

# **SPRING HILL SCHOOL DISTRICT**



# **SUBSTITUTE TEACHER HANDBOOK**

**SPRING HILL SCHOOL DISTRICT**  
633 Hwy 355 W  
Hope, AR 71801  
870-777-8236

Adopted: 12/19/13



# INTRODUCTION

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Welcome to the *Spring Hill School District*. We feel very fortunate to have you join our team as a substitute teacher. Substitutes play an integral part in our effort to provide the best education possible for our students.

The information contained in this booklet is intended to assist you as you begin your duties. It will describe some policies and procedures established by the District. We want your experience here to be positive and successful. We hope that the information provided will help make your job easier as a substitute teacher. You are a valuable part of the educational progress of the *Spring Hill School District*.

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## ADMINISTRATION

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Superintendent-Mrs. Angie Raney  
Administrative Assistant/Accounts Payable-Mrs. Tanya Dougan  
District Treasurer-Mrs. Kay Miles  
870-777-8236

High School Principal-Mr. Steve Britton  
Secretary-Mrs. Renay May  
870-722-7430

Elementary School Principal-Mrs. Audrey Chandler  
Secretary-Mrs. Tina Huckabee  
870-722-7420

Food Service-Mrs. Julie Allison  
870-722-7434



**Spring Hill School District**



## **Vision**

To develop productive, independent individuals through a positive and safe environment by promoting high expectations, equity, and sound citizenship in order to build the bridge between school and lifelong success.

## **Mission**

**Believe**

**Attitude**

**Encourage**

**Respect**

**Succeed**

### **Core Beliefs:**

1. Faith and character sets us apart.
2. We want to be here!
3. All are valued.
4. Parent/Community involvement is essential.
5. Learn to your potential!
6. Effective communication is key.



# EMPLOYMENT POLICIES AND PROCEDURES

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## **Hiring**

In order to be hired to substitute, all necessary paperwork and fees must be turned in and approved in the superintendent's office. After working for the district thirty days, substitutes will be reimbursed \$56.50 for background checks and fingerprinting. *This amount subject to change as fees change.*

## **Training**

New substitutes to the district must attend a mandatory one hour training prior to being placed in the classroom. Training will be coordinated by the district.

## **Drug Free Workplace**

Spring Hill School District believes that employee use of alcohol and illicit drugs is both wrong and harmful. Consequently, the District has established a code of employee conduct that prohibits the use, possession and distribution of alcohol and illicit drugs by employees on school premises or as part of any school activity regardless of the location. Compliance with this code of conduct is mandatory.

## **Emergency Procedures**

Each school has emergency procedures that can be implemented on short notice to ensure optimum safety for students and school personnel. Principals conduct fire, tornado and other emergency drills designed to assure the orderly movement of students and personnel to the safe areas. Emergency procedures for each campus are posted. Be familiar with these procedures.

## **Professional Conduct**

Substitutes should endeavor to maintain the dignity of the teaching profession by demonstrating personal integrity and exemplifying honesty. Each student should be dealt with in a considerate and just manner. The substitute teachers must *never* reveal confidential information concerning students unless disclosure is required by law.

## **Teacher Attire**

Substitutes should be suitably dressed in a fashion that reflects the dignity of the teaching profession. Substitutes are expected to follow the same dress code as certified teachers. No jeans with holes, shorts, tank tops or spaghetti strapped shirts are permitted.



# EMPLOYMENT POLICIES AND PROCEDURES

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## Emergency Substitutes

Certain instances will warrant the need to contact a substitute on the day they are needed.

## Release of Students

Any person, other than a school employee, who comes to the classroom requesting that a student be released from school, **must** be directed to the principal's office.

In any event, students are not to be released from the classroom without official notice from the principal.

## Discipline

The substitute is expected to maintain discipline in the classroom. Steps must be taken to protect the students and the educational climate of the school. If you are quiet in manner, firm and fair, friendly and professional, you will find that your classes will readily adapt to your standards for classroom conduct.

Begin your class on time.

Be friendly, but there is a vital difference between friendliness and familiarity.

When you feel there may be a need for support, don't hesitate to notify the principal's office.

Supervision of halls and corridors is a responsibility of all teachers, especially between classes when pupils are moving from one location to another.

Become acquainted with the Employee and Student handbooks and with all school policies as soon as possible. Familiarize yourself with all school procedures and regulations. Policies set forth by the school board and student handbook are available in the principal's office and online at <http://springhill.k12.ar.us>.



# EMPLOYMENT POLICIES AND PROCEDURES

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## Lesson Plans

It is the responsibility of the regular classroom teacher to leave detailed lesson plans for the substitute, and it is the responsibility of the substitute teacher to follow those plans as closely as possible. Substitute teachers should not deviate from lesson plans unless all plans that were left has been completed.

Leave a brief summary of the work completed, or not completed, as well as any other information that would be helpful to the regular teacher.

Avoid changing the seating arrangements or any other facet of the room organization except for temporary grouping of pupils for instruction or committee work.

## Classroom Care

Each teacher should assume the responsibility of maintaining a neat, clean and attractive classroom. Maintenance employees will do the major portion of the housekeeping. However, it requires very little time at the end of day to leave the classroom neat.

If you need additional classroom supplies, please notify the school secretary.

## Student Attendance

If a child is absent **please make sure to mark it on the attendance sheet.**

Students are to remain in the classroom except in cases of emergencies. Bathroom and water fountain visits should be completed between classes or during scheduled times. Students are not allowed to go to the principal's office to ask questions and such. If a student needs information, please use the intercom to contact the office to find out necessary information. High school students may come to the office between classes to seek information if needed.

Tardy students must obtain an admit form in the principal's office.

## Cell Phones

Employees are not to be on cell phones when students are in class. Cell phones should only be used during your conference period or lunch time.



## HINTS FOR SUCCESS

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1. Be on time and remain on duty for the entire day.
2. Follow, as closely as possible, the lesson plans arranged by the regular teacher.
3. Be involved as the students work on assignments. Do not sit behind the desk and expect work to be done. Watch over and assist students. Keep them on task.
4. **Do not alter lesson plans** or change classroom procedures.
5. Attend faculty meetings while on long-term assignments. (Check with principal of when a faculty meeting is scheduled).
6. Assume all duties of the regular teacher.
7. Understand that regulations concerning discipline apply to substitute teachers as well as regular teachers.
8. When accepting an assignment, a substitute may not ask for early dismissal.
9. Ask for information from other teachers or the campus principal in the building where you are assigned.
10. Observe the regulations concerning excusing students from school.
11. Be familiar with the District's policies.
12. Leave the classroom in the same order as you observe it upon arrival.
13. **Never leave students unattended** or in the care of other students.



## WORK SCHEDULES AND SALARY POLICIES

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### Work Hours

Substitutes are required to work the same hours as regular teachers and to follow the normal schedule. Currently, the work day is 7:45 a.m. to 3:15 p.m.

Substitutes must report immediately to the Principal's office upon entering the building to complete arrival procedures. Inquire about special activities that may be scheduled for the day and about any special duties assigned to the regular classroom teacher.

If the substitute is teaching for an extended time, he/she should attend all scheduled meetings. In case of doubt, make inquiry of the campus principal.

Get acquainted with the neighboring classroom teachers. They can help you to comply with standard operating procedures.

### Salary Scale

Teacher substitute:	Degreed person	\$ 56.00 day
	Non-degreed	\$ 51.00 day

For additional information regarding Substitute Teaching within the Spring Hill School District, please contact the personnel office at (870)-777-8236.

## EMPLOYEE INTERNET USE AGREEMENT

Name (Please Print) \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

The Spring Hill School District agrees to allow the employee identified above (“Employee”) to use the district’s technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Employee’s use of the district’s access to the Internet is a privilege conditioned on the Employee’s abiding by this agreement.
2. Acceptable Use: The Employee agrees that in using the District’s Internet access he/she will obey all federal and state laws and regulations. Internet access is provided as an aid to employees to enable them to better perform their job responsibilities. Under no circumstances shall an Employee’s use of the District’s Internet access interfere with, or detract from, the performance of his/her job-related duties.
3. Penalties for Improper Use: If the Employee violates this agreement and misuses the Internet, the Employee shall be subject to disciplinary action up and including termination.
4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
  - a. using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
  - b. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
  - c. posting anonymous messages on the system;
  - d. using encryption software;
  - e. wasteful use of limited resources provided by the school including paper;
  - f. causing congestion of the network through lengthy downloads of files;
  - g. vandalizing data of another user;
  - h. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
  - i. gaining or attempting to gain unauthorized access to resources or files;
  - j. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
  - k. using the network for financial or commercial gain without district permission;
  - l. theft or vandalism of data, equipment, or intellectual property;
  - m. invading the privacy of individuals;
  - n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
  - o. introducing a virus to, or otherwise improperly tampering with, the system;
  - p. degrading or disrupting equipment or system performance;
  - q. creating a web page or associating a web page with the school or school district without proper authorization;

- r. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
- s. providing access to the District's Internet Access to unauthorized individuals; or
- t. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
- u. making unauthorized copies of computer software;
- v. personal use of computers during instructional time; or
- w. Installing software on district computers without prior approval of technology director or his/her designee.

5. Liability for debts: Staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Employee signing below agrees that in using the Internet through the District's access, he/she waives any right to privacy the Employee may have for such use. The Employee agrees that the district may monitor the Employee's use of the District's Internet Access and may also examine all system activities the Employee participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system.

7. Signature: The Employee, who has signed below, has read this agreement and agrees to be bound by its terms and conditions.

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Date Adopted: June 30, 2003  
Last Revised:

**Spring Hill Public School  
Elementary Substitute Teachers  
Handbook Receipt**

Name \_\_\_\_\_

I hereby acknowledge receipt of my personal copy of the Spring Hill School District Substitute Teacher Handbook including the SHS Employee Internet User Agreement. I agree to abide by the rules and instructions governing employment at Spring Hill Public Schools. I have read and understand the requirements.

The information in this handbook is subject to change as situations warrant, and I understand that changes in the district policies may supersede, modify, or eliminate the policies summarized in this booklet. I accept responsibility for keeping informed of these changes.

I understand that I have an obligation to inform SHS of any changes in personal data such as phone number, address, etc. I also accept responsibility for contacting the Principal's Office if I have any questions or concerns and need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date