

# South Eastern Special Education



SOUTH EASTERN SPECIAL EDUCATION

## Substitute Teacher Handbook

## VISION STATEMENT

South Eastern Special Education District along with member districts and interagency collaboration will provide an educational program in a secure environment that allows students to pursue college, training, or careers to their maximum potential. This endeavor ensures a positive impact on the lives of those students and their families.

## MISSION STATEMENT

The mission of South Eastern Special Education is to ensure quality education and experiences that promote student determination, pursuit, and achievement of all future endeavors.

## BELIEFS

We Believe....

- that education should be provided in an environment that emphasizes collaboration and respect for all individuals.
- that genuine caring for students is evident in all interactions.
- that the culture for learning should emphasize the pursuit of exploration of higher order thinking and expectations.
- that the educational skills and experiences are relevant to future goals.
- that the students' role in determining the content, method, and future pursuits of education should be an active endeavor that is flexible and responsive to student ambitions.
- that through education, communication, and collaboration, families are better prepared to assist students in pursuing life ambitions.
- that through continued professional development and inquiry, educators will provide higher expectations for themselves and their students.

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# Welcome

I would like to personally thank you for substituting in South Eastern Special Education. We are grateful for your commitment and interest in the lives of the young people in our community.

Your contributions enrich the student experience and help students to reach their full potential, while supporting our teachers and staff. Substitutes help us build a strong foundation for our students as they continue their education and select a career path.

This handbook will help you make a smooth transition into your substitute job, sharing with you an overview of the school substitute program.

Substituting is evidence of strong community support. At SESE, we feel privileged to enjoy such strong support. Your actions serve as a fine example of the positive contributions' individuals can make to public education.

Sincerely,

Kim Kessler  
Director  
South Eastern Special Education

# Your Assignment

- ◆ Student Arrival time is 8:00 a.m. or as designated by the assignment provided by the Substitute secretary. Plan to arrive prior to this designated student arrival time.
- ◆ Departure time is at the end of your 3 ½ or 7 hour work day.

## Before the Day Starts

- ◆ Familiarize yourself with the room.
- ◆ Check daily program or schedule.
- ◆ Read the Substitute Folder and Lesson Plan for all classroom procedures.
- ◆ Introduce yourself to the staff.
- ◆ Review the Class Roster, Passports, and Emergency forms located in the Substitute Folder to familiarize yourself with the students' names and individual information.

## Start of the Day

- ◆ Be in the room or at the buses when students arrive.
- ◆ Greet the students.
- ◆ Introduce yourself.
- ◆ Follow the established routine as shown in the Substitute Folder.
- ◆ Complete the Attendance Form.

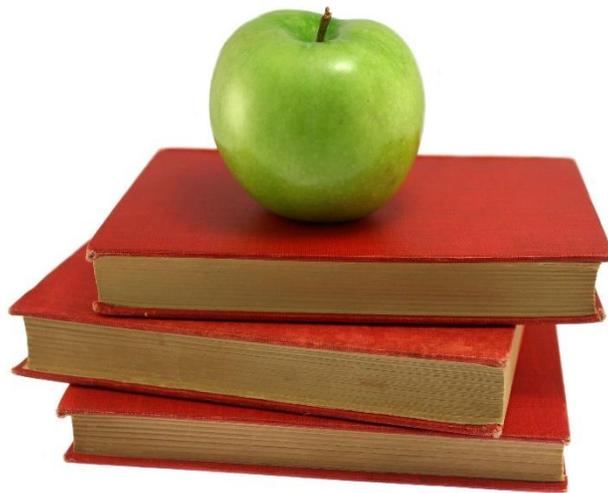
## End of the Day

- ◆ Routine dismissal procedures should be in the Substitute Folder.
- ◆ Leave the room in an orderly fashion.
- ◆ Return teacher manuals to the appropriate location. Leave any assignments collected for the teacher.
- ◆ Complete Substitute Feedback form located in the Substitute Folder.

# Rewards of Substituting

We know you will enjoy your substitute experience. By sharing your time with our students and staff, you will:

- ◆ Be given the opportunity to use your skills and talents.
- ◆ Gain a better understanding of how children learn.
- ◆ Increase the student's motivation for learning.
- ◆ Know the work you are doing directly affects the quality of education for the children of our community.
- ◆ Have the opportunity to learn valuable new skills that you might utilize in future endeavors



# Your Responsibility as a Substitute

As a substitute, you are responsible for maintaining a professional attitude of mutual respect and confidence. Your cooperative attitude, expressed in the willingness to provide needed services, is deeply valued.

## You Should:

- Be punctual.
- Notify the SESE Central Office in case of an absence or late arrival.
- Sign in and out on the SESE time sheet provided in the office.
- **Practice the professional ethics of confidentiality. (Not discussing teachers, students or school affairs at any time)**
- Be supportive and offer assistance under professional supervision and direction.
- Set a good example of appearance and behavior for students.
- Contact the SESE classroom supervisor if you are not satisfied with your placement or have any concerns.

## Remember That...

- The SESE Classroom Supervisor has the basic responsibility for the substitute program.
- The Substitute has the responsibility for carrying out the content and technique of instruction and classroom management.

## Accentuate the Positive

Students who feel accepted and liked can learn and be successful in school. Here are some ways in which school substitutes are able to help students have those feelings:

- Learn the students' names.
- Let them know they are important.
- Praise students for success.
- Always be sincere and honest.
- Listen carefully to what the students tell you.
- Show a genuine interest in each student.
- Accept the students as individuals.

# Screening & Registration

Any person interested in substituting with SESE must complete the entire application process including background and reference checks. We are concerned with the safety of our students and; therefore, have developed a detailed process for approving substitutes. We will check the following for each person interested in substituting with SESE:

- State and Federal Sex Offender Databases
- Nationwide Criminal Record Search
- Child Murderer and Violent Offender Against Youth Database
- Current and Previous Employer(s)

SESE will contact the local ROE to confirm if you are approved to substitute. You will be required to abide by the following requirements regarding your presence on SESE premises or while a chaperone on a field trip.

# Substitute Safety & Conduct Guidelines

These guidelines have been developed to provide our students with a safe environment as well as to protect our substitutes.

## **Classroom Management:**

Substitutes should not take any disciplinary action. This is the Classroom Teacher's or SESE Classroom Supervisor's responsibility. However, substitutes should make the Classroom Teacher and/or SESE Classroom Supervisor (if the Classroom Teacher is absent), aware of any misbehavior or crisis.

## **Dismissal of Students:**

Substitutes may never dismiss a student from school. Under no circumstances may a substitute take a student off campus.

## **Dress & Behavior:**

Substitutes are required to take the lead from the professional staff and dress appropriately for the job. Your appearance should attract no undue attention.

**Smoking Policy:** All school campuses are smoke-free.

# Substitute Safety & Conduct Guidelines

## **Medication Administration:**

A substitute should never administer medication to a student. Follow the procedures outlined in the Substitute Folder.

## **Confidentiality:**

It is very important that matters relating to the students with whom you are working, information relayed by teachers concerning the student, all school records, and any related instances be kept confidential at all times. Names, instances, and conversations should not be repeated to anyone who is not directly involved. All information relevant to your substitute duties and responsibilities is listed within the Substitute Folder (i.e.: Student Passports, Emergency Forms).

## **Emergency Action Plan:**

Substitutes should be familiar with the fire escape routes and disaster routines for the specific rooms in which they will be working. These should be located in the Substitute Folder.

## **Mandated Reporter**

Any substitute who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report to the SESE Classroom Supervisor and shall report such a case to the Illinois Department of Children and Family Services at 1-800-252-2873.

# Guidelines for Safe Interaction with Students

All interaction with students, staff, and substitutes should be professional and focused on teaching and learning. The following guidelines are provided for the protection of everyone involved.

## Physical Contact with Students

SESE encourages you to avoid physical contact with students. Substitutes should be sensitive to a student's personal space and comfort level. If you have physical contact with students, please limit its use to encouraging and acknowledging a student's efforts and accomplishments. Appropriate physical contact in these instances should be brief, should not linger, and should not differ from student to student. No face-to-face hugs are allowed.

- ◆ Do not make sexist or sexual comments.
- ◆ Avoid innuendo.
- ◆ Talk to and treat all students in the same manner.
- ◆ Avoid being alone with students.
- ◆ If alone with a student, be in a visible and open location.
- ◆ Do not spend too much time with one student or group of students.
- ◆ Maintain appropriate boundaries between adult and student.
- ◆ If you notice a student developing a personal interest, please see the SESE Classroom Supervisor immediately.

SESE does not encourage or sanction substitutes /student contact outside the structure of the school day, building, or school-related activities. This means that you:

- ◆ Do not provide your phone number to any student and do not ask for the phone number of any student.
- ◆ Do not provide your address to any student and do not ask for the address of any student.
- ◆ Do not offer or agree to transport any student at any time.
- ◆ Do not engage in private tutoring sessions outside of the school building, or days and hours of operation.
- ◆ Do not give any gifts to students or receive gifts from students.
- ◆ Do not engage in social media practices with any student.

# Working with Students

- ◆ Call students by name. Make every effort to pronounce and spell each name correctly.
- ◆ Observe techniques used by the permanent staff members and model them when working with students.
- ◆ Accept children as they are even though their background, values, vocabulary, and aspirations may be different from your own.
- ◆ Encourage and praise students to make them feel good about themselves even when they are having difficulty. Let them know that you care and praise them for even the smallest success.
- ◆ Encourage students to do their own thinking. Give them plenty of time to answer your questions. Encourage independence as much as possible throughout the daily classroom routine.
- ◆ It is okay to admit that you do not know the answer or that you do not know what to do. Work on finding answers together or ask a permanent classroom staff member for assistance.
- ◆ Always be consistent with the teacher's and SESE Classroom Supervisor's expectation for classroom management and student behavior.
- ◆ Reinforce good behavior by letting them know how proud you are and that you appreciate their effort.
- ◆ Keep students on task so that they can learn as much as possible in the short amount of time that they spend with you. Avoid letting one or more students get you off-track for long periods of time.
- ◆ Do not leave a student or small group of students without supervision.
- ◆ Positive encouragement goes a long way in helping students.

# What Should I Do If...

## **A student is injured:**

No matter how minor the injury is, you should immediately notify the School Nurse and/or SESE Classroom Supervisor. Complete the SESE Accident Form, online.

## **A student becomes ill:**

If a student complains of not feeling well, you should accompany the child to see the School Nurse. The School Nurse makes the decision per school district policy as to whether the parent/guardian needs to be contacted and the student needs to be sent home. The nurse or the classroom teacher will contact the parent/guardian as to the decision. In the event, the child does go home, this change should be reflected on the classroom attendance form. In regard to medication administration, follow the medication administration procedures outlined in the Substitute Folder.

## **Someone asks to see a student:**

If any person asks to speak to or take a student, you must direct that individual to the school office. Under no circumstances should you grant such a request. All classroom visits should be pre-arranged with the SESE Classroom Supervisor. The classroom will be notified of any planned visits.

## **A problem arises:**

If you should encounter any type of problem with your role, please discuss it with the SESE Classroom Supervisor.

## **Someone asks you how a student is doing:**

As it becomes known that you are working in the school, you may be asked questions concerning specific students. If a parent or friend inquires as to the student's progress, you say, "Due to confidentiality, I cannot talk to you about any specific students."



# When Inappropriate Behavior Occurs

Remember that discipline is not ultimately your responsibility; however, some suggestions may help when inappropriate behaviors occur:

- ◆ Follow the classroom management system that is outlined within the Substitute Folder and/or the SESE Classroom Supervisor's lead in discipline matters.
- ◆ Expect cooperation and indicate your confidence in the student that a behavior will improve, or misbehavior will not occur.
- ◆ Remain calm and objective; control your own temper.
- ◆ Do not embarrass students in front of their peers.
- ◆ Speak in private about misbehavior. Avoid power struggles. Never threaten students.
- ◆ Do not punish an entire group because of the actions of one.





# Drug & Alcohol-Free Campus

All SESE workplaces are drug-and alcohol-free workplaces. All substitutes shall be prohibited from:

1. The use, sale, possession, distribution or transportation of drugs (including cannabis, medical cannabis, cannabis concentrate, and any cannabis-infused products), controlled substances or alcohol while on SESE premises or performing work for SESE are strictly prohibited and may result in discipline up to and including termination of assignment.
2. Drugs (including cannabis, medical cannabis, cannabis concentrate, and any cannabis-infused products) and alcohol may not be bought, sold or consumed on any SESE-owned or leased property (including vehicles, parking lots, and jobsites). Substitutes are prohibited from consuming alcohol, cannabis, medical cannabis, cannabis concentrate, and any-cannabis infused products while on work time, including during meal periods and breaks.
3. Any substitute who is using prescription or over-the-counter drugs that may impair their ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.
4. Substitutes will not be permitted to work while under the influence of alcohol, cannabis, medical cannabis, cannabis concentrate, cannabis-infused products, or with a detectable level of prohibited drugs in their systems. Prohibited drugs include both illegal substances, cannabis, medical cannabis, cannabis concentrate, cannabis-infused products, alcohol and prescription drugs that have not been specifically prescribed by a registered physician for specific treatment purposes for the employee. While the SESE has no intention of intruding into the private lives of its substitutes, we do require all substitutes to report to work in a condition that allows them to perform their duties and not impair the safety of fellow employees. Individuals who appear to be unfit for work may be subject to a fitness-for-duty examination at a designated medical facility, shall be subject to random drug and alcohol testing, and shall be subject to discipline up to and including termination of assignment.
5. Any substitute who is involved with on-the-job or off-the-job illegal drug use, sale, possession, dispensation, unlawful manufacture, transportation, or distribution may be considered in violation of this policy. In deciding what action to take, SESE will take into consideration the nature of the charges including arrest, conviction, plea bargains and substitute's assignment and record with SESE. In addition, SESE will consider any adverse effect the substitute's actions may have on its clients, other employees, the public, or the SESE's reputation and image
6. SESE does not intend to authorize indiscriminate searches of lockers, desks or personal effects on the SESE's premises, but we do reserve the right to authorize searches for illegal drugs, cannabis, medical cannabis, cannabis concentrate, cannabis-infused products, alcohol, or contraband.

# Sexual Misconduct Policy

SESE will not tolerate and will seek to eradicate any behavior by its employees, substitutes, or others which constitutes Sexual Misconduct toward another employee, substitute, or other. “Sexual Misconduct” means any actual, attempted or alleged sexual molestation, assault, abuse, sexual exploitation or sexual injury. “Sexual Misconduct” does not include “sexual harassment.”

## **Reporting Procedures and SESE Complaint Manager**

It is the express policy of SESE to encourage victims of Sexual Misconduct, and their parents or guardians, in the case of minors, to come forward with such claims. SESE has a Complaint Manager who shall remain accountable for implementation and monitoring. In order to conduct an immediate investigation, any incident of Sexual Misconduct must be reported as quickly as possible in confidence, as follows:

## **Employees and Substitutes**

Employees and Substitutes are required to report any known or suspected incidents of sexual misconduct according to the Illinois mandatory reporting guidelines. They must also report to their direct supervisor, SESE administrator or the Complaint Manager. If the report is made to the SESE Classroom Supervisor, that individual shall immediately notify the SESE Complaint Manager. If the person to whom an employee or substitute is directed to report to is the offending person, the report should be made to the next higher level of administration or supervision.

## **Children**

Each year, parents or legal guardians of children shall be advised of the contents of this Sexual Misconduct Policy and be instructed to report any incident of known or suspected sexual misconduct to a SESE Classroom Supervisor, unless that individual is the offending person. If the complaint is made to the SESE Classroom Supervisor, that individual shall follow Illinois mandatory reporting policy and immediately notify DCFS in collaboration with the SESE Classroom Supervisor.

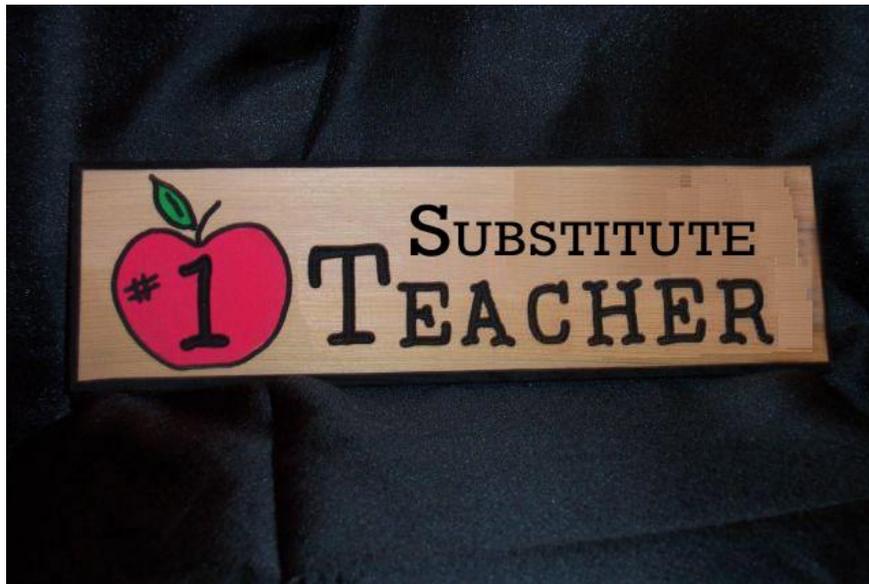
## **Investigation & Confidentiality**

All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties’, confidentiality cannot be guaranteed.

## Discipline

Any SESE employee or substitute who is determined, after an investigation, to have engaged in sexual misconduct in violation of this policy will be subject to disciplinary action up to and including termination of employment. False accusations regarding sexual misconduct will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including discharge, with regard to employees or substitutes.

SESE will discipline any individual who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies, assists or participates in an investigation, a proceeding or a hearing relating to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.



# Acknowledgement, Agreement & Receipt of Substitute Handbook

The undersigned hereby acknowledges receipt of a copy of the Substitute Handbook.

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Substitute Signature

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Witness Signature

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Date

(This acknowledgement and agreement will be retained in the substitute's file)

