

Douglas Education Service District

License

Substitute Teacher Handbook 2018-2019

1871NE Stephens St Roseburg, OR 97470

Office: 541-440-4777

Fax: 541-440-4771

Contact Information

SUBSTITUTE SERVICES

Connie Rosas

(541) 957-4823

Connie.Rosas@douglasesd.k12.or.us

PAYROLL DEPARTMENT

Corey Peachy-Briggs

(541) 957-4803

subpayroll@douglasesd.k12.or.us

ABSENCE MANAGEMENT PHONE / ONLINE ACCESS

(800) 942-3767

www.aesonline.com

DOUGLAS ESD SUBSTITUTE WEBSITE

<http://www.douglasesd.k12.or.us/substitutes>

TEACHERS STANDARD AND PRACTICES COMMISSION

TSPC - (503) 378-3586

www.oregon.gov/TSPC





Douglas Education Service District Substitute Teacher 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 Douglas ESD, or as any type of promise or guarantee of specific treatment. **No contract of employment may be created between Douglas ESD and any substitute, except as may otherwise be provided by express written agreement signed by the Superintendent of Douglas ESD. The employment relationship with the Douglas ESD is at will.** Any substitute may resign at any time and for any reason, or be terminated at any time and for any reason, with or without notice and with or without cause. The Douglas ESD 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 Douglas ESD office for additional information and/or compliance issues:

Substitute Services – ESD Office Contact Numbers:

| | | |
|-----------------------------------|--------------|--|
| Connie Rosas, Substitute Services | 541.957.4823 | connie.rosas@douglasesd.k12.or.us |
| Corrie Peachy-Briggs, Payroll | 541.957.4803 | corrie.peachy-briggs@douglasesd.k12.or.us |
| Ronnie Campos, HR Analyst | 541.492.6617 | ronnie.campos@douglasesd.k12.or.us |
| Holly Hill, HR Director | 541.957.4837 | holly.hill@douglasesd.k12.or.us |

Absence Management

| | | |
|-------------------------|--------------|--|
| Automated System | 800.942.3767 | www.aesoponline.com |
|-------------------------|--------------|--|

Douglas ESD Website

www.douglasesd.k12.or.us

TABLE OF CONTENTS

INTRODUCTION

Important Substitute Teacher Information

| | |
|---|-----|
| Application | 1 |
| Licensure..... | 1 |
| Licensure Renewal | 1 |
| Primary Employment Relationship | 1-2 |
| Assignments | 2 |
| Pay for substitutes | 2 |
| Long-Term Substitute Job..... | 2 |
| Pay Checks and Direct Deposit | 3 |
| OPSRP (formally PERS)..... | 3 |
| Contributions to a 403(b) Retirement Plan | 3 |
| Notification of Scheduled Recess Periods | 3 |
| Fall Registration | 4 |
| ID/Name Badges | 4 |
| Business Cards | 4 |
| In-services..... | 4 |
| Relative Policy..... | 4 |
| Cell Phone Usage | 4 |
| Sick Time..... | 4-5 |

SUBSTITUTE RESPONSIBILITIES/EXPECTATIONS AND CONDUCT

| | |
|--|-----|
| Substitute’s Responsibilities and Expectations | 5 |
| Personal Appearance/Dress Code | 5 |
| Removal from the Active Substitute List | 6 |
| Cancelation of an Assignment | 6 |
| Assessment of Work Performance | 6 |
| Performance Reporting | 6 |
| Substitute Exclusion Practice..... | 6-7 |
| Reporting Any Child Abuse and Neglect | 7 |
| Tips for Success..... | 7 |
| Confidentiality | 7 |
| Substitute/Student Relationship | 7 |
| Firm, Fair and Consistent..... | 7 |
| Copyright | 8 |
| Substitute Reports | 8 |
| Other Duties as Assigned..... | 8 |
| Unattended Classroom..... | 8 |
| Leaving the Campus..... | 8 |
| End of the Day | 8 |
| Schools Responsibilities to the Substitute Teacher | 9 |
| Absent Teacher Responsibilities | 9 |

SAFETY ISSUES

| | |
|----------------------------------|---|
| Employee Health and Safety | 9 |
|----------------------------------|---|

| | |
|--|-------|
| Smoke-Free Environment..... | 10 |
| Accident/Incident Reporting | 10 |
| Universal Infection Precautions..... | 10 |
| Hazardous Materials..... | 10-11 |
| School/Program Closure or Weather Delays | 11 |
| Security | 11 |
| Weapons..... | 11 |
| PROBLEMS AND COMPLAINTS | |
| General Problems and Questions..... | 11 |
| Official Staff complaints..... | 11 |
| Sexual Harassment | 11-12 |
| Anti-Harassment..... | 12 |
| Drug-Free Workplace | 12 |
| ETHICS | |
| Oregon Standards for Educators | 12-15 |

INTRODUCTION

Welcome to the Douglas Education Service District (DESD). As a substitute teacher, you are employed to carry out the instructional program during the temporary absence of a regular teacher. You are an important member of the teaching staff. As each child differs, so will each substituting situation. Be ready and willing to adapt yourself to various teaching assignments. Teaching is an all-encompassing task. While you are substituting for another staff member, strive to keep the learning and intellectual growth of the students expanding.

Please perform all of the regular duties of the teacher for whom you are substituting. It is expected that you will follow, as nearly as possible, lesson plans and classroom procedures prepared by the regular teacher. If for some reason complete plans have not been left for you, please see the department chair, cooperating teacher, team leader or the principal for direction. Under exceptional circumstances you may need to deviate from the plans left for you. If so, leave a complete explanation for the teacher upon his/her return to explain the circumstances.

The DESD schedules substitute teachers for the following school districts:

| | | |
|-----------------|---------------|-------------|
| Oakland | South Umpqua | Elkton |
| Roseburg | Camas Valley | Riddle |
| Glide | North Douglas | Glendale |
| Days Creek | Sutherlin | Douglas ESD |
| Winston-Dillard | Yoncalla | Phoenix |

Important Substitute Teacher Information

Application

In order to be placed on the licensed substitute list with the Douglas ESD, an individual must complete the following procedures:

- Complete a DESD application form with current address, phone number, and email. Notify the DESD of any changes as they occur. Licensed substitutes must have a valid Oregon Teacher Standards and Practices Commission (TSPC) license.
- Complete a set of payroll forms, which will also include a Direct Deposit Form, W-4 and an I9 form
- Complete online SafeSchools Trainings which includes (but not limited to): “Blood Borne Pathogens,” “Sexual Conduct: Staff to Student,” and “Child Abuse Identification and Reporting,” – Annually
- Complete all other required online trainings and policies requested by the district - Annually
- Read the Substitute Employee Handbook and complete online read and sign acknowledgement - Annually

Licensure

It is THE RESPONSIBILITY OF LICENSED SUBSTITUTES TO MAINTAIN CURRENT, VALID TSPC TEACHING CERTIFICATES. Please contact TSPC with any questions you might have concerning renewal of your licensure. Licensure – Public school teachers in the state of Oregon must hold an Oregon teaching license. If you have questions regarding your license please contact Teacher Standards and Practices Commission (TSPC) via phone (503) 378-3586, or email via their website:

www.oregon.gov/TSPC

According to TSPC’s regulations (OAR 584-050-0040), *in order for the 120 day grace period to be in effect, you must submit renewal materials to TSPC prior to the expiration date on the face of your license.* If you have not completed all the requirements for renewal or the next license type (e.g., have not received test scores), at a minimum, a C-1 application and renewal fees must be submitted to TSPC prior to the license expiration date in order for the grace period to begin. **If you do not, your license becomes inactive, and you may not work as an educator.** Intentionally working on an expired license is a violation of educator standards and Oregon law.

Effective April 2013, the Commission no longer mails out printed paper licenses and paper letters. Licensure information will be posted on their website.

Licensure Renewal - PDUs

According to TSPC, “If you are employed less than half-time, a substitute, or currently not working in an Oregon school district or charter school, then you must submit your PDU documentation to an Oregon Educators Professional Development Certification partnering ESD. Douglas ESD will electronically verify your PDU documentation for all substitute teachers employed by Douglas ESD. You should list all PDU activities on this form. Although you should also maintain separate documentation of all PDUs completed, copies of those materials will only need to be submitted if you are audited by TSPC. If you have specific questions regarding the renewal process, you may visit the TSPC website at www.oregon.gov/TSPC or call 503-378-3586.

If you have a Restricted Substitute License or Substitute Teaching License, TSPC is currently not requiring PDUs at this time.

Here is a list of helpful links to help find PDUs as provided on the TSPC website:

<http://www.edweek.org/tsb/>

<http://www.loc.gov/teachers/professionaldevelopment/> <http://www.teachersfirst.com/OK2Ask.cfm>

<http://www.cosi.org/educators/professional-development>

<http://www.teachersprofessionaldevelopment.net/workshops.php> <http://www.ode.state.or.us/news/events/>

<http://shellyterrell.com/2012/01/02/on-the-horizon-20-free-professional-development-for-2012/>

Primary Employment Relationship

Your employment with Douglas ESD is an “at-will” employment relationship. You are free to terminate your employment with Douglas ESD at any time, with or without reason. Likewise, Douglas ESD has the right to terminate your employment, with or without reason, at the discretion of Douglas ESD.

INDIVIDUAL SCHOOLS ARE NOT YOUR EMPLOYER. **Douglas ESD is your employer** and therefore any request for employment verification, wage information, etc. should be directed to our Substitute Services Department.

Assignments

Substitute assignments are secured through the **Absence Management System** (formerly Aesop). The Absence Management System is an automated scheduling system that can be accessed by phone or through a web-based internet service: www.aesoponline.com. Absent employees enter their absence into the system, and can choose to call for a substitute and they can assign specific individuals, or they can choose to let the assignment go out to the system for the substitutes to see. Substitute employees can accept or reject jobs. It is imperative to make sure you receive a Confirmation Number upon acceptance of an assignment. The procedure for using this system is available through the Absence Management Learning Center and can be accessed at any time.

Pay for substitutes:

A substitute teacher is one who holds an appropriate Oregon TSPC license and who, on a day-to-day basis and without contract, does the full work of a regularly assigned teacher during the regular teacher’s absence from duty. Substitute teachers are not eligible for fringe benefits.

According to state law, substitute teachers are exempt employees, and are not eligible for overtime and their rates are not based on an hourly rate, but rather on a full daily rate. Substitute teachers are paid in either a full day or ½ day increments. A full day, could be greater or less than 8 hours; a day that is less than a full day that spans in the middle of the day and is greater than a ½ day will be paid at the full day rate (ex: 10:30 a.m. – 3:30 p.m.) Half day payments will be for days that can include either a morning or afternoon session and could be greater or less than 4 hours; ½ day can also span in the middle of the day (ex: 10:00 a.m. – 2:00 p.m.) but it is usually about 4 hours. If a substitute teacher is employed for less than a ½ day, he/she will be paid for a half a day. (ORS 342.610)

You are expected to remain on the job for the entire time assigned to your assignment. The substitute **cannot** choose to leave when the students are released. If you have completed your assignment, please check with the office, other teachers, or the principal for additional tasks. Substitute teachers could be requested to help out in the library, or assist students, or make copies for the office staff. The school is paying for your time, so they have you for the entire time assigned.

What happens if the job is cancelled and Substitute has already shown up at the job site? Oregon employment law **does not** require that an employee to be paid for show up time; it only requires paying an employee for time actually worked. A job can be cancelled or cut short due to lack of work **after** a person is at work. The employer is **required to pay for actual time worked**. Please refer to Oregon Bureau of Labor and Industries for clarification. If a substitute teacher shows up and they aren’t needed (at no fault of their own), please contact Connie Rosas, Substitute Services, to determine if other work is available. If the school has some type of work they’d like the substitute to stay for a half-day’s pay, and the substitute chooses to decline that work, they will not receive any pay. If no assignment is available, *many school districts have adopted the courtesy to pay a substitute for show up time if a job was cancelled*. This varies by school district.

Long-Term Substitute Job

A long-term substitute job is defined as a substituting assignment in the same job for the same employee for a period longer than 10 consecutive workdays (or 8 consecutive days if working in a 4-day a week districts), excluding

customary recess periods. Days must be consecutive without breaks in service due to substitute’s illness or personal reasons. Under some circumstances, and depending on the length of assignment, the break and service could be waived, should a substitute need to take a sick/personal day per an agreement with the district that the long term assignment is being worked.

Anyone holding a Restricted Substitute Teacher License is not allowed to accept any long-term assignments.

The regular payday for the Douglas ESD is the 15th of the month. The pay period is for the previous full calendar month.

Pay Checks and Direct Deposit

Pay checks are issued on the 15th of each month and will be mailed to your home address, unless you elect to sign up for direct deposit, in which we will directly deposit your check into your bank account. Forms may be obtained from the Payroll Department or by contacting Connie Rosas in the Substitute Services Department. It can take up to two months to establish the electronic transfer. If you have questions regarding your check, please contact the payroll department at the ESD. In order to be paid for work, the substitute should verify the days worked from their Absence Management (formerly Aesop) home page. Only jobs recorded in the system will be paid. Should there be any discrepancies, contact Substitute Services immediately.

Douglas ESD Substitute Services

Pay Periods/Pay Dates for 2018/19 Licensed Substitutes

| Pay Period..... | Pay Date |
|--|--------------------|
| July 1 – July 31, 2018 | August 15, 2018 |
| August 1 – August 31, 2018 | September 14, 2018 |
| September 1 - September 30, 2018 | October 15, 2018 |
| October 1 – October 31, 2018 | November 15, 2018 |
| November 1 – November 30, 2018 | December 14, 2018 |
| December 1 – December 31, 2018 | January 15, 2019 |
| January 1 – January 31, 2019 | February 15, 2019 |
| February 1 – February 28, 2019 | March 15, 2019 |
| March 1 – March 31, 2019 | April 15, 2019 |
| April 1 – April 30, 2019 | May 15, 2019 |
| May 1 – May 31, 2019 | June 14, 2019 |
| June 1 – June 30, 2019..... | June 28, 2019 |

OPSRP - Oregon Public Services Retirement Plan (formerly PERS)

Employees hired on or after August 29, 2003 are eligible for OPSRP. OPSRP is Oregon’s retirement pension plan for public employees. Substitutes who previously worked in districts and are active PERS members and new substitutes who work over 600 hours during the calendar year are required to participate in this program. Each member contributes **6% of their wage to the plan**. These funds are deposited in an Individual Account Program (IAP) that is very similar to a TSP or taxed sheltered account. In addition, the DESD contributes a matching percentage to PERS. When the vested member of PERS retires, they will be eligible for a monthly pension payment.

Contributions to a 403(b) Retirement Plan

A tax sheltered 403(b) or TSA plan is a voluntary retirement plan for public and not-for-profit employees. Participants set aside money on a pre-tax basis through a salary reduction agreement with their employer. The money is then directed to a financial institution by the employer. The money grows tax-deferred until retirement or until age 59½ . It is taxed as ordinary income when withdrawn. All ESD employees including substitutes are eligible to make

contributions to a 403(b) plan if the employee contributes at least \$200 annually. Please contact Douglas ESD HR Department if you are interested in contributing to this plan.

Notification of Scheduled Term Recess Periods

The Douglas ESD annual calendar includes several customary vacations or recess periods for employees. These breaks act as temporary interruptions in employment. The district expects that you will continue to perform the same or similar services after the vacation or recess period as you did before.

Fall Registration

In order to maintain current and accurate records, each substitute is required to re-register with Douglas ESD by confirming the online mutual intent letter acceptance to insure your placement as a substitute teacher in the ABSENCE MANAGEMENT system for the following school year. If you haven't completed your annual online requirements to remain active on the substitute list by October 30th, the names of all substitutes who have not registered will be removed from the ABSENCE MANAGEMENT system and could be subject to reapplication procedures. We ask if you are not returning to work or you obtain other employment that you notify the substitute coordinator as soon as possible so your name may be removed from the ABSENCE MANAGEMENT system.

Annual Sub Activation Fee

If you are returning substitute, you will be charged a \$10.00 fee to be activated as a sub. If you are a brand new substitute, you will be charged \$20.00 the first year. **This fee will be deducted out of your first paycheck.**

ID/Name Badges

Substitutes are required to wear photo ID badges in all districts. Douglas ESD will issue a photo ID badge. The badge photo can be taken at the ESD at the front desk and finished badges may be picked up at the ESD central office on the next Friday. Each year, you will be required to get a new ID badge. There is no additional cost for the badges. The activation fee will cover the badge cost. *However, the cost for a replacement badge is \$10.00.* If you are no longer substituting, we ask that you turn your name badges into the ESD. **Each year, you will be required to get a new ID/Name Badge.**

Business Cards

Licensed substitutes may request personalized Douglas ESD "Substitute Teacher" business cards for a reasonable cost through the ESD Print Services. You may request a quote by calling 541.440.4772

In-services

In-services may be scheduled throughout the year. While attendance is not mandatory, they are strongly recommended, as we will be informing you of policy changes, and/or providing training. It is the substitute's responsibility to keep current with materials presented at the in-service.

Relative Policy

We recommend that substitutes refrain from working as a substitute for teachers that are related. Please be aware that currently there are districts that are not allowing this in their buildings. If you have a relative working at a school building, they will know whether or not this rule applies in their school district.

Cell Phone Usage

Cell phones are not to be used for personal use during class instructional times: this includes texting, emailing, playing games, internet/data use and blue tooth. Please follow the building rules while on assignment for approved usage.

Sick Time

Paid Sick Time is accrued at a rate of one hour for every 30 hours worked, or 1.33 hour per forty hours worked. Forty (40) hours of Sick Time may be carried forward to the next fiscal year (7/1 – 6/30), however accrual balances may not exceed eighty (80) hours.

When a substitute has foreseeable need to utilize sick time benefits, the substitute must provide the DESD Substitute Service office no less than ten (10) day notice to make an effort to schedule the absence at a time that will minimize the impact of business operations. When the need to utilize sick time benefits is unforeseeable, the substitute must make every effort to notify Douglas ESD Substitute office as soon as possible. When a substitute needs to utilize sick time hours the leave tracking form must be submitted to Douglas ESD substitute office. Please contact Connie Rosas at DESD Substitute Services for the Sick Time Request Form: Connie.Rosas@desd.k12.or.us

SUBSTITUTE RESPONSIBILITIES/EXPECTATIONS AND CONDUCT

Substitute's Responsibilities and Expectations:

- Arrive to work on time ready to perform duties as outlined.
- Report to the office upon your arrival at the building, and again, prior to leaving for the day.
- Follow the lesson plans left by the teacher. If you feel unable to do this, contact the principal for direction on an acceptable alternative plan.
- Keep an accurate record of daily attendance for all assigned students. Do not use the teacher's attendance book unless you are so instructed. If you are advised to keep records in the teacher's attendance book, write in pencil – do not use a pen.
- Correct all written work, unless the regular teacher or principal has left specific instructions to the contrary. Do not assign written work and leave it to be graded by the regular teacher unless so indicated in the lesson plans. Any written work assigned by you that is outside the lesson plan should be corrected and left for the regular teacher to grade.
- Conduct the classes so that progress and growth of the students will be continuous.
- Keep the atmosphere of the room pleasant and conducive to good work habits and maintaining discipline.
- Perform the regular duties of the teacher in maintaining housekeeping, care of plants, animals, etc.
- Assume all possible duties of the absent teacher that may include:
 - Bus duty
 - Lunch period supervision
 - Hallway supervision
 - Playground supervision – before and after school, at recesses and lunch hours
- Leave a written summary of the day's activities for the teacher.
- Report all accidents to the building principal or program supervisor within twenty-four hours.
- Limit personal calls and socializing to break times only.
- Do not use the teacher's computer without permission from the teacher or building administrator.
- Refrain from handing out any personal information that doesn't pertain to the lesson plans to the students without permission from the principal.
- Understand and comply with the mandatory reporting or child abuse requirements under Oregon Revised Statutes 419B.010-015.
- Understand and comply with Oregon Administrative Rules 584-020-000 through 584-020-0045, Standards for Competent and Ethical Performance of Oregon Educators.
- Individual school discipline plan, policies and procedures must be enforced. Corporal punishment of students is strictly prohibited.
- Report all accidents – Immediately notify the building administrator and Substitute Services at the Douglas ESD.
- **Any issues that a substitute teacher has in any building and/or district, should direct those questions and/or concerns with Douglas ESD Substitute Services Department rather than contacting the district staff initially.**

Personal Appearance/Dress Code

- Appropriate dress is required. Casual dress is acceptable but does not include athletic shorts, sweats, or open mid-riff tops. Exposing undergarments is not appropriate.
- Clothing must be neat, clean, and in good condition.
- Clothing with tobacco, alcohol, drugs or sexually connotative words and/or pictures is not allowed.
- Due to the fact that some children and teachers may be allergic to perfume or colognes, please, be sensitive to this and wear it sparingly or not at all.

Removal from the Active Substitute List

An occurrence of the following behaviors may result in immediate removal from the active substitute list:

- Using profanity in the presence of students
- Endangering students by leaving them unattended for inappropriate amounts of time or by falling asleep in the classroom
- Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic or physical conduct, or subjecting students to racial or sexual harassment
- Using alcohol or unlawful drugs on school premises
- Insubordination
- Willful violation of school rules/regulations
- Willful refusal to follow instructions and or lesson plans left by the classroom teacher
- Any other inappropriate behavior
- Multiple exclusions from any Douglas County schools

Cancellation of an Assignment

Should you need to cancel an assignment, we ask that you follow the following procedures.

- Cancellations within the 24-hour window from the assignments start time – You must cancel the assignment in Absence Management (formerly Aesop)
- Cancellations within the 12-hour window from the assignments start time – You must cancel the assignment in Absence Management (formerly Aesop) and email or call Douglas ESD Substitute Services at: Connie.Rosas@desd.k12.or.us or 541.957.4823
- All cancellations should be limited to extenuating circumstances beyond your control. Substitute Services audits cancellations and substitutes who cancel jobs frequently within the 24/12 hour window may be removed from the substitute pool.
- Please be careful accessing Absence Management (formerly Aesop) or Jobulator with your phone as accepting an assignment unintentionally on the smaller screen is easy to do and may leave the school without a sub for the day. *DO NOT accept assignments, because one popped up and then cancel because you don't want that assignment/district/times/date etc.*

Assessment of Work Performance - A school administrator or regular classroom teacher may assess the job performance of a substitute employee at any time during the school year. A school administrator may exclude a substitute from that school's list for substitutes at any time and for any reason. If a substitute receives multiple exclusions from multiple schools, the substitute may be contacted by the Douglas ESD Substitute Services and may be excluded from the ABSENCE MANAGEMENT (FORMERLY AESOP) system.

Performance Reporting - During an assignment, if issues of concern arise regarding the substitute teacher, the school administrator will notify the Substitute Services Department. Serious concerns include (but are not limited to):

- Arriving late to leaving early from an assignment
- Not showing up to an assignment
- Failure to follow the absent teacher's lesson plans
- Or other major concerns noted by the school or Substitute Services Department

Substitute Exclusion Practice – Douglas ESD seeks to provide the best teachers for our students every day. In that effort, the Douglas County School Districts will exclude substitute’s district wide as they investigate a single exclusion to a classroom or school. We believe that any sub's exclusion may be resolved in less than 72 hours, excluding weekends, from the time the ESD receives the exclusion notice from the school. That is the time the District needs to examine the situation and make a decision on the substitutes ability to serve in that school district. We believe we are acting appropriately to put a hold on the placement of subs who have been excluded in order to give us hours or a day to determine why a classroom teacher or administrator called for their exclusion and check into the history of that substitute. Substitute Services will track issues/concerns reported concerning the substitute teacher and the employment as a substitute teacher could result in termination if the concerns are significant or habitual.

Douglas County’s success can be attributed to teamwork, dedication, professionalism, and our employees. As a substitute teacher, you are a part of our team. The importance of your role in helping to educate the students in Douglas County cannot be measured. Quality substitute teachers are viewed as essential, and we are happy that you’ve chosen to share your knowledge, caring, and professionalism with our staff and students.

Reporting Suspected Child Abuse/Neglect

Any substitute employee having reasonable cause to believe that any child with whom they come in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, is required by policy and law to make a report by phone or person to Department of Human Services or law enforcement. When making a report, first contact the building administrator or counselor to discuss the situation; however remember that you must make an oral report to law enforcement or DHS. When making a report you must submit the Douglas ESD child abuse referral form to the Douglas ESD HR Department and to the school or program that the child attends. [Form: “Child Abuse Reporting”]. Senate Bill 379, entitled “Child Abuse Training for School Employees, Parents and Students,” was passed in the 2007 legislative session. This legislation requires that all school employees in Oregon receive training each year on the prevention, identification and reporting of child abuse and neglect. Training is now available through “SafeSchools”, an online training system. Substitutes will be notified with directions for completing this required yearly training via email or posting on your Absence Management home page.

Tips for Success

Substitute teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.

Confidentiality – Substitutes must respect the guidelines of confidentiality and follow policy rules regarding overt identification. DO NOT DISCUSS CONFIDENTIAL INFORMATION WITH ANYONE EXCEPT those who have a right to know the information. If in doubt, check with the building principal or program supervisor.

Substitute/Student Relationship – Substitute teachers should exercise extreme caution and good judgment in verbal and physical relationships with students. Substitutes should establish a position of authority with the students; they may “be friendly” without “befriending” the students. Substitutes should avoid being alone with students in private situations whenever possible. This includes: in the classroom, bathrooms in particular or other areas where you may be providing instruction. When possible, make sure there is another adult, a parent, or possibly a child who could act as a witness within the vicinity when you are working individually with a student. If there is a need to be alone for therapy or instruction, please leave doors ajar, notify someone of your schedule and follow it. When your job assignment requires being alone with a student, bring any sensitive student/family concerns immediately and only to the building principal or program supervisor. Substitute teachers should not search students’ personal belongings. Berating students, calling students derogatory names, and using insults or other threatening verbal attacks is not acceptable practice.

Firm, Fair and Consistent – Most literature on substitute teaching indicates that in order to be successful in their treatment of students, the substitute needs to treat students in a firm, fair, and consistent manner. Fairness and consistency are key issues with students. The substitute must be impartial when dealing with student behavior or performance.

Copyright - The District recognizes that the unlawful copying of copyrighted materials contribute to higher costs for materials, lessens the incentives for development of qualified educational materials, fosters an attitude of disrespect for law which is in conflict with the educational goals of the district and puts the ESD at risk of litigation. All copyright laws are honored. If extra copies of a document, book, video or software are needed, please speak with building principal or secretary.

Under statutory and common law, fair use provisions allow for limited copying or distribution of copyrighted, published works without the author's or publisher's permission. Specifically, teachers are allowed to reproduce parts of works for instructional purposes. Examples of permissible reproduction include a chapter from a book (as long as attribution is made), a picture from the Internet, an exercise or exam from the Internet or book, etc. As a teacher, there are two principal factors for compliance with copyright law: always give attribution regarding the source of the material, and if you are reproducing an entire work or substantial part of an entire work, seek permission from the publisher.

Substitute Reports - The substitute should leave a brief synopsis or assessment of the day for the teacher, describing what was accomplished and documenting problems that may have occurred.

Ethical Educator – TSPC standards states “The ethical educator is a person who accepts the requirements of membership in the teaching profession and acts at all times in ethical ways. In so doing the ethical educator considers the needs of students, the district, and the profession. Honoring appropriate adult boundaries with students in conduct and conversations at all times.”

Other Duties as Assigned – The substitute teacher shall assume the duties and schedule of the regular teacher within the substitute workday. Occasionally, a substitute may be asked to teach in a classroom other than the one agreed upon through Absence Management (formerly Aesop). The substitute will normally cooperate with the school administration in its attempt to meet the instructional and safety needs of the students under their care. If, however, a substitute feels unprepared to take on an assignment different than the one agreed upon through Absence Management (formerly Aesop), the substitute may refuse the assignment. In that case, the substitute should notify the building administrator to make alternative arrangements. If the building is unable to make alternative arrangements with the substitute, the substitute should contact Douglas ESD Sub Services.

Unattended Classroom – As a general rule, for student safety, a substitute should never leave the classroom unattended, except in unusual circumstances and cases of emergency. For example, if a student runs out of the room, the teacher should not chase the student. Contact the office immediately for assistance and they will handle the situation. If the substitute needs to leave the classroom, a nearby teacher should be notified so that the classroom will be supervised.

Leaving the Campus – The care and supervision of the students assigned to the substitute should be of paramount importance. At no time during the day other than duty free lunch should the substitute leave campus unless authorized to do so. Substitute teachers should check out through the school office before leaving at the end of the school day.

At the End of the Day – After students have been dismissed for the day or placed safely on the correct school bus, the room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Any keys issued need to be

returned to the school office. If inadvertently the keys are not left at the building they must be returned immediately to the school office. Successful substitutes will take a few minutes to leave a detailed note for the teacher.

School Responsibilities to the Substitute Teacher

Building Staff Responsibilities:

- Provide prompt notification by the teacher of an absence so that the ABSENCE MANAGEMENT (FORMERLY AESOP) system may arrange a substitute as soon as possible.
- Provide substitutes with schedules of building routines and regulations.
- Inform substitutes of special assignments such as hall, playground, or bus duties.
- Acquaint substitutes with the staff members they should know – secretarial staff, education assistants, and teachers in nearby rooms.
- Orient substitutes to school facilities and their locations such as restrooms, cafeteria, staff lounge, library, copy machine location and code, etc.
- Orient substitutes in the discipline problems that cannot be handled at the teacher-student level.
- Provide fire drill and special health problem procedures.
- Acknowledge the substitute teacher’s contributions.

Absent Teacher Responsibilities

Please have the following materials readily available:

- Attendance and grade recording materials
- Instructions for computerized attendance, if substitute is required to enter.
- Lesson plan book with advanced planning. A detailed plan should be available for the next day.
- Instructions for use of any equipment needed to follow lesson plan (ex: Elmo).
- Weekly time schedule of classes.
- Seating charts.
- List of students receiving special services.
- List of supervisory responsibilities.
- Posted fire drill exits.
- Desk copies of textbooks, workbooks, and needed materials.
- Indications of classroom behavior standard, or “Do’s and Don’ts.” (Example, use of cell phones, bathrooms, etc.)
- Identification of students with significant health problems.

SAFETY ISSUES

Employee Health and Safety

Safety is everyone’s responsibility. As a substitute employee, you have the responsibility to assist in providing a safe environment for students and employees.

Think safety, work safely and follow these guidelines:

- Be familiar with and abide by common safety practices and rules.
- Be familiar with Douglas ESD and other Douglas County Schools safety policies.
- Learn and use methods that reduce hazards related to your job.
- Report defective/unsafe equipment to your building principal or program supervisor.
- Do not use defective/unsafe equipment.
- Use all required safeguards and safety equipment provided for you.
- Make suggestions, which will provide safer work conditions to your building principal or program supervisor.
- Report all accidents immediately. Seek first aid or medical assistance without delay.
- Know where emergency equipment is located and how to use it.
- Know all procedures and duties designed to reduce damage or injury in the case of fire.

- Participate in safety training programs.

Smoke-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, staff members, students or guests is prohibited.

Accident/Incident Reporting

All Injuries (Staff, Students, Visitors)

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. If the accident involved the substitute, the form must also be sent and reported to the Douglas ESD Benefit Specialist Dana Leatherwood, 541.440.4785. **ESD Substitute Employees injured while on work assignments are required to report the incident to Douglas ESD.**

All Injuries Requiring Medical Treatment

Douglas ESD carries worker's compensation insurance for all employees through the SAIF Corporation. If you are injured on the job, and the injury required medical treatment or time loss, complete Workers Compensation Claim Form 801. The claim form must be submitted to the Benefit Specialist Dana Leatherwood, 541.440.4785 within 24 hours of treatment. Contact the HR Department for the form to be sent electronically to your email, and you can submit it electronically back to the Douglas ESD. Please take note of the "Notice to Worker" instructions and "Failure to File" notice. Immediately notify your building principal or program supervisor and the Douglas ESD Human Resources Department. The responsibility for filing a claim lies with the employee who has been injured on the job or has a job related injury.

Universal Infection Precautions

Remember: "IF IT IS WET, AND IT IS NOT YOURS, DON'T TOUCH IT!"

Body Fluids: All body fluids—including blood, wound drainage, urine, vomit, stool, tears, saliva, semen, vaginal secretions, mucus, respiratory secretions, nasal discharge and sputum—without distinction between individuals with a known disease and those without symptoms or diagnosis should be assumed to be infectious for human immunodeficiency virus (HIV), hepatitis virus (HBV), TB, and other blood-borne pathogens.

- *Hand Washing:* The single most effective procedure to prevent the spread of communicable diseases.
- *Gloves:* Wear gloves whenever you will be in contact with body fluids, mucus membranes, or non-intact skin. Gloves should be worn if you have an open sore or cut on your hands. Always wash your hands before and after putting on gloves and avoid touching your eyes or mouth. Gloves are provided at the school, non-latex gloves are available upon request.
- *To remove gloves:* a) grasp the cuff of one glove; b) partially strip the glove off by turning it inside out; c) remove the other glove entirely by pulling it off inside out; d) with the free hand finish taking off the original glove without touching any surface that came in contact with fluids.
- *Toys, Equipment, Etc.:* Anything that is used or placed in the mouth should be cleaned between uses and daily with germicidal solution.

Hazardous Materials: In addition to infectious agents, there are other types of hazards one may encounter every day. Chemicals agents may cause physical reactions, burns, irritation to the skin or mucous membranes or be poisonous. Physical agents such as noise, heat, welding arcs or microwaves may cause injury. Please check with your immediate supervisor regarding safety procedures if you are required to deal with such chemical or physical agents as a substitute.

School/Program Closure or Weather Delays and Work Days

Information regarding delayed start of school or school closure is given to all area broadcast media. It is the responsibility of the substitute to make sure you are aware of closures or delays during inclement weather. Should your school be on a delay, go in as instructed via the posting. (Ex: your assignment is for 8:00 – 4:00, but it's been posted with a 2 hour delay, your new report time should be 10:00 a.m. and so on.) If no delay or closure is announced for your assigned school, report to work as long as you can safely arrive. If you are not able to travel to work, please notify Substitute Services at the Douglas ESD immediately. Substitute Services phone number: 541.957.4823.

Security

The best security practice in *all cases* is to be aware of your environment and the people around you. Report any suspicious behavior of strangers to the building principal or program supervisor.

Weapons

School employees, including substitute employees and volunteers, are not allowed to possess or have in their possession a dangerous or deadly weapon or firearm on district property or at school sponsored events. Such weapons are not permitted even if the individual has a concealed weapons permit.

PROBLEMS AND COMPLAINTS

General Problems and Questions

All substitute employees are subject to Douglas ESD and school district policies and procedures. Whenever a problem arises or you are in doubt regarding a particular policy or issue, talk with your immediate supervisor.

Official Staff Complaints

Building principals, program supervisors, the Director of Human Resources and the Superintendent have a responsibility for investigations concerning staff and parent complaints regarding substitute teachers. Substitute employees shall contact Substitute Services at the Douglas ESD if they contend that they have been subject to a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations.

Sexual Harassment

Sexual harassment of any substitute employee by students and other staff is prohibited and shall not be tolerated. Any sexual harassment of students or other staff by a substitute employee is prohibited and shall not be tolerated.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. The person's submission to the conduct or communication is made a term or condition of employment;
2. The person's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and/or assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with the person's ability to perform the job or meet performance expectations;
4. The conduct or communication has the effect of creating an intimidating, hostile or offensive working or school environment;
5. The conduct has the purpose or effect of demanding sexual favors in exchange for benefits.

Sexual harassment as set forth above may include, but is not limited to, the following:

1. Verbal or written harassment or abuse;
2. Pressure for sexual activity;
3. Repeated remarks to a person with sexual or demeaning implications;
4. Unwelcome touching;
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's evaluations, assignments, etc.

Anti-Harassment

Harassment by substitute employees is strictly prohibited and shall not be tolerated in the district. Policy and operating procedures detail the district's response to complaints of harassment. If substitute employees feel that they are being harassed, or if they are aware of harassment of any other employee, they should report the circumstance to the Douglas ESD Substitute Services. An act of prohibited harassment shall subject an employee to discipline, up to and including dismissal.

Drug-Free Workplace

Douglas ESD is a drug free work place. The district has a strong commitment to its employees to provide a safe and healthy environment. Douglas ESD also has a strong commitment to provide high quality services to constituent districts. All substitute employees are hereby directed to refrain from the unlawful manufacture, possession, dispensation, use or distribution of controlled substances and alcohol on school premises or as part of any of its professional activities. Therefore, substitute teachers engaged in work for Douglas ESD shall not unlawfully manufacture, distribute, dispense, possess, or use on school premises or as part of any of its professional activities, or in the work place any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance. Any substitute who violates this policy, rules, or expectations is subject to discipline, up to and including immediate discharge.

In compliance with federal law, marijuana is considered a controlled substance subject to this directive despite the fact that the use, possession, and distribution of marijuana is permissible under certain circumstances under Oregon law. Employees may be subject to random drug testing upon reasonable suspicion that the employee has violated this drug-free workplace policy.

Violation of this policy shall be considered grounds for termination. Compliance with all sections of this policy is mandatory.

As a condition of employment, an employee shall abide by terms of the ESD's drug-free workplace policy and shall notify the employer of any criminal drug convictions for violations occurring in the workplace no later than five days after such conviction.

The ESD shall notify the federal granting agency and the Oregon Teacher Standards and Practices Commission (TSPC) within 10 days after receiving notice of an investigation concerning an employee's alleged criminal drug violation or an employee's conviction of any criminal drug statute violation occurring in the workplace.

The ESD shall make a good faith effort to maintain a drug-free workplace through implementation of this policy.

ETHICS

It is the responsibility of substitute teachers and all other substitute personnel to abide by the Oregon Standards of Competent and Ethical Performance.

Responsibilities of TSPC in maintaining standards:

In 1973, the Teacher Standards and Practices Commission became an autonomous body. It was created amid demands across the nation that educators police their own ranks. As a result, one of the statutory responsibilities of TSPC is to maintain professional Standards of Competent and Ethical Performance of Oregon Educators. These standards can be found in Oregon Administrative Rules, Chapter 584, Div. 020. Approximately 2000 discipline cases are considered by the Commission each year.

What is a Competent and Ethical Educator?

The competent educator demonstrates:

- Knowledge and use of curriculum and instruction to meet the needs of all students;
- Ability to provide a climate for students that is conducive to learning and respects the rights of all persons without discrimination;
- An understanding of students and ability to establish and maintain good rapport and assist the growth of students;
- Ability to work effectively with students, staff, parents and community.

The ethical educator demonstrates:

- A willingness to accept the requirements of membership in the education profession;
- A willingness to consider the needs of the students, the district and profession.

What is a Culturally Competent Educator?

- Capacity to promote equity of student access and outcomes;
- Advocacy for social justice;
- Awareness of laws and policies affecting learners;
- Creates a respectful and collaborative environment;
- Ability to navigate conflicts around race, ethnicity, religion, class, and language in a safe and productive manner;
- Ability to work collaboratively with students, staff and parents from diverse racial, ethnic, religion, class and language background;
- Demonstrates respectful and welcoming verbal and non-verbal interaction skills.

What is the Responsibility of the Superintendent?

The DESD's chief administrator must report to TSPC within 30 days when, after appropriate investigation, the chief administrator reasonably believes that an educator has violated standards by committing acts of gross neglect of duty or gross unfitness.

What is Gross Neglect of Duty?

Gross neglect of duty is any serious and material inattention to or breach of professional responsibilities. Conduct constituting gross neglect of duty usually includes conduct occurring on school premises and during school hours.

What is Gross Unfitness?

Gross unfitness is any conduct which renders an educator unqualified to perform his or her professional responsibilities. Conduct constituting gross unfitness may include conduct occurring outside of school hours and off school premises when such conduct bears a demonstrable relationship to the educator's ability to fulfill professional responsibilities effectively.

What Happens When TSPC Receives a Complaint?

- Upon receipt of a complaint against an educator, an investigation is made to determine whether or not the allegation(s) is factual.

- The educator is notified of the complaint and encourages to respond to the allegation(s).
- The Commission considers the Preliminary Investigation report and determines whether or not there is sufficient cause or evidence to charge the educator with violation of TSPC Standards.
- The Commission may dismiss the complaint for lack of sufficient cause; or
- Enter into a settlement agreement with the educator (Order of discipline); or
- TSPC may inform the educator of charges and of an opportunity for hearing.

What Happens if the Educator Requests a Hearing?

The Commission is represented by counsel from the Attorney General's office. The educator may be represented by an attorney. Hearings are conducted by an Administrative Law Judge. Based on evidence presented at the hearing, the Administrative Law Judge makes a recommendation to the Commission regarding whether the educator has engaged in unprofessional conduct. The Administrative Law Judge submits a Proposed Order to the full Commission, which is voted on in public session.

What Sanctions May the Commission Impose?

By law, the Commission must permanently revoke or deny a license to educators who are convicted of certain serious felonies listed in ORS 342.143. In other cases, the Commission may revoke, suspend, place on probation or issue a public reprimand, depending on all of the facts and circumstances of the case.

What are the Factors the Commission May Consider for Imposing Sanctions?

- If the misconduct or violation is an isolated occurrence, part of a continuing pattern, or one of a series of incidents.
- The likelihood of a recurrence of the misconduct or violation.
- The educator's past performance.
- The extent, severity, and imminence of any danger to students, other educators or the public.
- If the misconduct was open to notorious or had negative effects on the public image of the school.
- The educator's state of mind at the time of the action under question and afterwards.
- The danger that students will imitate the educator's behavior or use it as a model.
- The age and level of maturity of the students served by the educator.
- Any extenuating circumstances or other factors bearing on the appropriate nature of a disciplinary sanction.

What Happens Once the Order is adopted by TSPC?

The educator, the educator's school district and the complainant are notified. The Commission maintains records of all disciplined educators. Annually, the list of sanctioned educators is posted on the TSPC website. When the Order is adopted, it is reported to the National Association of State Directors of Teacher Education and Certification (NASDTEC) which maintains a national list of disciplined educators.

What Can Educators Do To Avoid Complaints Being Filed With TSPC?

Think about your interaction with students.

- Do you fail to maintain professional physical and emotional boundaries with students?
- Do you flirt with students?
- Do you discuss your personal life with your students?
- Do you telephone students or send emails/texts of a personal nature?
- Do you close your classroom door if you are talking to a student alone?
- Do you transport students in your personal vehicle?
- Do you fail to inform your supervisor and refer to a counselor any student who may have a romantic or emotional attachment to you?
- Do you buy gifts for students?

Think about your knowledge of school policies and procedures.

- Do you know the laws, policies, school rules and your rights?
- Do you know about child abuse reporting law ORS 419B.010?
- Do you know the policies in your school regarding the proper handling of money and finances?
- Do you have clear behavioral management rules?
- Do you know about corporal punishment laws and policies?
- Do you know about confidentiality requirements?
- Do you know your districts' Acceptable Use Policy regarding technology, including computers, email and internet access?

Think about your reputation in the community.

- Do you maintain a professional reputation in the community and school district?
- Do you communicate with parents and document that communication?
- Do you engage in behavior in the community that students may use as a positive model?

"If I could take back those five minutes..."

Actual TSPC Cases

Use of school computer equipment to receive, store product or send sexually explicit materials

Educator used classroom computer to access sexually explicit materials on the Internet. Educator downloaded sexually explicit materials, copied materials on school equipment and distributed to other staff.

Finding: Gross Neglect of Duty

Sanction: Suspension & Probation

Any sexual conduct with a student

Educator engaged in sexual behavior with a high school student in the Educator's home. Educator pled guilty to the crime of Official Misconduct and was convicted.

Finding: Gross Neglect of Duty & Gross Unfitness

Sanction: Revocation

Appearing on duty or at any district-sponsored activity while under the influence of alcohol

Educator serving as athletic director attends sports events after consuming alcoholic beverages on two separate occasions. Educator required to enroll in an alcohol treatment program as a part of settlement agreement with TSPC.

Finding: Gross Neglect of Duty

Sanction: Public Reprimand & Probation

Conviction of violation of any federal, state, or local law

Educator convicted of Driving under the Influence of Intoxicants. Educator required by court order to complete alcohol treatment program.

Finding: Gross Unfitness

Sanction: Public Reprimand & Probation

Failure to report and/or investigate suspected child abuse

Administrator failed to protect students from known sexual harassment and sexual conduct by coaches. He failed to investigate allegations of sexual abuse of female students and failed to report suspected child abuse to proper authorities as required by ORS 491B.010.

Finding: Gross Neglect of Duty

Sanction: Revocation

Unreasonable physical force in discipline

Teacher used unreasonable force by striking one student in the back of the head and another in the midsection during instruction time, which was a violation of school district corporal punishment policy. Teacher was convicted of Assault IV in District Court.

Finding: Gross Unfitness

Sanction: Probation