



EUREKA UNION SCHOOL DISTRICT

Substitute Handbook

Introduction -

Welcome to Eureka Union School District. This handbook is meant to be a helpful resource for you and provide information to make your journey as a substitute with EUSD successful. We value our substitutes and you help Eureka Union School District maintain a productive and successful environment for our students in the absence of our employees from their permanent classroom team.

Compensation -

All substitutes pay periods are run once each month and are paid the 10th of the month after you work. For example, work completed in January is paid February 10, etc.

Certificated substitutes are paid via work scheduled in Red Rover.

Classified substitutes must turn in 1 timesheet per site per month to the school principal by the end of each month.

All substitutes are paid through direct deposit or via US Mail. A notice of direct deposit is sent via email or a check is mailed to the address we have on file.

Changing your Contact Information -

If a substitute has a change of address, email address or phone number OR if a substitute desires to be removed from EUSD's substitute list, please put the request in writing to Patti Bell at pbell@eurekausd.org or Human Resources at humanresources@eurekausd.org.

Confidentiality -

Student information is highly confidential. This includes details about a student's academic performance, behavior, abilities, health, and family dynamics.

Student information should only be shared with colleagues only as needed within the context of their job duties.

Never discuss or share student information with anyone outside the school except as required by law.

Do not share student information on personal social media channel.

State and Federal law requires that student education records be maintained as confidential. Confidential information and records may not be disclosed except as authorized by Board policy and administrative guidelines.

Individuals who have access to confidential information and records while employed by EUSD (including substitute employees) are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing, or otherwise disseminating confidential information or records after terminating employment with the school district.

When in doubt, contact the classroom teacher, a school principal, or a school counselor for guidance.

How Substitutes Are Contacted to Work -

The Eureka Union School District (EUSD) relies on an automated service, Red Rover to manage absences and contact substitutes. School secretaries may also call substitutes to fill open positions but that is only if a position has not been filled.

Red Rover is available to you 7 days a week, 24 hours per day.

Set up: When you are hired, you will receive a “welcome” email from Red Rover with instructions on how to use the system. We recommend downloading the Red Rover app once you set up your account. Individuals who sub in other districts that use Red Rover may combine the accounts.

Notifications: With Red Rover, you will receive text messages or push notifications (if you use the app) and not robocalls. You are also able to search for and accept jobs. Sub jobs often become available the evening before an assignment and early in the morning on the same day. Accepting these last-minute positions is extremely helpful to the school district.

Questions: For specific questions regarding Red Rover, contact Patti Bell at pbell@eurekausd.org.

Assignment Changes: While it does not happen often, sometimes staffing circumstances require a change in your assignment after you arrive. The school principal or front office secretary has the authority to reassign you to other duties based on that school’s needs. The school district will make any necessary changes in Red Rover if your assignment is changed.

Expectations & General Guidelines for the School Day -

Dress Code: Dress professionally. Avoid ripped jeans, sweatpants, or shorts. If you're unsure, dress more formally. P.E. teachers may wear athletic clothes.

Supervision: Never leave students alone at any time.

Job Duties: You are expected to take on all the regular teacher's responsibilities and assigned duties.

Additional Tasks: Administrators may ask you to perform other tasks when you don't have scheduled classes.

Confidentiality: Always be professional. Keep all private information you learn while working confidential.

Classroom Technology: Do not use the classroom computer without permission.

Focus on Students: Avoid inappropriate behavior like eating in front of the class or doing personal tasks such as reading, paying bills, crafting, or using your personal cell phone. **Your focus should be on teaching and supervision.**

Personal Items: Bring only minimal personal items and do not bring valuables. You will be given a place for your coat and a few personal items.

Report Incidents: Report any abnormal happenings or serious incidents to the principal.

Daily Procedure -

Start and end times for your substitute position are noted in Red Rover.

Check In: Report directly to the school office. You will obtain a Temporary ID badge along with a key to your classroom. You will be advised of any special activities for the day and directed to your assigned location. The school principal and school staff are always available to assist you to ensure that your day is successful and enjoyable. Obtain a Substitute temporary identification badge from the school office, and please wear it visibly the entire time you are in the school building. Return your ID badge to the office when you check out for the day.

Lesson Plans:

Certificated Substitutes: Implement the regular teacher’s lesson plans and routines as closely as possible. Do not leave the classroom and assume another adult is in charge. You are responsible for the

class. **Never leave your students unsupervised.**

To help, the following information should be available in the teacher's substitute file:

- Daily Schedule
- Class rosters and seating charts
- Lesson plans or where to find lesson plans
- List of reliable students
- Information about students with special needs
- Location of supplies and materials
- Name and location of other teachers that can be of assistance to you
- Emergency procedure

Classified Substitutes: Implement the procedures and activities as directed by the classroom teacher.

Attendance: Attendance should be taken at the start of the day/each class period, following the school's procedure.

Planning Time: Substitutes are often assigned other teaching or non-teaching duties during the regular teacher's planning time. If a substitute does not receive other duties, then planning time should be used to review lesson plans, prepare lessons, grade papers, etc. Substitute teachers may not leave the building during planning time.

Communicate: You may leave detailed notes for the regular teacher at the end of the day. Include any pertinent information such as:

- Work covered in each subject/class period
- Assignments made and work collected
- Any unique situations such as discipline problems, injuries, illnesses, notes from parents
- Record of money paid by the students for books, pictures, supplies, or miscellaneous articles

Close Up: Before departing for the day, close all windows and turn off all lights, computers, printers, and other electronic equipment. Put materials and equipment back where you found them.

Checkout: Report to the school office before leaving the building. Return badge, keys, and confidential information.

Discipline Policies -

- The teacher must ensure appropriate supervision and care for the individual student as well as the entire class. Responses may be directed by school policy or rely on the teacher's sound judgment.
 - If you are in doubt, you may refer the student to the school principal.
- Provide appropriate **wait time** for student responses; do not require or expect immediate compliance or answers.
- Ensure that all directions given to students have a clear purpose and, when appropriate, explain the rationale. Act with honesty, fairness, and approachability.
- Acknowledge that every student has positive qualities and make a deliberate effort to recognize and reinforce appropriate behavior and effort.
- Interact with students in a constructive and supportive manner rather than a punitive one.
- Maintain professionalism at all times by exercising self-control, using humor appropriately, and avoiding displays of anger.
- Listen respectfully to student suggestions, concerns, and complaints.
- Perform all duties with sincerity and professional integrity.

- Respect each student's right to hold individual opinions and personal beliefs, provided they are expressed in a courteous and respectful manner.

Dismissal Procedures for Students -

Early Dismissal: Students must **not** be released early to an unauthorized or unknown individual. All visitors on campus are required to check in at the school office. If they are checking out a student early, the office staff will ensure they are allowed per the emergency card. The office staff will call the classroom and request that the student is sent to the office.

After School Dismissal: Do not detain a student after school. Buses depart very soon after school and the crossing guards are limited to 10 minutes after the bell rings.

Contact the office if you have a question about student dismissal.

Emergency Procedures for Students and Staff -

Student Emergencies (Accident, Illness, etc.):

1. **Immediately notify the school office.**
2. Follow all **District emergency procedures** appropriate to the situation.
3. The school office is responsible for notifying the student's parents/guardians.

Staff Injuries/Illness:

1. **Immediately notify the school office.**
2. If there is an **injury/accident** a report must be filed immediately by calling AMC CallConnect at **1-844-691-4111**.
3. The office staff will follow up with you to provide you with the necessary forms to complete and sign.

Fire, Weather, Lock Down, Evacuation -

You should be familiar with and prepared to implement emergency procedures. This includes knowing the proper exits in case of fire or building evacuation, safety areas in the event of severe weather, and procedures for a Safety Alert or other building emergency. You should understand what this means for the school in which you are working.

Physical Demands/Requirements -

The following duties represent the essential functions typically performed in school settings, including classrooms, gymnasiums, cafeterias, auditoriums, and recreational areas. The position may involve frequent walking, standing, stooping, and lifting, as well as other physical activities. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Occasional travel with students on field trips may be required. The position requires effective verbal communication to exchange information and the ability to receive and understand information at normal conversational levels. Visual acuity is required to prepare and review written or electronic materials, assess the accuracy and completeness of work, and monitor the general environment and student activities.

The employee may be exposed to indoor and outdoor environmental conditions, varying noise levels, and potential hazards. Occasional assistance with the movement of students using wheelchairs or other mechanical devices may be required. The position may involve regular instruction and interaction with students with disabilities and daily close contact with students on assigned workdays.

Regular contact with other staff members and school administrator(s) is required. If you have concerns or need additional information, please contact human resources at humanresources@eurekausd.org

Social Media (Computer Technology & Networks) -

The Eureka Union School District is committed to the effective use of technology to enhance student learning and improve efficiency within the school system. When lesson plans include internet use, substitute teachers are responsible for ensuring that students demonstrate appropriate and responsible online behavior.

Substitute teachers must ensure that students do not participate in unauthorized chat rooms, blogs, or similar online activities. They must be able to recognize behaviors that constitute cyberbullying and understand that cyberbullying is a violation of District policy. Any incidents observed must be reported immediately to a school administrator.

Social media includes internet-based applications that facilitate interactive communication among users. Substitute teachers are required to adhere to the District's Computer Technology and Network Policy and to ensure that students comply with this policy at all times.

Substitute Teacher "To Do" List -

- DO be on time.
- DO be interested and enthusiastic.
- DO introduce yourself and check in with the school secretary.
- DO seek information as needed from other teachers and the school administration.
- DO contact the regular teacher when possible if the assignment is for a long-term basis.
- DO enrich the instructional program with information that is pertinent to the subject.
- DO see that the room and equipment are left in good order.
- DO read and follow the instructions as left by the regular classroom teacher.
- DO feel free to leave a brief report for the regular teacher.
- DO remember that all student records are confidential.
- DO remember that you are employed to continue the educational climate in the classroom.
- DO maintain good discipline.
- DO remain at school until the students have been dismissed.
- DO return keys, ID badge, and records to the school office.

Performance Issues That May Result in Removal or Exclusion from Substitute Employment -

The following examples of behaviors or performance concerns may result in removal or exclusion from substitute teaching assignments at an individual school site or throughout the district.

- Ineffective classroom or student management, including failure to actively engage students in instruction or assignments. Substitute teachers are expected to remain actively involved with their class or assignment throughout the school day.

- Leaving a classroom or assignment unattended while students are present.
- Failure to maintain confidentiality of student information.
- Failure to implement lesson plans or work assignments provided by the classroom teacher.
- Making inappropriate comments about students, parents, staff members, or the school/district, or directing such comments toward them.
- Using foul, offensive, or inappropriate language in the presence of students or staff.
- Accepting an assignment and failing to report, or repeatedly canceling assignments at the last minute.
- Failure to arrive on time for an assigned duty.
- Touching students or staff inappropriately.
- Demonstrating unprofessional attitudes, including rude or discourteous behavior toward students, staff, or the public.
- Failing to provide adequate supervision of students or creating situations where students are unsupervised.
- Using electronic devices (e.g., cell phones, tablets, laptops) during assignments for any purpose other than supporting classroom instruction. Devices should be turned off or silenced during work time; phone calls and texting are prohibited while responsible for students.
- Leaving the assigned work area or building during assigned hours without explicit permission from a principal or supervisor.
- Using Red Rover K12 or similar platforms to search for additional assignments while responsible for students.
- Dismissing students early from class or at the end of the school day.
- Unprofessional or inappropriate dress.
- Unauthorized or inappropriate use of school resources, including computers, phones, or instructional materials.
- Reporting to or performing duties under the influence of alcohol or drugs.
- Use of tobacco products, including electronic cigarettes, on school grounds or in vehicles on district property.
- Bringing personal food to the classroom for oneself or students without authorization.

Public Schoolworks Training - Required Annually -

All substitute employees must complete all assigned training modules within a specified time period to continue as a substitute. You will receive information annually about completing this online training. All training must be completed by November 15 each year.

Reasonable Assurance -

All substitutes working with Eureka Union School District have reasonable assurance of returning to work in a substitute capacity after the close of all holiday and recess periods during the school year. Most substitute services are not needed during the summer unless you are notified in writing or apply and accept a position with summer school.