



Cheyenne-Eagle Butte Substitute Handbook



2020-2021

Cooperative Board Approved: ?

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Add current calendar here

C-EB Schools

Dear Substitute,

This handbook is intended to help you know our school routine, and what we expect of a substitute in our system.

Please become familiar with this handbook as it should make your time with our students more productive and less frustrating.

Substitutes are a vital part of our school staff. They allow the education of our students to continue in the event the regular classroom teacher, “specials” teacher or support staff needs to be gone. You ARE much appreciated! If you have any questions or need assistance in dealing with a situation or problem, please contact me or someone in the schools’ offices.

If you are unfamiliar with an assignment, please feel free to set up a visitation day to prepare for your assignment of substituting in our schools.

Thank you for your help. Together we can do more.

CHEYENNE-EAGLE BUTTE SCHOOLS

SUBSTITUTE TEACHER

DESCRIPTION OF WORK:

The Substitute Teacher provides educational instruction in a classroom setting utilizing practical teaching methods.

OUR MISSION:

To prepare students with the academic, spiritual, physical, cultural, and social skills needed to be life-long learners and productive world citizens in a technological world.

STUDENT EXPECTATIONS:

B	BE PREPARED for learning
R	Take RESPONSIBILITY for self and actions
A	Choose a positive ATTITUDE
V	Build character through VALUES
E	Strive for EXCELLENCE
S	Promote a positive SAFE Environment

PURPOSE: This handbook has been designed to provide you with an overview of the Cheyenne-Eagle Butte School Substitute policies and procedures, and expectations as a C-EB substitute teacher. Please read it carefully and keep it for future reference. This handbook cannot anticipate every situation or answer every question employment.

NON-DISCRIMINATION STATEMENT: The Cheyenne-Eagle Butte School advises students, parents/guardians, employees, and the general public that educational programs or activities and employment opportunities will be offered without regard to sex, race, color, national origin, or disabilities.

GENERAL INFORMATION

LINE OF AUTHORITY: All staff including substitutes are expected to follow the Line of Authority for student and personnel issues. Your line of authority is the Principal or Supervisor in the area which you are subbing in.

WORK HOURS (Unless Otherwise Scheduled):

7:45 a.m. – 4:15 p.m.	BIE Employees
8:00 a.m. – 4:30 p.m.	CRST Title I Employees
7:45 a.m. – 3:45 p.m.	District 20-1 Certified
7:00 a.m. -- 5:00 p.m.	District 20-1 Support Staff

SCHOOL CLIMATE: It is our goal to build and retain a positive school climate. Interactions with visitors and staff need to be professional.

SCHOOL VISITORS: All school visitors must report to the office to check-in, get permission to be in the school facilities, and have a visitor's badge.

CLASSROOM/WORK INTERRUPTIONS: It is our responsibility to guard instructional time of students by not allowing classroom interruptions (except emergencies). Intercom use during the school day should be kept to a minimum. Messages for students will be announced/given at the end of the day. It is the responsibility of each substitute to manage their work day efficiently by actively working during the established work hours and utilizing the break time for personal business. All substitutes will follow lesson plans, duty assignments, schedules, and procedures set by the teacher. If you have any questions, see your building principal in that area.

APPEARANCE:

Personal appearance should be professional at all times. Please use professional discretion in choosing your attire. Job related clothing is acceptable. Examples: spirit t-shirts on Spirit Days, and nice sweats if you are a physical education substitute. Appropriate dress does not include shorts, torn jeans, sweatpants, yoga/leggings without thigh-length coverage, t-shirts, inappropriate slogans on apparel, low tank tops, spaghetti straps, short skirts, or dirty or torn shoes. Any type of headgear or caps is not allowed to be worn during working hours unless it

is part of your official uniform. Staff members will be expected to cover hickeys before coming to work.

Please report any inappropriate attire to your immediate supervisor.

“SCHOOL CLOSING” ANNOUNCEMENTS: If for any reason there is a closing of the school, announcements will be made via School Messenger and over KGFX-Pierre, KLND-Little Eagle, KOLY-Mobridge, KMLO-Mobridge, KELO-Sioux Falls, KIPi-Eagle Butte, C-EB Facebook page and KSFY-Pierre/Sioux Falls Stations. The 20-1 Superintendent and BIE School Supervisor will make the decision to close school. If the decision is a late start, substitutes need to report to work 30 minutes before the selected start time.

WELLNESS POLICY: All students and staff are required to follow the Wellness Policy (available from the office).

RESPONSIBILITIES PERTAINING TO ALL STAFF

STUDENT SUPERVISION: *All substitutes* are expected to provide general supervision through the use of Systematic Supervision for all students in all areas of the school system. Any substitute is allowed to respectfully ask students in the halls to present a pass and require student to return to the classroom for a proper hall pass. *Substitutes* have the specific responsibility for student supervision. Students must be fully supervised in all areas of the school including classrooms, hallways, playgrounds, and cafeteria. If students are present, a substitute needs to be present. Substitutes who do not follow the student supervision policy will be subject to verbal and/or written reprimands. Students are not allowed to leave the school grounds at any time during the school day without having parent/guardian permission; substitutes cannot decide if a student may or may not leave school grounds. Students will be called to the office if they are being checked out.

ARRIVAL IN THE MORNING: Substitutes need follow the schedule of the classroom teacher and be in the classroom when students arrive. The teacher’s arrival and end time for the day is exactly what the substitute follows. (Example: If the teacher’s hour are from 7:45 to 3:45, the

substitute needs to follow those hours.) Please be in the classroom when the students arrive.

ACCIDENTS: All accidents must be reported immediately to the Principal's office. An accident report form needs to be completed the day of the incident or the next school day following an accident.

INCIDENT REPORTS: All substitutes who directly or indirectly (first adults on the scene) witness minor or major incidents must complete an incident report and deliver it to the principal and/or appropriate supervisor.

MORNING/NOON/RECESS/AFTER-SCHOOL DUTY: As the substitute you need to be aware that Instructional Staff (Teachers, Assistants, Librarian) and Support Staff (ISS, Dean of Students, Liaison Officers, etc.) may be assigned a duty as indicated by the duty schedule on a rotating basis or a daily basis. You are required to report to the designated area on time and actively supervise students the entire time.

CLASSROOMS/WORKSPACE: General care and cleanliness of the assigned classroom /workspace is your responsibility. Substitutes are expected to keep work areas organized in a manner conducive to their work. You should expect students to clean up after themselves (throw away trash, put away materials, etc.). Seeds and gum are not allowed. Please help maintain the area you are assigned to.

COPY MACHINES: Copy Machines are available in each area for staff school use only. Please notify office staff if the machine jams or is not functioning properly.

COMPUTER TECHNOLOGY: You are required to abide by the Acceptable Use Policy. A copy is located in each office.

CAFETERIA: You are welcome to eat in the cafeteria with a purchased lunch ticket. If your assigned position has the staff members actively supervising students you need to supervise in his/her place and can eat free of charge. Cafeteria food is not to be taken out of the cafeteria. Breakfast is served from 7:30 - 8:00 am and lunch is served from 10:50– 12:25pm.

SCHOOL EVENTS: Cheyenne-Eagle Butte school substitutes are required to pay the admittance fee to attend athletic activities sponsored by the Cheyenne-Eagle Butte Schools.

COMMUNICATION

TELEPHONE CALLS:

- Emergency phone calls to staff, substitutes, or students will be processed immediately.
- Students are not allowed to use the telephone during school hours, including the classroom phone. If a student needs to use the telephone, send them to the office for approval.
- Messages will be delivered.
- Cell phones may be used only during scheduled breaks/prep time when students are not present.

ENERGY CONSERVATION STATEMENT: Staff will shut the lights off in all rooms in the school that are not in use.

KEY INFORMATION FOR SUBSTITUTES

STUDENT HANDBOOK: Substitutes should become familiar with the adopted Student Handbook that contains specific information for students and procedures for staff in working with students.

CONFIDENTIALITY: Confidentiality is a very important issue within the school. The South Dakota Code of Ethics states that educators are to “keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.”

1. Do not discuss students or their academic progress, need for special education services, family problems, behavior etc. within the hearing of students, parents/guardians or non-involved staff.
2. Do not leave documents relating to students (IEP notices, etc.) lying around carelessly. These documents contain confidential information and need to be kept secure.
3. Do not divulge grades or other student achievement information, such as posting class grades.

4. Do not post school or student information or pictures via social media websites.
5. Do not take pictures of students and send to parents via technological devices.

DAILY ATTENDANCE: Substitutes are responsible for maintaining accurate daily attendance records (paper) for their students and for correctly supplying this information to the office. Daily attendance should be sent by 8:20 am each morning for grades K-6. Period attendance for grades 7-12 should be done in a timely manner at the beginning of each class.

DISCIPLINE: It is the goal of the school to facilitate the development of self-responsible students that follow the rules and respect self, others, and the property of others. Each substitute is responsible for the management of and discipline within his/her classroom.

- Substitutes are not allowed to physically correct/touch a student (i.e. restraining a student, spanking a student, etc.).
- Principals have a responsibility to work directly with substitutes who have difficulty managing his/her classroom. [Note that a substitute yelling at students is considered an indicator of difficulty managing classroom or self-behavior.]
- Classroom procedures and Classroom rules and consequences should be reviewed and followed.
- Substitutes are expected to be fair and consistent with discipline.
- Students respond better to private (one-to-one) conversation rather than public correction.
- Students who are disrupting the whole class' learning may need an alternative setting. Please notify the office if this is occurring.
- When sending a student to the office for discipline, contact the principal, share the problem and the requested outcome. Note that the Principal/Dean of Students will follow the disciplinary measures of the Student Handbook.

HALL AND BATHROOM SUPERVISION: All substitutes are expected to supervise the hall adjacent to their classroom during student transitions. In addition, please check bathrooms periodically to see that they are being used properly.

STUDENT THREATS: Please be attuned to any threats made by students. If you hear or are aware of a student making threats relating to violence, it must be reported to the office immediately.

END OF THE SCHOOL DAY: It is important to provide continuous student supervision until the buses leave and after school students report to their activity. Substitutes need to follow the teacher's schedule for leaving the building. Each Principal will determine who is responsible for this supervision and notify substitutes they directly supervise.

HEALTH/NURSE: Send students who become ill to the office for a pass to the nurse or in Upper Elementary go to the nurse.

STUDENT MEDICATION: Any parent/guardian wishing to have prescription medication provided for their child in school must provide the medication in the original pill bottle with the doctor's instructions for administering the medicine to the Front Office.

EMERGENCIES & DRILLS: Emergency fire drills are held monthly throughout the school year. Each substitute will become acquainted with the procedures and be able to help their students. (See COO/EPP Plan for complete details)

- A. At the sound of the fire alarm signal, everyone should vacate the building at once. Do not permit conversation, horseplay, or running. Insist on a quiet, orderly exit (in a line.) This is an absolute necessity should oral commands need to be given at any time. Do not allow students to stop for books or coats.
- B. The substitute will make sure that all windows are closed and the lights are off prior to closing the classroom door.
- C. Students will remain in line once they have cleared the building in order for the substitute to take roll.
- D. No one is to re-enter the building until an all-clear signal is given by designated individual. When the all-clear signal is given all evacuees return to the building in an orderly manner.
- E. Exit routes and procedures are posted in each classroom, please make sure you are aware of all exits.
- F. Emergency procedures will be explained to all students in your classroom.

SITUATIONS TO AVOID (GOOD ADVICE): Listed below are some of the practices by substitutes that seem to cause parents/guardians and students the most concern. All of us have undoubtedly violated a few of these at one time or another. We ask only that you be aware of the problems which can be created by these approaches to problems and avoid them.

- Not informing the parents/guardians about students who are making failing or very low grades.
- Not permitting students to make up work when they are absent.
- Embarrassing the student in front of the rest of the class with ridicule.
- Remarks to the student to be delivered (2nd hand) to their parents/guardians.
- Comments to the rest of the class about another student or another staff person.
- The use of unreasonable consequences or physical punishment in any form.
- Excessive amount of work connected with assignments.
- Comparison of siblings.
- Placing stigma on the entire group (e.g. This is the poorest group I ever had...)
- Loss of self-control (yelling)
- Ignoring bullying behaviors and/or failing to report.

Remember you are the adult and need to be the one to handle the situation so the child/children do not feel self-conscious.

LOST AND FOUND: Lost and found articles should be turned into the office. Remind students to check the Lost and Found for any misplaced/missing items.

CLASSROOM WALK-THROUGHS: Each Principal will be performing walk-throughs on a consistent basis.

ROMANTIC RELATIONSHIPS: The C-EB School System prohibits substitutes to date or attempt to establish romantic relationships with students of C-EB or minors, whether they are a student or not.

POLICIES AND PROCEDURES FOR ALL STAFF

Policies, procedures and benefits outlined in this Substitute Handbook supersede all previously published or unpublished policies and procedures. Any published or unpublished policies and procedures not in full accord with, deemed to be inconsistent with, or contrary to the policies and procedures hereafter set forth are hereby declared non-enforceable, null, and void. Please note that these policies, procedures and benefits may change periodically and Cheyenne-Eagle Butte School reserves the right to modify, revoke, suspend or terminate any or all of its policies, procedures, and benefits at any time without notice. It is not the intent of this publication to violate any Negotiated Indian Educators Federation Union rules or District 20-1 Negotiated Agreement which supersede for the respective employees.

VIOLENCE IN THE WORKPLACE: Violence, threats of violence, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Any reports of such behavior will be taken seriously and will be dealt with appropriately. Individuals who commit such acts may be removed from the premises and face appropriate disciplinary and/or criminal penalties.

GRIEVANCE PROCEDURE: The substitute should try to resolve the problem with his/her immediate Supervisor/Principal. If the substitute is still not satisfied with the resolution of the problem at this level it may be taken to the next level supervisor. If the substitute is not satisfied with the decision of the board, the employee may want to proceed with filing a complaint with the Equal Employment Opportunity Commission or the Office of Civil Rights. Note that BIE, and District have grievance procedures outlined and available at each office.

CHILD ABUSE: All substitutes of the Cheyenne-Eagle Butte School who suspect that a child's physical or mental health or welfare may be adversely affected by abuse or neglect shall report such cases to the proper school authorities immediately. Proper school authorities shall be the area Principal, Counselor, School Nurse, or Superintendent/School Supervisor.

SCAN Reporting Process: SCAN relates to incidents on two levels, relating to abuse of a child by a school employee. This process is described in detail and handouts given at the Stand Down each fall. It is your responsibility to know this policy.

CRISIS MANAGEMENT APPROACH: Each crisis situation is unique and must be treated as the situation warrants. The following statements are to be used only as guidelines.

- Situation occurs.
- Administration notifies parents/guardians.
- Meet with school counselors and administrators as soon as possible. If needed include community mental health personnel and/or clergy.
- Assess the situation and needs.
- Prepare a statement which reflects the truth of the event. The family will be contacted when preparing this statement.
- Talk with staff members about the crisis. The statement will be given to them to read to their first period classes or at the beginning the school day. This will enable staff members to answer questions. This will also enable staff members to understand the process and refer students, in need of help, to counseling.
- The school counselors will go into the classes whose students are directly affected by the event and read the statement. Offer time to talk to any member of the school family.
- Talk directly with friends, family members and staff members.
- Encourage each student to talk with their family members and share their feelings and concerns.
- Counselors and administrators (mental health personnel/clergy if included) will attend a debriefing meeting.

COO PLAN (CONTINUITY OF OPERATIONS)/EMERGENCY PREPAREDNESS PLAN:

A COO/Emergency Preparedness Plan (EPP) defining various emergencies is available to every substitute member at the office. A copy of this plan must be kept in the classroom with a class list and appropriate parent/guardian contact information. This plan and list should be taken with the substitute when evacuation is necessary.

C-EB SUICIDE INTERVENTION APPROACH: The following “intervention approach” was developed by the C-EB school counselors and administrators to provide consistency when dealing with suicide ideology.

A. C-EB suicide ideation and suicide INTERVENTION APPROACH

1. Suicide ideation is always a serious matter and is treated as such. We act immediately upon any report. How we proceed depends upon the situation and the assessment. If a student presents with suicidal ideation, history of attempts, self-harm plans and/or admits to an attempt, they will be transported to the next level of care. Teachers or staff who receive information either directly or indirectly about a suicide ideation concern must contact the counselors/principal **immediately**.
2. A school counselor meets with the student and assesses the situation. If the student does not have a plan but has been thinking about the possibility of suicide, parent/guardian are immediately notified. It is recommended to the parent/guardian they seek professional help for an assessment. The counselor can help arrange an appointment with a local mental health clinic or recommend out-of-town options. A C-EB incident report will be filed by the school counselor detailing the incident, all incident reports will be housed in the building principal’s designated location.
3. If the assessment deems no need for a referral to a mental health professional, the school counselor addresses their findings with the principal, student, and parent/guardian. A C-EB incident report will be filed by the school counselor detailing the incident, all incident reports will be housed in the building principal’s designated location. A check in/check out plan will be developed for the student if needed.
4. If the assessment requires a referral to a mental health professional, the school counselor immediately contacts the School Resource Officer, building principal and the student’s parent/guardian.
5. If a student is transported to the next level of care, a critical incident report will be completed within 24 hours.
6. A documented reintegration plan will be developed by the administrator, parent/guardian, counselor and student. In the event there are previous plans in place the team will align all plans.
 - a. National Suicide Prevention Life Line Phone Number is 1-800-273-8255.
 - b. Crisis Text Line is 741-741.

NO TOLERANCE OF GANGS AND GANG-RELATED BEHAVIOR: The Cheyenne-Eagle Butte School will not tolerate any gang or gang-related activity or behaviors on school premises. This policy applies to school sponsored activities as well as during the regular school day. Please be aware of the board policy and help to implement this policy by teaching students appropriate behavior, reading the policy to students and discussing possible gang actions that carry consequences, as well as reporting violations of this policy to the office immediately.

WEAPONS POLICY: Please familiarize yourself with the No Tolerance Policy forbidding possession of, use of, and/or threat of dangerous and/or illegal weapons on school premises or at school sponsored activities. If you suspect that an adult has entered the school grounds with a weapon, report it to the office immediately.

SEXUAL HARASSMENT AND VIOLENCE POLICY: It is the policy of the Cheyenne-Eagle Butte School that harassment is unacceptable and shall not be tolerated and that no member of the school community may harass another. In accordance with Title IX, Cheyenne-Eagle Butte School is committed to providing a work environment that is free from sexual harassment and violence, where all staff members, substitutes and students can work together comfortably and productively. Harassment is defined as unwelcome advances, requests for favors, and other continuous verbal or physical conduct. Federal law prohibits retaliation against persons who report discrimination, including harassment, or participate in related proceedings. Cheyenne-Eagle Butte School will take appropriate action against any pupil, teacher, substitute, administrator, or other school personnel who retaliates against or attempts to retaliate against any person who reports alleged harassment or violence, files a complaint of harassment, who testifies, assists or participate in any investigation, hearing or proceeding related to such harassment or violence. Retaliation includes but is not limited to any form of threat, intimidation, reprisal or discrimination.

PROCEDURE FOR REPORTING HARASSMENT: Any substitute who believes he/she has been sexually harassed should report the complaint as soon as possible to one of the following:

1. Immediate supervisor

2. Next higher level above the supervisor (supervisor's supervisor)
3. EEO Counselor/Title IX Coordinator
4. Superintendent

The complaint will be investigated promptly. Complaint forms are available in the school offices. If the immediate supervisor is involved in the harassment, the next higher-level supervisor should be informed.

PROCEDURE FOR REPORTING BULLYING: Any substitute who believes he/she has been bullied should report the complaint as soon as possible to your immediate supervisor. You will be asked to provide written documentation.

HELPFUL GUIDELINES

BE YOURSELF: Children can sense when you are stepping out of character. It confuses them so be as natural as you can. If you are soft-spoken, then your opening words will be soft and natural. If you are a forceful, dynamic person you will quickly convey this to the students.

In each case the students want to know what to expect and you might explain your standard for behavior. You will be tested to see what your outer limits are, but you set the stage and remain consistent in your expectations. The students will respond to you being yourself by doing as you expect.

Children frequently want to know about you. They ask about your family, hobbies, etc. This is not meant to be an invasion of your privacy. It is a natural and simple curiosity. Feel free to reveal as much of this personal side of yourself as you wish – no more - and only when doing so serves a worthwhile purpose of opening lines of communication.

Do not advocate political, religious, or personal convictions.

BE POSITIVE: Your attitude must extend to every area from discipline to academics, to recreation, and to acceptance of all students.

If it is your first time in a particular classroom, make sure you find out how the teacher deals with discipline issues, and if there are any children who may be on a discipline plan. This preparation will help you maintain a positive and productive day.

BE FLEXIBLE: Students like to keep the same routine as their regular teacher has and will be quick to tell you just how things are done in their classroom. Try to do things as closely as possible to the way the regular teacher had outlined in the schedule, which means flexibility on your part because other classes for which you subbed may have had very different routines.

SUBSTITUTE CHECKLIST

	In the Morning:
	1. Smile. Be cheerful. The day has just begun.
	2. Greet administrator and/or office staff.
	3. Sign in with the appropriate office.
	4. Check the teacher's mailbox for any announcements or notes.
	5. Check the classroom and/or work area for lesson plans and prepare for the day.
	6. Introduce yourself to the students and review the day's plan with them.
	7. You are responsible to do the staff members duties, recess, etc.
	8. Record attendance.

	In the Afternoon:
	1. Throughout the day, write brief notes on lessons covered and student behavior.
	2. Return materials to the staff's desk.
	3. With students' help, leave the room orderly.
	4. Turn off the lights when you leave.
	5. Tell the principal/office staff about any concerns you have.
	6. Check out with the office and ask if you will be needed the next day.