



Classified Substitute Handbook

18990 N Umpqua Highway
Office: 541-496-3521
Fax: 541-496-4300
www.glide.k12.or.us

Contact Information

Human Resources Department
Tracy Powell, HR Coordinator ext. 3213
(541) 496-3521

Absence Management Log In:
1-800-942-3767

<https://tinyurl.com/as34kpm5>

Payroll Department

Rebecca Dozhier
(541) 496-3521, ext. 3206
Rdozhier@glide.k12.or.us

Glide Public School District Classified Substitute Handbook

- The information contained in the substitute handbook is presented as a matter of information only.
- These policies are not intended as, nor should they be construed to create the terms of an express or implied contract with Glide Public Schools, or as any type of promise or guarantee of specific treatment.
- Substitutes are not part of Collective Bargaining.
- Substitutes interested in applying for posted positions must use the district's current online application system.
- The employment relationship with Glide Public Schools is at will. Any substitute may resign at any time and for any reason or be terminated at any time.
- The Glide School District reserves the right to make changes, to update, to delete, or to add to these policies, rules, procedures, at any time, with or without notice.

EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following person has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 and be contacted at the Glide Public Schools office for additional information and/or compliance issues.

Tracy Powell (541) 496-3521
tpowell@glide.k12.or.us

INTRODUCTION

Welcome to the Glide School District! As a classified substitute, you are employed to perform the support duties of a classified employee during their temporary absence. You are an important member of the support team. As each child differs, so will each substitute assignment. Be ready and willing to adapt yourself to various assignments.

Please perform all the regular duties of the employee for whom you are substituting. It is expected that you will follow, as nearly as possible, lesson plans and procedures prepared by the employee and/or the supervising teacher or administrator. If for some reason complete plans have not been left for you, please see the supervising teacher, office manager or principal for direction.

SUBSTITUTE PROCEDURES

Application and Mandatory Training

In order to be placed on the classified substitute list with Glide Schools, you must complete the following procedures:

- Complete a Glide School District application with current address and phone number. Please notify the business office of any changes that occur.
- Complete the Vector online and live trainings as assigned.
- Read the Classified Substitute Employee Handbook and submit the acknowledgment form.

Assignments

Substitute assignments are secured through Frontline Absence Management. The Absence management System is an automated scheduling system that can be accessed by phone or through a web-based internet service. Employees enter their absence into the system and can choose to call and assign specific substitutes or they can choose to let the assignment go out for substitutes to see. Substitutes can accept or reject jobs. The procedure for using the phone system is elaborated in the Absence Management “Substitute Phone Instructions” brochure as well as instructions found on your homepage of the system.

You are expected to remain on the job for the entire length of your assignment. If you have completed your tasks before the end of your assignment, please check with the supervising teacher or office manager for additional tasks. If a substitute shows up and is not needed through no fault of their own, the school may ask you to stay and work a minimum of one hour. If the school releases you because they have nothing for you to do, they are responsible for paying you for one-hour at the assigned rate.

In order to maintain active status, you must work at least once every 30 school days.

For substitutes that are Oregon PERS eligible, the Glide School District will deduct the 6% employee portion from each paycheck.

Pay for substitutes

Substitutes are not eligible for any fringe benefits. Substitutes are paid at Step One of the positions they are working in. Please see the classified substitute pay schedule below:

Group	Classification	Step One*
Educational Support Group	Instructional Assistant I	\$16.34
Transportation	Bus Driver	\$18.29
Librarian Group	Media Assistant	\$16.34
Office Group	Secretary	\$18.26
	Office Manager	\$19.49
Custodial Group	Custodian	\$18.13
Food Service Group	Food Service Assistant	\$15.36

*These amounts are subject to the Collective Bargaining Agreement between GSD and OSEA Chapter 134.

Pay Checks and Direct Deposit

Pay checks are generally issued on the 23rd of the month and are available for pick up at the district office until 12:30pm on payday. Those that have not been picked up will be mailed to your home address. If you sign up for direct deposit, we will deposit your check into your bank account. Forms may be obtained from the payroll department. If you have questions regarding your check, please contact the payroll department at (541) 496-3521, extension 3206.

Notification of Scheduled Term Recess Periods

The Glide School District's annual calendar includes several customary vacations or recess periods for employees. The district expects that you will continue to perform the same or similar services after the vacation or recess period as you did before unless you are terminated.

Fall Registration

In order to maintain current and accurate records, each substitute is required to re-register with Glide Public Schools by returning the Notification of Scheduled Term Recess Period intent letter that is sent out at the end of the school year, which will insure your placement as a classified substitute for the upcoming school year. After August 1st, the names of all substitutes who have not registered will be removed from the Absence Management system. We ask if you are not returning to work, or you obtain other employment that you notify the Human Resource Department.

Cell Phones

Many schools have a no cell phone use policy for students. To be a role model for the students we ask that you only use your personal cell phone during designated break times, not during student contact time (this includes in the classroom, lunch duty, or playground duty).

Food/Drinks

Please refrain from eating and/or drinking during student contact time. You may eat or drink during your designated break time.

Name Badges

Substitutes are required to wear name badges in all programs serving children. The badges will be available for pick up at the Glide School District. An identification badge lost, stolen or damaged due to circumstances beyond the substitute's control will be replaced by the district at no cost to the substitute.

If you are no longer a substitute, we ask that you **turn in your name badge to the Human Resource Department**. Identification badges are the property of the district. Anyone who duplicates or lends their identification badge will be subject to disciplinary action. All identification badges are to be worn in plain sight. Please report lost or stolen badges to your substitute coordinator. The district will not disclose a duplicate of the photograph used on the badge.

Technology

All staff and substitute employees are discouraged from engaging in social media with students.

Tobacco-Free Environment

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

SUBSTITUTE'S RESPONSIBILITIES, EXPECTATIONS AND CONDUCT

Substitute's Responsibilities and Expectations

- Arrive to work on time ready to perform duties as outlined. It is especially important if you think you are going to be late to call the school office or the sub coordinator as soon as possible. Occasionally issues come up, but if you are late often this could result in disciplinary actions and affect you being available to substitute in our district.
- Follow the lesson plans left by the staff member you are replacing. Perform the regular duties of the employee in maintaining housekeeping, care of plants, animals, etc.
- Assume all duties of the absent employee that may include:
 - Bus duty
 - Lunch period supervision
 - Hallway supervision
 - Playground supervision
- Remain at school until the scheduled end of your shift unless the office releases you early.

- Keep the atmosphere of the room pleasant and conducive to decent work habits and maintaining discipline.
- Conduct instruction so that progress and growth of the students will be continuous.
- Work collaboratively with students, staff, and parents from diverse racial, ethnic, religion, class, and language background.
- Demonstrate respectful and welcoming verbal and non-verbal interaction skills.
- Notify the principal immediately should an accident or severe problem occur.
- Confer with the principal and/or supervising teacher when advisable.
- Treat all staff, students, and the public with courtesy.
- Limit personal calls, cell phone use, texting, and socializing to **break times only**.

Personal Appearance/Dress Code

The Board believes that staff members set an example in dress and grooming for students and standards of professionalism for the district. A staff member who understands this precept and adheres to it enlarges the importance of their task, presents an image of professionalism, and encourages respect for authority.

These factors act in a positive manner toward the maintenance of discipline.

The district retains the authority to specify the following dress and grooming guidelines for substitute staff that will prevent such matters from having an adverse impact on the educational process.

All substitute staff while on duty shall:

1. Be physically clean, neat, and well groomed.
2. Dress in a manner consistent with their assigned duties; Casual office attire is appropriate. Casual dress does not include athletic shorts, sweats, or open mid-riff tops. Athletic shoes are acceptable in classrooms.
3. Dress in a manner that communicates to students a pride in personal appearance.
4. Be groomed in such a way that does not disrupt the educational process nor cause a health or safety hazard.
5. Be allowed to wear religious attire in accordance with the employee's sincerely held beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment.
6. Due to the fact that some children and staff members may be allergic to perfume or colognes, please wear it sparingly or not at all.

7. Food Service Subs: Non-slip or Non-skid (it must say that on the box) shoes are required. Also follow the Nutrition Services Standards of Safety and Dress handout.

Staff are subject to disciplinary action up to and including dismissal for violating the terms of this policy.

The superintendent may develop guidelines to implement this policy.

Confidentiality

Substitutes shall keep confidential personally identifiable information and any record maintained on a student in accordance with Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Oregon Administrative Rules, and School Board Policy.

Personal identifiable information includes, but is not limited to:

- Student's name
- Name of the student's teacher, parent(s), or other family member
- Address of the student or student's family
- Personal identifier such as the student's social security number or student ID number
- Personal characteristics or other information that would make the student's identity easily traceable

Accident/Incident Reporting

All accidents that occur while you are employed as a substitute must be immediately reported to the building secretary and/or principal and an Incident Reporting form must be filled out for the school in which the accident occurred.



IN AN EMERGENCY

TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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Glide, Oregon

Acknowledgement

I _____ acknowledge receipt of the Glide
Print Name
School District Classified Substitute Handbook.

I understand that if I have questions or concerns at any time about the Handbook or the Standards of Conduct, I will consult the Human Resources Coordinator for clarification. I also acknowledge that the Handbook contains an employment-at-will provision that states: *“The employment relationship with Glide Public Schools is at will. Any substitute may resign at any time and for any reason or be terminated at any time.”*

Finally, I understand that the contents of this substitute employee Handbook are simply policies and guidelines, not a contract or implied contract with substitutes, and the contents of the Handbook may change at any time.

Signature: _____

Date: _____