

# **THE INDEPENDENT SCHOOL DISTRICT OF BOISE CITY**

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## **SUBSTITUTE GUIDE**

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## **INTRODUCTION**

Welcome to the Boise School District! We are pleased that you are interested in joining the Boise School District as a substitute. When you consider all the time you spend with our students, you have a tremendous impact on their education. We want this time to be beneficial for the students and rewarding for you.

This substitute guide is designed to assist you in becoming a successful substitute within the Boise School District. We ask that you familiarize yourself with this guide as it contains substitute requirements, workplace conduct information, as well as other information to assist you as a substitute.

This guide, in addition to our web site, should also serve as a reference to answer your questions. If you still have questions, however, you may contact our office at 208-854-4074 between the hours of 8:00 a.m. and 4:30 p.m. You may also e-mail us at [subs@boiseschools.org](mailto:subs@boiseschools.org).

## **ROLE OF THE SUBSTITUTE**

A substitute teacher is in charge of the classroom in the absence of a regular teacher. A substitute teacher is responsible for following the lesson plan and guidelines set up by the classroom teacher. A substitute teacher is required to follow the instructions of a teacher, but also needs to ensure the established rules and procedures are maintained throughout the classroom in a professional manner. A substitute teacher needs to work closely with the Special Education Assistants and/or tutors assigned to the class. The assistants are an invaluable resource that will assist you in the classroom. Operating procedures and teaching methods may vary from school to school due to the nature of our various programs. It is important to maintain a positive working relationship between the staff and students.

A classified (or support) substitute covers for employees in a non-teaching position. These positions may include assisting the teacher in a classroom to overseeing playground and lunchroom behaviors; for more information on classified positions, please review the classified job descriptions contained within this guide. Like the substitute teacher, it is important to maintain a positive working relationship between the other staff members and students.

Substitute assignments may change based on the needs of the individual school. A substitute may be asked to accept assignments outside his/her background or educational training. Subs may also be asked to cover classes during a planning period. It is important to follow the lesson plan and maintain control of the classroom in the most positive way possible. If you arrive for an assignment and the school needs have changed and you do not feel comfortable with the change in assignment, let the staff in the office know. The staff will assist you with any questions and provide you with additional information needed for the assignment.

## **SUBSTITUTE REQUIREMENTS**

To begin working as a substitute, you must first meet all of our substitute new-hire requirements. Initially, you must attend a substitute orientation. At the orientation, you will:

- Be presented with information regarding substituting within our district.
- Receive and submit new-hire paperwork; such as W-4 and I-9 forms.
- Be fingerprinted to run a criminal background check.

In addition, if you are going to be substituting in a certified position, we require that you have a Bachelor's degree or higher; therefore, we must receive transcripts or a copy of your diploma prior to you working in certified substitute positions. We also require that all of our substitutes working in certified positions attend our Teacher Training class. It is mandatory that you attend the next available class after initial hire to continue working as a certified substitute.

Once you have met all the requirements above and your criminal background check has been approved (background checks may take up to a week or more for clearance to be received), you will be invited to begin working as a substitute.

The substitute office will notify you in writing when your background check is complete and assign you an employee ID and PIN number; this information will be used to access the SubFinder phone and web system. Please read all information that is sent to you as it will contain information for registering with the SubFinder system; substitutes will not be able to receive or review jobs online or via the phone if they have not registered via the SubFinder phone system.

### **Teaching Credential**

Substitutes that hold an Idaho teaching credential will need to provide a copy of the credential when hired and each time the certificate is renewed. Certification information will be maintained by the substitute in their online certified application.

### **Work Expectation**

Please know that in order to remain active on the substitute list you must work at least two (2) days per month.

### **Yearly Substitute Continuation**

Please know that to continue working as a substitute each school year, the substitute will be required to update your interest with the Substitute office. You will receive instructions near the end of each school year to update your interest for the following school year.

### **Email Communication**

In an effort to minimize postage and printing expenses, the Substitute Office will communicate with substitutes primarily via email. The Substitute Office will use the email address provided in the substitute's online application; therefore, it is the substitute's responsibility to ensure their email address is correct. Please note that emails from the Boise School District may sometimes be flagged as junk mail; thus, the substitute may need to check their junk mail folder and/or junk mail settings.

### **On-Call Employment**

The District supplements the regular work force with temporary and substitute workers to work on-call. A temporary or a substitute employee is hired for a limited term to fill a particular position or function. Substitutes are paid a daily rate, these positions are not eligible to any other benefits that may be paid or provided to the school district's full-time or part-time employees. The Independent School District of Boise City is under no obligation to provide continued employment (based upon evaluations contributed and site feedback). School sites also have the right to exclude substitutes from future jobs.

## **WORKPLACE CONDUCT**

The following are the minimum standards of conduct for substitutes. These standards are not intended to be all-inclusive nor intended to cover every possible situation. Violations of these standards will result in corrective action - ranging from a warning to dismissal. The severity of the corrective action will depend on the seriousness of the violation and the number and frequency of infractions committed. Minimum standards of conduct include, but are not limited to:

- A substitute abides by all federal, state, and local laws and statutes.
- A substitute maintains a professional relationship with all students, both inside and outside the classroom.
- A substitute will not take pictures (digital, photographic, video or any electronic media) of students.
- A substitute refrains from the abuse or inappropriate use of alcohol or drugs during the course of substitute assignments.
- Cell phones need to be turned off during class. Laptop computers, music players, hand held video games, magazines, books, and food or drink (other than water) are not permitted in the classroom.
- Using the school computer to job shop during assignments is prohibited. The substitute office runs a daily log of computer use and will be able to identify if a substitute is job-shopping during an assignment. Access to SubFinder will be temporarily blocked until the substitute office can discuss the situation with the substitute. If the activity continues, the substitute may be terminated from employment.
- A substitute will not engage students in discussions or procurement of services for an outside business with which the substitute may be employed.
- A substitute will refrain from touching students in an inappropriate manner. Do not place your hand over their mouth to silence them.
- A substitute will not provide students with their personal or business phone number or contact information.
- A substitute will not ask a student to meet with them for any reason outside of school.
- A substitute will not solicit, encourage, or consummate a romantic or inappropriate relationship and/or interaction (including, but not limited to: written, electronic, verbal, or physical) with a student regardless of age. Doing so is in direct violation with the School Board Policy and the Idaho Code of Ethics.

### **Appearance and dress**

- The Boise School District interacts with the public. When substituting in one of our schools, you are representing the district. Common sense in your personal appearance must be maintained in your cleanliness and neatness of clothing.

- Inappropriate attire is identified as any item of clothing that causes a distraction to other employees/students, or creates an unsafe environment.

### **Satisfactory Job Performance**

- Working with employees and students in a productive, cooperative, and positive manner.
- Following both oral and written instructions.
- Rendering honest, efficient, and effective services in the performance of duties.
- Obtaining materials, equipment, and tools needed for the job in the prescribed manner.
- Providing accurate records and reports when requested, including both oral and written.
- Being courteous to students, teachers, supervisors, administrators, other District employees, and members of the public.
- Maintaining a neat and clean appearance and wearing appropriate clothing for work.

### **Attendance**

- Completing assignments in the prescribed manner.
- Reporting for work on time and complying with procedures.
- Observing the provisions concerning lunch and rest breaks.
- Not leaving the District facility or work assignment during working hours without proper authorization, except in the case of emergency.
- Remaining at work until the scheduled end of your work schedule, unless the site supervisor has authorized an early departure time.

### **Maintaining Safety and Security Standards**

- Observing and complying with safety regulations and procedures.
- Immediately reporting all personal injuries as the result of work-related duties to the supervisor and on the appropriate form, which is available at each District facility.
- Wear the District visitor identification sticker or district issued substitute badge.
- Exercising proper care of District facilities and property. Failure to maintain this standard will result in the employee being required to reimburse the District for necessary repairs and/or replacement through payroll deduction.
- Reporting damage to, or theft of, District property immediately upon discovery.

### **Refraining from Inappropriate Behavior**

- Fighting or scuffling on District premises at any time.

- Using working time, material, and/or District facilities and equipment for personal work and activities including excessive use of District telephones and technology resources.
- Removing or borrowing District property without permission.
- Threatening, intimidating, using profanity, or interfering with other employees on District property, at any time, whether on or off duty.
- Making malicious, false, or derogatory statements that could reasonably result in damage to the integrity of the District or its employees.
- Distributing or posting literature on District property or posting or removing bulletin board notices without proper authorization from the supervisor.
- Unauthorized soliciting or selling on District premises during hours of duty.
- Acting in a manner that interferes with or disrupts the work environment, morale, or teamwork.
- Gambling on District premises.
- Allowing any unauthorized individual into any District facility.
- Smoking tobacco, using illegal drugs or being under the influence of, or using alcoholic beverages on District property.
- Sexually harassing another District employee or student. A separate policy prohibiting sexual harassment is provided in the classified handbook, titled "Sexual Harassment."
- Other acts inconsistent with reasonable standards of employee conduct.
- Changing a certified or classified employee's instructions without approval of the teacher or building principal.
- Verbally or physically abusing or harassing students or staff.
- Using inappropriate language or actions when dealing with students. Using inappropriate or unapproved books, videos, etc. in the classroom. **Do not** provide students with your personal contact information.
- Unauthorized use of the computer or Internet. Printing or copying of any documents not authorized by the teacher **and** not directly related to the classroom assignments.
- Working on personal business during the school day. This includes job shopping on SubFinder. Job shopping should NOT be conducted at any time during substitute assignment.
- Leaving the students unattended. Leaving school prior to job end time without authorization from the building administrator.
- Soliciting students for private enterprises. (For example, if you have a tutoring business or language school as a private business.)

## **CANCELLATION OF ASSIGNMENTS**

When a substitute teacher accepts an assignment he/she is making a commitment to the school. Assignments should only be canceled in case of an emergency. If an emergency arises the substitute should cancel the job as soon as possible. The substitute **must** notify the school via voicemail of the cancellation.

To notify SubFinder that you will no longer be able to fill an assignment:

- You must know the specific job number.
- Please cancel the job as soon as know that you can not meet the commitment. If you need to cancel within 24 hours of the job start time, please call the school to let them know. If it is after school hours, leave a voice message indicating that you are no longer available.
- If you are canceling within one hour before the job starts, SubFinder will not allow you cancel and will prompt you to notify the school so that they can remove you from the assignment and start the process to obtain another substitute.

## **SUBSTITUTE EXCLUSIONS/NEGATIVE EVALUATIONS**

A substitute can be excluded from any school site for any reason deemed necessary by the site administrator or the substitute office.

Incidents of a significant nature are reported to the substitute office by the school Principal via evaluation and/or site exclusion form. Unsatisfactory evaluations may result in administrative action ranging from a phone call to discuss the evaluation, to dismissal of the substitute.

If a Principal requests that the substitute be excluded from that site, his/her request will be honored and will result in a permanent exclusion. These reports are maintained in the substitute's personnel file at the District Office.

If substitutes receive three overwhelmingly negative evaluations, or if they are put on five school exclusion lists, the substitutes will be subject to disciplinary action up to and including termination. You may be blocked district wide and your pending jobs may be cancelled if we receive complaints which are determined to be serious in nature.

The Boise School District reserves the right to end a substitute's assignment at any time after receiving a negative evaluation and/or site exclusion. The District is under no obligation to provide continued employment.

### **Examples of Behaviors That May End Your Assignment**

This list includes examples that may end your assignment, but is not limited to the following:

- Leaving assignment early; you are expected to remain on the job for the entire time assigned to your assignment. You can not choose to leave when the students are released. Check with the office if you are not sure what to do if students are released for an assembly, etc. Remember, the students do have to return from the assembly and you need to be there.
- Late arrival.
- Not showing up for a job and not calling schools or sub office to notify.
- Job Shopping on assignment.
- Leaving assignment when students are in an assembly or music performance.
- Leaving classroom to get coffee during assignment (only breaks/lunch).
- Discussing school assignment, teaching methods/practices in a derogatory manner.
- Use of school computer resources during scheduled assignment.
- Reading personal books, using personal laptop computer, electronic devices, texting.
- Lack of classroom management/control.
- Allowing the classroom assistants to run the class while doing own personal business.

- Leaving site for lunch and not returning in a timely manner, leaving students unattended.
- Going to schools in the morning hanging around for a job, pestering secretaries and sub office to put them in a job that is calling out and is locked.
- Promoting self business at school, distributing self business materials to students.
- Asking students to work in personal business.
- Inappropriate touching of students, inviting students to coffee or to meet personally.
- Inviting students' parents out on a date while on assignment.
- Using school district resources to obtain personal information on a student who is a family member or a friend of a student.
- Never remove student details, addresses or any information off campus. Do not take school district and/or student information home and then email the teacher, parents and/or others with the details of the day after your assignment.
- Placing hand over students' mouths to shush them.
- Showing videos and pictures of a personal nature that have nothing to do with teacher instructions or district curriculum.
- Taking a shower at the school during a P.E. assignment (or any other time).
- Asking students to separate out boys on one side of the room, girls on the other and then pray.

## ARRIVING AT SCHOOL

We suggest that you familiarize yourself with the district before accepting your first assignment; this includes knowing the location of the school prior to beginning your assignment. You may visit the district's web site to view a map of where each location is.

### School Times

School start and end times are listed in the table below; this does not include early release days. You may visit the district's web site to view a list of the current times.

Elementary	<b>9:15 AM – 3:45 PM (grades 1-6)</b> (Amity, Hawthorne, Hillcrest, Lowell, Madison Early Childhood Center, Morley Nelson, Shadow Hills, Riverside, and Whittier)
	<b>8:45 AM – 3:15 PM (grades 1-6)</b> (All other elementary schools)
Kindergarten	<b>9:15 - 12:00 PM (1<sup>st</sup> Session)</b> <b>1:00 - 3:45 PM (2<sup>nd</sup> Session)</b> (Amity, Hawthorne, Hillcrest, Lowell, Madison Early Childhood Center, Morley Nelson, Shadow Hills, Riverside, and Whittier)
	<b>8:45 - 11:30 AM (1<sup>st</sup> Session)</b> <b>12:30 - 3:15 PM (2<sup>nd</sup> Session)</b> (All other elementary schools)
Junior High	7:25 AM – 2:55 PM (Times may vary depending upon school, be sure to check the job start time)
Senior High	7:50 AM – 2:56 PM  ("0" hour – 6:30 AM – 2:10 PM)

### Reporting to the School

When you arrive at the school, you will need to check in at the office. The principal or the school secretary will:

- Direct you to the classroom and provide necessary instructions.
- Assist in locating materials (including the substitute folder).
- Explain any unusual procedures for the day (fire drills, film, assembly, lunchroom, duty schedule, etc.).
- Be on call to help in case of emergency or unforeseen problems.

Be prompt in arriving and beginning your duties. You are expected to:

- Be at school at the time listed on SubFinder as the job start time. If you are going to be late, call the school office so that they can plan accordingly.
- Remain at school until the end time entered on SubFinder. You may not leave early unless it is authorized by the building administrator; leaving a position early without the building administrator's authorization may result in termination.

### Arriving in the Classroom

- Review the lesson plans, books, materials, and special procedures.
- Only use materials provided by the teacher or other school personnel.
- Locate and review emergency plans and specific behavior intervention plans for students.
- Put your personal belongings in a secure place when you arrive (Do not leave your belongings sitting out. It is your responsibility to keep them secured. We are not responsible for lost or stolen items).

### Itinerant Schedule

Some employees may work at more than one location; if a job is for an employee with multiple locations they will have an *Itinerant Schedule* which can be viewed online or may be available via the phone system *if* the employee has voiced their schedule. Please be sure that when accepting a job with an itinerant schedule that you review the times and locations prior to beginning the job.

*Screenshot of itinerant schedule under "Current Jobs". Click "Yes" to view schedule details.*

Good Morning  
Ima Tester

subfinder®

### Current Jobs

(A)- Employee's Schedule (S)- Same Times Every Day

Click on job ID to cancel job.

Job ID	Employee	Position	Special Instructions	Site	Description	Itinerant Schedule
13	FIORENZA, BRANDY. M.	1 ELEM BAND	No	<a href="#">Mountain View Elementary</a>	6/29/2010 at 8:15AM until 6/29/2010 at 3:45PM (A)	<a href="#">Yes</a>

### *Screenshot of Itinerant Schedule Details*



Tuesday	8:45 AM	9:45 AM	Koelsch Elementary
Tuesday	11:00 AM	12:00 PM	Mountain View Elementary
Tuesday	1:15 PM	2:15 PM	Horizon Elementary
Tuesday	2:45 PM	3:15 PM	Maple Grove Elementary

### **Discipline**

- Have firm but friendly control when working with students. Review the seating charts (if any) and identify the student helpers.
- Refer all disciplinary problems to the principal or person in charge. Review notes regarding specific students (e.g., special education, individual health problems, and behavior problems).

### **Confidentiality**

All information about students is confidential information and should be treated as such by you. To divulge information to unauthorized persons can result in termination from as a substitute.

### **Accidents and Medical Emergencies**

Act at once if an accident occurs that is serious enough to need immediate attention. All accidents should be reported to the principal. If possible, refer first aid concerns to the school nurse.

### **At the End of Your Assignment**

At the end of your assignment, we ask that you:

- Leave completed (and corrected) student work for the teacher.
- Return equipment and supplies to the proper storage areas. Leave the classroom in an orderly manner.
- Re-lock any cabinets that were locked when you arrived.
- Make sure the students have safely made it to the bus or designated areas for pick up.
- Return all keys to the appropriate staff.
- Direct any comments or concerns to the site administrator.
- Complete a Building Experience Form and submit it to the site administrator.
- Sign out of the Visitor Log Sheet prior to leaving the school.

In addition to completing the steps above at the end of your assignment, we also ask that you complete a final summary for the regular teacher (if substituting in a certified position). In your summary, be sure to include:

- What were you able to complete in the lesson plan.
- What were you unable to complete, and why.
- What you added to the lesson plan, and why.
- Which students were helpful and which were problems (be specific and give details).

## **CLASSIFIED JOB ASSIGNMENT DESCRIPTIONS**

The job descriptions below are meant to give a basic overview of classified job assignments; these descriptions may vary depending on the school at which you are working.

### **Administrative Assistant**

- Track class participant registration records.
- Assist in the preparation of the program catalog and requires experience working with the public.
- Bookkeeping.
- Entering data into district system applications.

### **Special Education Assistant (Preschool and K-12)**

- Incumbent works under the direction of a teacher to provide specially designed instruction to students with disabilities.
- Demonstrate patience in working with students of varying abilities and disabilities.
- Work effectively with students of varied backgrounds and abilities.
- Maintain student and district confidentiality.
- Operate classroom instructional equipment, standard office equipment, and a personal computer using programs appropriate to assigned duties.
- Establish and maintain effective working relationships with students, teachers, staff members, and other district personnel.
- Communicate effectively both orally and in writing.

### **Security Officer**

- Ability to communicate verbally and in writing (as needed) with students, parents, district staff, and patrons.
- Successful experience working with students involved in violent behaviors.
- Lost & Found, and writing parking tickets.

### **School Support Assistant**

- Assist in the school office or library.
- Provide a safe and secure environment.
- Maintain playground equipment.
- Document student conflicts.
- Works with the principle, teachers, counselors, and parents.

- Recess and cafeteria duty.

### **Behavior Interventionist**

- Provide one-on-one support and intervention for students with continuing emotional and/or behavioral problems.
- Assist in student needs, ranging from severe behavioral issues and/or learning difficulties to students with developmental needs, including self-help and impaired social and cognitive functioning.

### **Library Assistant**

A substitute may not work in this position until the district's library training has been completed.

- Responsible for administering the services of the school library.
- Manage student behavior.
- Perform library functions:
  - Checking books and materials in and out,
  - Assisting students and staff in locating books and electronic research materials,
  - Shelving books and collection management.
- Responsible for checking audio/visual equipment in and out, inventorying library materials and maintaining the library equipment.

### **Title One Tutor**

- Provide tutoring and supplemental instruction to students, primarily in math, reading and writing.
- Assist teachers and students in the Title I program.

### **English Language Learner (ELL) Tutor**

- Provide instruction in content area classes, including math.
- Assist ELL students with speaking, reading and writing English.
- Provide individual and small-group instruction.
- Administer ELL assessments and evaluations.
- Ability to establish and maintain an effective working relationship with district personnel, students and the public.
- Ability to correctly use English grammar, spelling and punctuation.

## **Health Technician**

This position requires a current CPR and standard First Aid certificate. In addition, a substitute must complete two job shadows and be approved to work by the district's Health Services supervisor; the Health Services Office will contact the substitute to make arrangements for the job shadowing.

- Prepare and/or maintain accurate records/files/reports (including
- Bookkeeping records) as assigned relating to the delivery of health services.
- Ability to use English grammar, spelling and punctuation correctly.
- Knowledge of laws and codes which control and limit the provision of health services.

## **SPECIAL EDUCATION PROGRAM DESCRIPTIONS**

- **Early Childhood Special Education:** A half-day preschool program for 3-5 year olds with a variety of developmental delays affecting communication, motor, and pre-academic learning skills. ECSE classes typically have 8-10 students and 1 classroom assistant.
- **Resource Room Programs:** Students in grades K-12 receive part-time special education instruction on an individual or small-group basis to support their advancement in the general education curriculum. Students may come to the Resource Room from their general education classrooms for this instruction.
- **Self-Contained Moderate/Severe Special Education Classrooms:** Students with a variety of moderate-severe disabilities receive the majority of their instruction in a setting outside the general education classroom. Instruction in pre-academic, basic academic, social, and behavioral skills is provided on an individual and small-group basis. Students assigned to these classes often mainstream on a part-time basis into general education classes. These classrooms typically have 12-14 students and several classroom assistants.
- **Self-Contained Severe/Profound Special Education Classrooms:** Students with a variety of severe-profound disabilities receive the majority of their instruction in a setting outside the general education classroom. Instruction in functional academics, communication, and independent living skills is provided on an individual and small-group basis. Students may require assistance with personal care and mobility, which may require lifting or physical support. Students assigned to these classes often mainstream on a part-time basis into general education classes. These classrooms typically have 8-10 students and several classroom assistants.
- **Self-Contained Classrooms for Students with Autism:** Students with autism who require a high degree of structure to the design of their school program receive individual and small group instruction in a setting outside the general education classroom. Instruction in pre-academic, academic, functional, communication, social, behavioral, and independent living skills is provided on an individual and small-group basis. Students assigned to these classrooms mainstream into general education classes and environments, when appropriate. These classrooms typically have 6-8 students and several classroom assistants.
- **Excel Classrooms:** Students with emotional and behavioral disabilities receive instruction in a setting outside of the general education classroom and/or are provided special education supports within general education classrooms, as appropriate. Specialized instruction in academic, social, and behavioral skills is provided on an individual and small-group basis. Students assigned to these classrooms mainstream into general education classes. These classrooms typically have 8-10 students and several classroom assistants.
- **Deaf/Hard-of-Hearing Classrooms:** Students who are deaf or hard-of-hearing may receive the support of sign language interpreters within their general education classes. Specialized instruction may be provided on an individual or small group basis in the DHH classroom to

support their advancement in the general curriculum and increase sign language skills. These classrooms typically have 6-8 students and several sign language interpreters.

## **PAYROLL INFORMATION**

Substitutes are paid on the 15<sup>th</sup> of each month for all assignments worked the previous month. For example, a substitute will be paid on February 15<sup>th</sup> for all assignments worked in January.

### **Daily Pay Definitions**

Half-Day: assignments that are up to 4 hours in duration

Full-Day: assignments over 4 hours in duration

### **Certified Substitute Pay Rate**

- **Regular Pay** - Substitutes will be paid **\$75.00 per full day** (\$37.50 per half day) when working certified positions.
- **Long-Term Pay** - Substitutes who work for the same teacher for **10 consecutive days or more** (half or full days), will be paid **\$105.00 per full day** (\$52.50 per half day) from the beginning of the assignment.

### **Classified Substitute Pay Rate**

- **Regular Pay** - Substitutes will be paid **\$65.00 per full day** (\$32.50 per half day) when working classified positions.
- **Long-Term Pay** - Substitutes, who work for the same classified employee for **10 consecutive days or more** (half or full days), will be paid **\$85.00 per full day** (\$42.50 per half day) from the beginning of the assignment.

A Substitute will only be paid for jobs that are entered on SubFinder. To ensure accuracy, the Substitute is responsible to review jobs on WebConnect prior to the first of each month. If there are discrepancies, you must contact the site where the assignment took place. If you have a question about your pay stub you may contact payroll at: payroll@boiseschools.org or 208-854-4025.

### **Address Changes**

If at any time your address changes, please notify the Payroll Office and/or the Substitute Office ***in writing*** as soon as possible. There are **change of address** forms located on the boiseschools.org website at <http://www.boiseschools.org/benefits/forms/index.html>, or you can email subs@boiseschools.org & payroll@boiseschools.org.

### **Direct Deposit**

Direct Deposit is also available and is encouraged for all employees. Direct deposit forms are located on the district's web site at [www.boiseschools.org](http://www.boiseschools.org).

### Electronic Pay Stub Access

The district offers the ability to view paystubs online. To access the paystub online, please view the payroll department's web site and follow the links to the Electronic Pay Stub.

The screenshot shows the Boise School District website. The main header reads "Welcome to the Independent School District" with the tagline "Educating Today". Below this is a welcome message: "Welcome to the Boise School District. Here you will find outstanding schools in a district on the leading edge of education. We serve 25,000 students and employ 3,900 people, of which 1,700 are certified staff. Our purpose statement of *Educating Today for a Better Tomorrow* symbolizes our commitment to provide the finest education possible for every student."

A navigation menu on the left lists various categories. The "Employee Services" category is expanded, showing a sub-menu with the following items:

- Directory Page
- Business Operations
- Educational Services
- Employee Benefits
- GroupWise Email
- Intranet (Employees Only)
- Just For Kids Child Care
- Professional Development
- Subfinder

Other visible items in the sub-menu include "Accounting", "Payroll", "Procedures Manual", and "Warehouse Inventory".

## **SUBSTITUTE CALLING PERIOD**

The SubFinder substitute system will call substitutes to offer jobs and to notify a substitute of a job cancellation. The calling periods for contacting substitutes are:

- Mornings from 5:15 a.m. – 1:00 p.m.
- Evenings from 5:30 p.m. – 10:00 p.m.

If you have marked yourself as Do Not Disturb (DND), SubFinder will not call you during the time period marked as DND.

If you have marked yourself as Unavailable, SubFinder will not call you to offer jobs for the Unavailable period; however, it may still call you to offer jobs outside of the Unavailable period.

During the substitute calling period, jobs will usually be locked online via WebConnect. Please do not call the school or substitute office to have these jobs unlocked or to request placement in these jobs.

## **ADDITIONAL IMPORTANT INFORMATION**

### **Alcohol and Drug Free Workplace**

The Boise School District prohibits the use, sale, purchase, distribution, give-away, manufacturing or possession of alcohol, drugs, paraphernalia, unauthorized prescription drugs, or any combination thereof, on district premises or any location at which school sponsored activities or district business is conducted, including district vehicles and any private vehicle parked on district premises or work sites. The district also prohibits employees to be knowingly present when any of the above are used, possessed or consumed.

This policy forbids reporting to work or working while under the influence of alcohol or drugs. Employees must report to their supervisor the use of medically authorized drugs or other substances if the use of the drug or substance may impair job performance or pose a risk of harm to the employee or others. The employee must provide properly written medical authorization from a physician to work while using such an authorized drug. It is the employee's responsibility to determine from the physician whether the prescribed drug may impair his or her job performance or pose a risk of harm to the employee or others.

Any violation of this policy is grounds for disciplinary action, up to and including termination of employment. Any employee arrested or convicted of a criminal drug offense arising out of conduct on school premises or while conducting District business must notify the District within 3 days of the arrest or conviction.

### **Smoking**

Smoking is prohibited in all buildings, vehicles, and on all property owned or leased by the public school districts in Idaho. Any employee who violates this policy may receive disciplinary action, up to and including termination of employment.

### **Technology Resources**

The District's computer, electronic mail and voice mail systems and all hardware, software, networks, applications, Internet interfaces and other electronic information resources used with those systems (collectively the "Technology Resources") are intended to enhance productivity and compliment the other means of communication within the District. The data and information on these Technology Resources is a proprietary and key asset of the District. The purpose of this policy is to allow the District and its employees to fully utilize the Technology Resources and to protect the Technology Resources from unauthorized access and misuse.

The Technology Resources are the property of the District and are to be used for District business purposes only. Only software owned or licensed to the District may be installed on the District's computers or networks. Loading of non-District software onto a District computer or network and/or copying or reproducing District software without prior written approval is prohibited.

The Technology Resources and any information and work product contained in or created thereon may be monitored, accessed, reviewed and used as the District deems necessary. The District does not insure the privacy of any content on the Technology Resources, including those designated "confidential," "encrypted" or "password protected." Such designation means confidential in the business sense only and does not imply that the content is confidential in a private or personal sense.

Any employee granted access to the Technology Resources is given such access for that employee's use only. Employees may not authorize anyone else to use their passwords or user identifications. The District recognizes that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration (as defined by the supervisor) is permitted so long as it occurs on personal time, does not interfere with District business, or is not otherwise prohibited by District procedures.

Employees are required to comply with all operating standards and use restrictions for the Technology Resources including, but not limited to:

- Proper maintenance and care of Technology Resources;
- All applicable security, anti-virus and data access standards;
- Adherence to all software operating guidelines and license agreements; and
- District's Technology Appropriate Use Procedures and Technology Use Rules & Procedures posted on the District's website at [www.boiseschools.org/technology](http://www.boiseschools.org/technology).

Certain employees, by virtue of their job function, may require access to the Technology Resources from non-District locations, such as their homes, etc. Any request for such access must be approved in writing in advance.

The Technology Resources must be used in a productive and lawful manner and shall not be used:

- For commercial use or personal or private gain;
- For political use;
- For illegal or indecent use including creating, or transmitting any material that is illegal or indecent, receiving, viewing, or obtaining obscene, pornographic, racist, vulgar, sexist, offensive, harassing or otherwise objectionable material;
- For harassing or otherwise creating an intimidating, hostile or offensive environment;

- For any attempt to harm or destroy the Technology Resources, or
- In any way that would violate any applicable copyright laws, trademark laws, license agreements, software licenses, etc

Any misuse of the Technology Resources or violation of this policy must be promptly reported to the employee's supervisor. Failure to comply with the provisions of this policy may result in certain disciplinary actions, up to and including termination of employment and appropriate legal action.

### **Workers' Compensation**

Every supervisor and employee shall accept their responsibility for accident prevention and conduct themselves in a manner that will ensure their own safety and that of those working with and for them. When job related accidents and injuries occur within the scope of the job, the injured employee should proceed to the appropriate medical care facility for treatment and report the accident or injury to his or her supervisor immediately. The District reserves the right to reassign staff to prevent further possible injury, if deemed appropriate by the supervisor. Refer to the District website for more information on Worker's Compensation at <http://www.boiseschools.org/benefits/wc/index>.

NOTE: Substitutes must report to one of the listed Designated Health Care Providers (<http://www.boiseschools.org/benefits/wc/providers.pdf>).

### **SUBSTITUTE REPORTING A WORK RELATED INJURY**

All work-related injuries must be reported to the site supervisor and/or site nurse immediately. The Idaho State Insurance Fund has the responsibility to investigate each claim thoroughly and to make a determination whether or not the claim is legitimately compensable.

Employees are covered by Workers' Compensation Insurance, which may compensate employees for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. An injured employee should proceed to the appropriate medical care facility for treatment (refer to the list of Designator Health Care Provider list) and must report any accident or injury immediately to the site supervisor and/or designee, in addition substitutes are required to notify the District Substitute Office at 854-4070 or email [subs@boiseschools.org](mailto:subs@boiseschools.org) so that the necessary documentation may be completed.

# EMERGENCY RESPONSE PROCEDURES

## Emergency Warning Method

<p style="text-align: center;"><b>Evacuation</b> In/Out Class</p> <p>A. Follow evacuation procedures B. Designated meeting area C. Account for students D. Safest way out E. Wait for further instructions</p>	<p style="text-align: center;"><b>Lock Down</b> In/Out Class</p> <p>In Class - Secure room; Out of Class - Direct to secure area Account for students Wait for further instructions</p>
<p style="text-align: center;"><b>Hall Check</b> In/out of Class</p> <p>A. Observe area of responsibility B. If needed, report sightings</p>	<p style="text-align: center;"><b>Drop, Cover, Hold</b></p> <p><b>DROP</b> under desk, table, doorway, or next to inside wall. <b>COVER</b> face with one arm, face away from windows. <b>HOLD</b> table, desk or doorway with other arm.</p>

To promote uniformity throughout the District, all sites are to use **ONLY** the terms listed below when implementing emergency responses:

**EVACUATION:** The primary site evacuation signal will be the fire alarm. This indicates all participants will exit in a quick and orderly manner using preplanned routes. Every room or area will have an evacuation map posted. If a preplanned route is determined to be unsafe, evacuation will proceed by the designated alternate route or nearest safe exit. Check with your site administrator for specific evacuation routes and procedures.

**LOCKDOWN:** Notification will be announced over the public address system, room telephones or adult runners, "This is a lockdown." Staff will barricade all doors until the site All Clear Signal is sounded or further instructions are given. Each site will develop its own All Clear Signal.

**HALL CHECK:** Notification will be announced over the public address system and/or room telephones, "This is a hall check." All staff members will observe from their assigned doorway area and if needed, telephone the administrator indicating the location and description of any unauthorized person and/or suspicious object.

**DROP, COVER AND HOLD:** An earthquake or other structural emergency may warrant a Drop, Cover and Hold response. If time permits, notification may be announced over the public address system, bullhorn and/or room telephones, "Drop, Cover and Hold." Students and Staff must also be trained to respond without notification.