



SUBSTITUTE HANDBOOK

Revised: July 2023

This manual provides information concerning School Board Policies and Regulations.

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

BEATRICE PUBLIC SCHOOLS

MISSION

The mission of Beatrice Public Schools, a student-focused family, is to provide a foundation that equips every student with the tools to pursue their goals and contribute to society through purposeful and relevant educational experience built around strong relationships.

Substitute Handbook

Introduction

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

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

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

You are a very important member of our professional community.

Sincerely,

Jason Alexander
Superintendent of Schools

APPLICATION PROCEDURES

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

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

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

NOTICE OF NONDISCRIMINATION

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

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

Office for Civil Rights
8930 Ward Parkway
Suite 2037
Kansas City, MO 64114
816-268-0550
FAX: 816-823-1404
TDD: 800-437-0833

The U.S. Equal Employment Opportunity Commission
(EEOC)
1801 L Street, N.W.
Washington, D.C. 20507
(800) 669-4000; TDD: (800) 669-6820

CERTIFICATION REQUIREMENTS

To substitute for a certified teacher, a substitute must hold a Nebraska Educator's Certificate/Permit. Nebraska also issues **two types** of substitute teaching certificates: The Nebraska Department of Education Office of Teacher Education website has more information about each of these certificates. To access this information, go to: <http://education.ne.gov/tcert/>. An original of your Nebraska Teaching Certificate or Substitute Certificate must be registered/signed by the superintendent and a copy made for our office prior to being placed on the substitute list.

The Commissioner of Education, 500 S. 84th St, 2nd Floor, Lincoln, NE 68510 (402) 471-2295 issues all certificates. To register your certificate, send or bring your original certificate to District Office, 320 N. 5th Street, Beatrice, NE 68310. Hours: 8:00 a.m. to 4:00 p.m. Phone number 402.223.1500.

SALARY PROVISIONS

Substitutes are paid on the 20th of each month.

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

SUBSTITUTES AND THEIR ASSIGNMENTS

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

DRESS CODE

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

The following are guidelines:

- As a general guideline, appropriate daily attire for most staff members is to dress Business Casual.
 - Although you find variations on the definition of Business Casual, here are some general rules.
 - Slacks and/or khaki pants without holes or knee-length skirts
 - Blouses, sweaters, button-downs, henleys or polo shirts
 - Knee-length or maxi dresses
 - Optional hosiery or tights, especially for added warmth during colder months
 - Optional cardigans, blazers or jackets

- Closed-toed shoes such as loafers, oxfords, pumps, flats or boots. Additionally, there are many types of foot wear that are appropriate with professional wear that have open toes.
- Employees are expected to dress in business casual attire unless the day's tasks and responsibilities require otherwise or they are told otherwise by the employee's direct supervisor.
- Employees must present themselves in a clean and professional manner. Clothing should be within the guidelines and be free of holes, tears, or rips.
- Clothing should be without offensive language or inappropriate designs.
- Clothing should not be too revealing.
- Certain employees have duties that require daily physical labor, or to work in conditions in which it is more appropriate to dress casual, for example to wear denim, shorts, warm up suits, or a uniform. This may be determined on a case-by-case basis with the employee's direct supervisor.
- For all BPS Staff, Fridays may be considered Spirit Days, on which acceptable jeans may be worn with a BPS shirt.

RESPONSIBILITIES OF THE REGULAR EMPLOYEE

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

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

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

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

START AND END TIMES FOR EACH SITE

	Daily	Wednesday Dismissal
High School & SNAP	8:12 – 3:15	2:18
Middle School	8:10 – 3:12	2:12
Lincoln Elem	8:20 – 3:20	2:00
Paddock Lane Elem	8:20 – 3:20	2:00
Stoddard Elem	8:20 – 3:20	2:00
Preschool – Full Day	8:15 – 3:15	N/A
Preschool – Half Day AM	8:15 – 11:30	N/A
Preschool – Half Day PM	12:00 – 3:15	N/A

SUB COORDINATOR CONTACT INFORMATION

Phone Number: (402) 239-7021

Email: subcoord@bpsnebr.org

SEVERE WEATHER AND SCHOOL CANCELLATIONS

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

DECISION TO CLOSE SCHOOLS

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

School Starting Late

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

After School Starts

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

students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions

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

Emergency Conditions

Beatrice Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. Plans for Emergency are located in the Red Security Safety Manual. There are Emergency Safety Procedures for lockdowns, evacuations, and tornado alerts. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

SUPERVISION OF STUDENTS

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

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from

playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.

- Use of corporal punishment is prohibited at Beatrice Public Schools. Physical restraint may only be used to the extent reasonably necessary to protect the student, yourself and others from harm.
- Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. **Proper Instructions**

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).

3. **Proper Maintenance of Buildings, Grounds, and Equipment**

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.

4. **Proper Warnings**

If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

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

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

Student Searches

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

Student Rights

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

DISPENSING MEDICATION

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

REPORTING CHILD ABUSE (POLICY 4032)

School employees shall promptly report to the building principal and appropriate law enforcement agency ~~and the principal~~ when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. The principal will ensure that the report has been made to the proper law enforcement agency or other agency as required by law.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term "promptly" means "within a 24-hour period."

PROFESSIONAL BOUNDARIES BETWEEN EMPLOYEES AND STUDENTS (POLICY 4025)

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

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

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple

recipients, not to just one student, except where the communication is clearly school--related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).

- Engaging in social-networking friendships with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.

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

DRUG AND SUBSTANCE USE AND ABUSE (POLICY 4009)

It is the policy of the Beatrice Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free

Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.
6. Employees shall be furnished with a paper or digital copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. Employees in "safety-sensitive" positions, as defined by the Act and regulations

promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

SMOKE AND TOBACCO-FREE WORKPLACE

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

FIREARM POLICY (6700)

It shall be the policy of the Beatrice Public School District to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, off duty cops, or other duly authorized law enforcement officers when on duty or training or when contracted by a school to provide school security or school event contract services. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

USE OF DISTRICT COMPUTER NETWORK AND INTERNET

Employees and substitutes have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district. Using the computer network and the Internet, all staff agrees to follow board policy 6800 and Appendix I. Any violation of any part of the board policy or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees.

USE OF SOCIAL MEDIA BY SCHOOL DISTRICT EMPLOYEES

School district employees are responsible for conducting themselves professionally, exercising appropriate judgment, and teaching and modeling high standards of behavior and civic values, regardless of location. This applies to employees' conduct and interactions with students and to material they post on personal web sites, blogs, and other social networking sites including, but not limited to, Facebook, Instagram, YouTube, Snapchat and Twitter. District employees are prohibited from inappropriate technological communication including but not limited to texting, online socializing or social networking (including but not limited to Facebook, Twitter, and Instagram, Snapchat), internet use, e-mail, blogging, or any other electronic communication that violates the law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27").

CONFIDENTIALITY AGREEMENT

Staff shall sign the Beatrice Public Schools Confidentiality Agreement and adhere to district practices.

VIDEO SURVEILLANCE (POLICY 3231)

The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

Video cameras and similar devices are authorized to be used on school facilities, school vehicles and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent's designee consistent with the purposes set forth in this Policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.

Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student-parent and staff handbooks.

FOOD SERVICE NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at

(800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
 - (2) Fax: (202) 690-7442; or
 - (3) Email: program.intake@usda.gov
- This institution is an equal opportunity provider.

SUBSTITUTE POLICIES AND PROCEDURES

GENERAL INFORMATION

NAME, ADDRESS, PHONE NUMBER AND EMAIL ADDRESS

- Name changes – Provide a copy to the payroll department of your Social Security Card with your new name.
- A written request must be submitted to the payroll department to change an address, phone number or email address (An email is sufficient).

I.D. BADGE

Substitutes are required to wear a BPS ID Badge whenever they are on district property. ID badges are distributed to the substitute during their training. Badges will be returned to the district office when substitutes are no longer employed.

SUBSTITUTE TEACHING CERTIFICATES

It is the responsibility of the certified substitute teacher to renew any certificates through the Nebraska Department of Education. If your Substitute Authorization/Teaching Certificate has expired, you will be made inactive in the Absence Management system until your new certificate has been submitted to the business office and has been registered by the superintendent of BPS or his/her designee. (Starting in 2017-18 school year Local Substitute Certificates are now valid for 90 days per school district.)

REMOVAL REQUEST

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

AUTOMATIC REMOVAL

All BPS substitutes are required to substitute twenty (20) days per school year. If twenty (20) sub assignments are not obtained within the current school year, substitutes will be removed from the BPS Substitute Pool at the end of the current school year. Substitutes will receive a removal letter. Days required will be pro-rated based upon start date of substitute.

RE-ACTIVATION

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

SUBSTITUTE'S WORK DAY

REPORTING TO WORK

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

REPORTING TO WORK LATE

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

THE WORK DAY

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

END OF WORK DAY

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

EMERGENCY LEAVE

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

CLASSROOM MANAGEMENT TECHNIQUES

BPS utilizes the Boys Town Behavior Model in each site within the District except in preschool which utilizes the PBIS model. In general, substitutes should present a confident, organized, and professional

appearance. Substitutes are the adult role model, who must provide an example for students to follow. Below are very important guidelines to remember, as well as follow:

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

MULTIPLE-SITE ASSIGNMENTS

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

IN-SERVICE & SPECIAL WORKDAYS

In-service and special work days are not paid days for substitutes unless the substitute is in a special assignment and has confirmed approval with the site administrator that he/she is to report on these days.

SUBSTITUTE CANCELLATIONS

SAME WORK DAY CANCELLATION BY SUBSTITUTE

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

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

SAME WORK DAY CANCELLATION BY SITE

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

- When the site cancels an assignment on the same work day; the site will try to contact you. If no contact is made; once you are at the school, the site will attempt to find you another assignment that day.
- If the site doesn't find you another assignment that day; **you must call the Substitute Coordinator to see if you are needed for another sub assignment that day before you leave the site.**

- Substitute teachers (excluding para educators) will receive one-half day’s pay for cancellations made after the scheduled start time of substitute’s assignment. Please note, to be eligible for the guarantee pay rate, the substitute **must** follow the aforementioned steps.
 - If the site or Substitute Coordinator finds you another sub assignment and you decline the alternate assignment, you will not receive pay for that day.

EVALUATIONS AND EXCLUSIONS

PERFORMANCE EVALUATIONS

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

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

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

ADMINISTRATIVE REQUESTS TO EXCLUDE SUBSTITUTE FROM SITE

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

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

- If an incident is severe or for cumulative incidents.
- If multiple sites direct the District Office to exclude a substitute.
- If an administrator directs the Substitute Coordinator to remove a substitute.
- If substitute engages in conduct, whether on or off the job, which adversely affects the substitute’s ability to do his/her job or which reflects adversely on the district.
- If the substitute violates the confidentiality, social media use, or network and technology agreement.
- If the substitute does not meet expectations – New substitutes are required to work 5 days out of the first 30 days after hiring. All substitutes are required to work 20 days out of the year.

LONG TERM SUBSTITUTE ASSIGNMENT (POLICY 4133)

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

- Your assignment is not an appointment to a continuing contract position.
- By accepting the assignment, you do not become a contracted employee and you are not covered by the collective bargaining agreement between the BPS and the Beatrice Education Association.
- The period of time that you work as a long-term substitute will not be counted toward advancement on the teachers’ salary schedule.
- Illness or injury of one or two days will not constitute a reason to lose long-term pay.

- Teacher Substitutes in a long-term consecutive assignment are paid regular substitute rate (7 of 8 periods) for the first 4 days of substituting for the same instructor. Upon completing the fifth day the pay rate will change to Full Day (8 out of 8 periods) rate. Pay is retroactive for the prior five days. Upon completing 20 days of substituting for the same instructor the pay rate will be equivalent to daily rate of teacher base pay. Pay is retroactive for the prior 20 days.
- If a long term sub will be absent on any given day during the long term assignment, the sub must contact the Substitute Coordinator so that a replacement sub can be acquired for that day.

WORKER'S COMPENSATION

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

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

MISCELLANEOUS GUIDELINES

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

SUBSTITUTE EXPECTATIONS

Certified Substitutes & Para educators

- To become familiar with the policies and practices in the Substitute Handbook which govern the substitutes in the Beatrice Public School District.
- Arrive early enough to make adequate preparation for the day's activities.
- Call the site before reporting to a same work day job.
- Report to the sub job dressed in a professional manner.
- Sign in and check out at the site or school for which you sub.

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

End of Year – or end of Substitute working for BPS

- At the end of the year return the letter of intent for the following year indicating if you will continue as a substitute for the next year. It is important to return the letter so the District can plan. The Intent letter is not binding and can be change upon request.
- If leaving during the school year – see Removal Request page 16

ABSENCE MANAGEMENT

SUBSTITUTE ACCESS TO ABSENCE MANAGEMENT

- Website <https://app.frontlineeducation.com>
- ~~Two~~ Emails will be sent – the first email will include your Frontline ID and Pin to use with phone access and the 2nd email will include instructions to create your Frontline account for web access
- To access Absence Management by phone 800-942-3767
- Absence Management has an online help resource when signed into your account. Click on the question mark in a circle which is located in the upper right hand corner. You may also contact the Substitute Coordinator or the District Office for assistance

NEXT DAY AND FUTURE ABSENCES

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

SAME DAY ABSENCES

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

Substitute Employee Manual Receipt Form

I have been given the Substitute Employee Policy Manual and take responsibility for reading and understanding its content. I further understand that should I commit any violation of this manual disciplinary action, dismissal and/or appropriate legal action may be taken.

Your signature on this Substitute Employee Manual Receipt form is legally binding and indicates that the party who signed has read the manual carefully and understands the manual's significance.

Employee Name: _____
(Please Print)

Employee Signature: _____ Date: _____

Please return this form to the Administration Building within one week of receiving the Substitute Employee Policy Manual.