energy savings.*
- *The district is committed to and responsible for maintenance of the learning environment.*
- ***To complement the district’s energy management program, the district shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope and moisture management.***

## GENERAL

1. Classroom doors shall remain **closed** when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym).
2. Windows are to remain closed at all times.
3. Window coverings (i.e. shades or blinds) will be closed at the end of each school day.
4. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the district’s buildings to ensure compliance with district guidelines.
5. All exhaust fans should be turned **off** every day during unoccupied hours.
6. All office machines (scanners, laminating equipment, etc.) shall be switched **off** each night and during unoccupied times.
7. All computers should be properly turned **off** each night. This includes the monitor and speakers. Network equipment is excluded.
8. All capable PC’s will be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor “sleeps” after 10-minutes of inactivity.

<b>Cooling Season Occupied Set Points<sup>1</sup>:</b>	<b>74°F - 78°F</b>
<b>Unoccupied Set Point:</b>	<b>85°F</b>
<b>Heating Season Occupied Set Points<sup>1</sup>:</b>	<b>68°F - 72°F</b>
<b>Unoccupied Set Point:</b>	<b>55°F</b>

Set points are in accordance with ASHRAE 55 “Thermal Conditions for Human Occupancy”

## AIR CONDITIONING EQUIPMENT

1. Occupied temperature settings shall NOT be set below 74 °F.
2. During unoccupied times, the air conditioning equipment shall be **off**. The unoccupied period begins when the students leave the area at the end of the school day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. For any 24–hr period of time, relative humidity levels shall NOT average greater than 60%.
6. Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school.

## **HEATING EQUIPMENT**

1. Occupied temperature settings shall NOT be above 72 °F.
2. The unoccupied temperature setting shall be 55 °F (i.e. setback). This may be adjusted to a 60 °F setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area.
4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriated loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120 °F or 140 °F for cafeteria service (with dishwasher booster).
6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
7. For heat pumps, ensure a 6 °F dead-band between heating and cooling modes.

## **LIGHTING**

1. All unnecessary lighting in unoccupied areas will be turned **off**. Teachers should make certain that lights are turned off when leaving the classroom when empty. Utilize natural lighting where appropriate.
2. All outside lighting shall be **off** during daylight hours.
3. Gym lights should not be left on unless the gym is being utilized.
4. All lights will be turned **off** when students and teachers leave school. Custodians will turn-on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

## **WATER**

1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
2. All watering should be done between 5:00 AM and 10:00 AM.
3. When spray irrigating, ensure the water does not directly hit the building.

Disclaimer: The district shall adopt, observe and implement these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or building management. (After official approval by administration a copy will be disseminated to all district personnel. Copies will be posted on bulletin boards, teacher's workrooms, district newsletters, etc.)

Approved 8/01/2007

## **SUBSTITUTE POLICIES AND PROCEDURES**

### **GENERAL INFORMATION**

#### **NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS**

- Name changes must be made in person, (with the appropriate legal documentation) at the Administration Building with Jackie Bornemeier in Payroll.
- A written request must be submitted to Jackie Bornemeier to change an address, phone number or email address (An email is sufficient).

#### **ID. BADGE**

Substitutes are required to wear a BPS Substitute ID Badge whenever they are on district property. ID badges are distributed to the substitute by site official once substitute has signed in for the day. Please remember to return your ID badge at the end of your shift.

#### **SUBSTITUTE TEACHING CERTIFICATES**

It is the responsibility of the certified substitute teacher to renew any certificates through the Nebraska Department of Education. If your Substitute Authorization/Teaching Certificate has expired, you will be made inactive in the Aesop system until your new certificate has been submitted to the business office and has been registered by the superintendent of BPS or his/her designee.

#### **REMOVAL REQUEST**

Substitutes may request to be removed from the BPS Substitute Pool at any time during the school year by submitting a written request to the business office via email/USPS Mail. Please include the reason why you would like to be removed from the substitute pool.

#### **AUTOMATIC REMOVAL**

All BPS substitutes are required to substitute six (6) days per school year. If six (6) sub assignments are not obtained within the current school year, substitutes will be removed from the BPS Substitute Pool at the end of the current school year. Substitutes will receive a removal letter. Days required will be pro-rated based upon start date of substitute.

#### **RE-ACTIVATION**

Substitutes who have been automatically removed may reapply for a substitute position with BPS. Rehiring will be based on previous sub cancellations, exclusions, and at the discretion of the Director of Business Affairs. Substitutes who have been removed upon their request, (within the same school year) may be reactivated within the same school year as long as a valid certificate is on file.

### **SUBSTITUTE'S WORK DAY**

#### **REPORTING TO WORK**

- Substitutes are expected to arrive dressed in a professional manner or will be asked to leave without pay. Substitutes are required to arrive at the assigned site early enough to make adequate preparation for the day's activities.
- Substitutes must report to the main office first to **sign in** and receive instructions of the daily schedule, directions to rooms, review the lesson plans, location of materials, special activities, etc. If you are not given these items, check with the office or departmental personnel for assistance.

### REPORTING TO WORK LATE

- Substitutes may not arrive later than the specified start time without the site administrator's permission; unless the assignment is offered after the start time of the job. Substitutes who arrive later than the specified time without permission can be cancelled from the sub job that day and will not receive compensation.
- Substitutes that are in a consecutive assignment who arrive later than the specified work day without permission can be cancelled from that work day and the remaining consecutive days, and will not receive compensation.
- **Substitutes that accept a sub assignment after the scheduled reporting time must arrive at the site (1) hour from the time he/she accepts the assignment unless other arrangements have been made.**

### THE WORK DAY

- A substitute's work day corresponds with that of the person for whom he/she is substituting. The duty hours may vary; AESOP will specify the hours for each assignment. If duty hours are modified by site administrators, the substitute **must notate this on the sign in sheet** in order to receive proper compensation.
- Substitutes are required to arrive at the specified time unless the assignment is offered after the start time of the job.
- A substitute teacher can be asked to sub/work in whatever area is needed during their planning period time. The certified substitute will be compensated for the extra period. The extra period needs to be noted on the substitute sign in sheet in the building office.
- Substitutes have a professional obligation to use extreme caution in expressing personal reactions and opinions about their classroom/office and school/site observations.
- Observations relative to students, teachers, parents, school programs, or other personnel should be discussed with the administrator in a professional manner if necessary.

### END OF WORK DAY

- Please leave the room/office and its contents in order.
- A short summary of the activities completed should be prepared for the regular teacher and placed in the lesson plan book.
- Please check out at the main office.
- Please return keys and materials, **(Do not keep keys or I.D. Badge for multiple day assignment)**
- Please note that in some cases, it may be necessary for substitutes to collect money from students. An accurate record of any funds collected is essential, as well as a report for the regular teacher. All collected money must be turned in to the site's main office at the close of the day. Never leave money in the classroom unattended.
- Check out in the office at which time to verify your substitute time and add any additional periods
- The substitute is to complete the Absence Feedback form in AESOP. This is an essential component in maintaining the quality of the substitute program.

### EMERGENCY LEAVE

- Please inform the site administrator immediately of your emergency.
- If you become ill during a work day, please inform the school nurse immediately.
- If an emergency leave occurs before the actual school start time, the sub will not be compensated for a half work day.

### CLASSROOM MANAGEMENT TECHNIQUES

BPS utilizes the Boys Town Behavior Model in each site within the District except in preschool which utilizes the PBIS model. In general, substitutes should present a confident, organized, and professional appearance. Substitutes are the adult role model, who must provide an example for students to follow. Below are very important guidelines to remember, as well as follow:

- Please be professional.
- Anticipate conflict with students.
- Think about how to avoid problems before they occur.
- Treat each student as an individual.
- Never ridicule or embarrass a student.
- Do not make threats toward students or staff.
- Follow the established lesson plan.
- Maintain professional boundaries between teacher and students.

### MULTIPLE-SITE ASSIGNMENTS

Mileage will be paid to substitutes when travel between school sites is required as part of the substitute assignment. Accepting separate substitute assignments in different buildings will not qualify for mileage reimbursement.

### IN-SERVICE & SPECIAL WORKDAYS

In-service and special work days are not paid days for substitutes unless the substitute is in a long-term assignment and has confirmed with the site administrator that he/she is to report on these days. In addition, there may be in-service programs provided at no expense to the substitute. Substitutes are not paid for days of in-service training for which they have volunteered to attend.

### SUBSTITUTE CANCELLATIONS

#### SAME WORK DAY CANCELLATION BY SUBSTITUTE

The school is left without a teacher in the classroom when a substitute teacher cancels a previously accepted assignment on the day of the accepted assignment. This is very disruptive to the learning environment and the school is left with little or no opportunity to fill the classroom position.

- Substitutes that cancel an assignment on the same work day must follow these steps:
  1. Cancel the assignment in AESOP if possible.
  2. Please email or call the substitute coordinator stating the information below:
    - The reason for the cancellation
    - The confirmation number
  3. Please call the site. If you need to leave a message at the site, please include the confirmation number and the name of the employee that you are assigned to sub for. If no one is available when you call the school, please leave your message on the school's voice mail.
  4. The school secretary will remove your name from that work day assignment and the system will begin calling out to other subs in an attempt to fill the sub job.
- If excessive cancellations occur, substitutes may be removed from the substitute pool permanently.

#### SAME WORK DAY CANCELLATION BY SITE

The sites may need to cancel a sub job for various reasons; therefore it is a good idea to double-check that your job has not been cancelled before you show up to the site. When a job is cancelled, the system will automatically send a confirmation to the sub. And the site will try and contact the sub of the cancellation. The site must try to give a 3 hour notice to the sub that is assigned to a sub job that will be cancelled. If the sub arrives at the site after the sub job has been cancelled for that same work day, please follow the guidelines below:

- When the site cancels an assignment on the same work day; the site will try to contact you. If no contact is made; once you are at the school, the site will attempt to find you another assignment that day.
- If the site doesn't find you another assignment that day; **you must call the substitute coordinator to see if you are needed for another sub assignment that day before you leave the site.**
- If the site or substitute coordinator finds you another sub assignment and you decline the alternate assignment, you will not receive pay for that day.

- Substitute teachers (excluding para educators) will receive one-half day's pay for cancellations made after the scheduled start time of substitute's assignment. Please note, to be eligible for the guarantee pay rate, the substitute **must** follow the aforementioned steps.

## **EVALUATIONS AND EXCLUSIONS**

### **PERFORMANCE EVALUATIONS**

Substitutes are held to the same standards of professionalism as representatives of the Beatrice Public Schools during and after work hours. Substitutes who engage in conduct, whether on or off the job which adversely affects the substitute's ability to do his/her job or which reflects adversely on the district may be dismissed from the substitute pool.

BPS will use the feedback option in AESOP. The school district employee will record their feedback in AESOP. This feedback information will be reviewed by the substitute coordinator and administration. Substitutes may be called in to review performance concerns.

If performance is significantly/consistently negative, the site supervisors may request that the substitute not be sent to their site again. Additionally, a substitute can be removed immediately based on the severity of an incident.

### **ADMINISTRATIVE REQUESTS TO EXCLUDE SUBSTITUTE FROM SITE**

- Performance Issues
- Personnel Investigation
- Lack of Professionalism
- Excessive Late Arrival
- Excessive Cancellations of Assigned Sub Jobs
- Excessive Emergency Leaves

### **REASONS FOR DISMISSAL (INCLUDING BUT NOT LIMITED TO THE FOLLOWING)**

- If an incident is severe or for cumulative incidents.
- If multiple sites direct the Business Office to exclude a substitute.
- If an administrator directs the Substitute Coordinator to remove a substitute.
- If substitute engages in conduct, whether on or off the job, which adversely affects the substitute's ability to do his/her job or which reflects adversely on the district.

### **LONG TERM SUBSTITUTE ASSIGNMENT**

Before you accept a long term sub assignment, it is important for you to know, understand, and agree to the terms and conditions of working as a long-term substitute in Beatrice Public Schools. General guidelines are as follows:

- Your assignment is not an appointment to a continuing contract position.
- By accepting the assignment you do not become a contracted employee and you are not covered by the collective bargaining agreement between the BPS and the Beatrice Education Association.
- The period of time that you work as a long-term substitute will not be counted toward advancement on the teachers' salary schedule.
- Illness or injury of one or two days will not constitute a reason to lose long-term pay.
- Teacher Substitutes in a long-term consecutive assignment are paid regular substitute rate (7 of 8 periods) for the first 4 days of substituting for the same instructor. Upon completing the fifth day the pay rate will change to Full Day (8 out of 8 periods) rate. Pay is retroactive for the prior five days. Upon completing 30 days of substituting for the same instructor the pay rate will be equivalent to daily rate of teacher base pay. Pay is retroactive for the prior 30 days.
- If a long term sub will be absent on any given day during the long term assignment, the sub must contact the substitute coordinator so that a replacement sub can be acquired for that day.

## WORKER'S COMPENSATION

Any injuries and accidents must be reported in a timely manner. Please follow the steps below in the event of an accident while subbing:

- Please see the school nurse immediately.
- A "First Report of Injury Form" should be completed by the employee and the Supervisor/Principal after an on-the-job injury and delivered (emailed, faxed, or in person) to the Business Office within 48 hours.
- It is unlawful to provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance, civil damages and employment disciplinary action.

## MISCELLANEOUS GUIDELINES

- Observations relative to students, teachers, parents, school programs, or other personnel should be discussed with the administrator in a professional manner.
- If you are subbing in two (2) half day sub jobs on the same work day, you must be able to get to the second half day sub job on time or you may be removed from the sub job (unless given permission).
- Please **do not pick up sub assignments** that you cannot perform 100% during your work day. For example, please use discretion when accepting special education and physical education assignments as these may require more physical activity.
- You must be willing to fulfill the duties requested for the day or you may be asked to leave without pay for the rest of the day.
- It is the substitute's responsibility to follow the policies and procedures contained in the Substitute Handbook.
- It is the substitute's responsibility to submit a current copy of their Substitute Authorization/Teacher's License to the administration office to prevent being deactivated in the AESOP System.
- Substitutes should create "non-work days" in their Aesop profile when unavailable to sub. Failure to add non-work days to your calendar results in time lost for the district and unnecessary calls to you.
- Be flexible! There will be occasions requiring reassignment from your scheduled work day. The site administrators and substitute coordinator work together to ensure the best possible classroom assignments. Your cooperation is greatly appreciated.

## SUBSTITUTE EXPECTATIONS

### **Certified Substitutes & Para educators**

- To become familiar with the policies and practices in the Substitute Handbook which govern the substitutes in the Beatrice Public School District.
- Arrive early enough to make adequate preparation for the day's activities.
- Call the site before reporting to a same work day job.
- Report to the sub job dressed in a professional manner.
- Sign in and check out at the site or school for which you sub.
- Follow lesson plans and other directions.
- In the unusual circumstance that lesson plans are not available, contact the administrator or other teachers for input on instruction.
- Spend all instructional time working with the students.
- Work wherever is needed during the actual teacher's planning period. **(Please be sure to notate this on the sign in sheet at the end of the work day.)**

- **Personal work, phone calls, text messaging, reading of hard copy or digital books, internet activity, etc...during class time is not permitted.** You may feel free to do these things during your lunch break.
- Leave a complete report of the day's accomplishments for the regular teacher, including attendance, new enrollees or withdrawals, material covered, and any other pertinent information.
- Bring emergency activity ideas in case the lesson plans are not available.
- Do not dismiss students early or keep them after school without administrator approval.
- Do not release students to leave school with anyone unless cleared in the school office.
- Do not use profane, vulgar, racially demeaning or discriminatory language.
- Corporal punishment is prohibited as a form of discipline.
- Report any student injuries to the school office immediately.
- If students become ill, send them to the school office immediately with another student's assistance.
- Do not leave students unsupervised at any time.
- Do not violate confidentiality of student records at any time. (Please refer to the Confidentiality Agreement.)

## **AESOP**

### **SUBSTITUTE ACCESS TO AESOP**

- Please log into the Aesop system to review your Aesop Substitute Profile at [www.aesopeducation.com](http://www.aesopeducation.com).
- Your login ID will be your ten digit phone number. You will receive your pin number, once your background check is complete/approved and all payroll documents have been submitted, via email/phone.
- You can access your profile via the phone by dialing 1-800-942-3767.
- Please log into the Aesop website to access the Substitute Web Guide, by clicking on the "HELP" option, for help in navigating the online system.
- Once you have received your pin number, you may start immediately using the computer or phone to search for open jobs and accept jobs.
- Should you need assistance with utilizing the system, please try the Help section contained in Aesop. If you are unable to resolve your issues, you may contact the Substitute Coordinator or the Business Office for assistance.

### **NEXT DAY AND FUTURE ABSENCES**

AESOP calls substitutes between 5:00 p.m. and 10:00 p.m. for next day absences as well as absences for the next 60 days.

### **SAME DAY ABSENCES**

- AESOP begins calling substitutes at 5:30 a.m.
- Calls may be received after the stated start time.
- If you wish to accept the assignment late, accept and then call the site to verify the need for a substitute still exists and to state your expected arrival time.
- If there is no longer a need, the secretary will remove your name from the sub job, or call the Substitute Coordinator to remove your name from the sub job.