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Purpose/Disclaimer

This handbook has been developed to provide substitute teachers with information on Sheldon R-VIII procedures, rules, expectations, and schedules. You should read this document carefully and understand the policies and provisions discussed herein. However, no handbook can possibly provide answers to all questions that might come up, so feel free to ask the head secretary, the principal, central office secretary or superintendent when you have questions that are not answered in the following pages. Some Board Policies are quoted directly (and italicized) in this document; others are only referenced. A complete copy of these policies and regulations can be found in the central office and the high school office and may be examined upon request.

Job Description

All substitute teachers should be provided a job description for the current year. This document describes the qualifications needed for the job, lists substitute responsibilities, defines the job goal, and identifies the substitute's supervisor. If you were not given a current job description when hired, ask the principal for one. The job description should be consulted along with this handbook when questions of policy or responsibility arise.

Substitute Teacher Responsibilities and Expectations

Substitute teacher responsibilities and district expectations are described in the following pages. Where appropriate, references to specific board policy(ies) are provided. Substitute teachers with questions regarding these policies or their own responsibilities should ask the administration for clarification.

Upon Arrival

Upon arrival, check into the office to obtain lesson plans, the teacher's notes for the substitute (Form Sub-001), and other necessary materials. You must take roll for the teacher and report absences to the office after first hour and at the end of the day. Absences must be marked in the teacher's grade book because this is the official record of attendance.

Substitutes should make every effort to follow the teacher's lesson plans, but if the teacher does not leave enough material to keep students busy the entire period, you may fill in with spelling bees, math relays, outside reading book or progress to the next chapter. Do not have the students watch a video or movie in lieu of the planned lesson. When students are assigned a movie by the teacher, screen it as it plays. If it appears to be too adult for the audience, stop the recording and do something else.

Attachment 1 is a copy of the class schedule. The schedule may vary from year to year, so make sure you have the schedule for the current school year. The schedule for

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Wednesday classes may be altered to allow for teacher inservice workshops. Be sure to check your class assignments.

Attachment 2 is the High School Academic Schedule, and **Attachment 3** is the Elementary Academic Schedule. Rooms are identified on the high school schedule. If you have trouble finding your work location, ask the office secretary, or consult the building floor plan at the front of this document.

Substitute teachers are expected to cover extra duties for the teacher they are replacing. The teacher should provide you with this information in their lesson plans. **Attachment 4** is a copy of the hall, yard, and lunchroom duties. You may use your planning period as you chose, as long as you are present for your next class. You may, however, be asked to cover for another class, and are not guaranteed a planning period.

At the End of the Day

At the end of the day, please complete **Attachment 5—Substitute’s Notes for the Teacher** (Form Sub-002) to help the teacher understand what happened during the day. Also, please complete **Attachment 6—Substitute’s Evaluation of Teacher Preparedness** (Form Sub-003). Turn both of these forms into the Principal. Extra copies of these forms can be found in the pocket at the back of this manual. If there are none in the pocket, please ask the Principal’s secretary for a copy or make a copy from the attachment.

Turn in the attendance sheet noting hourly absentees and tardies to the Principal’s office before leaving. **This is extremely important!** Also, turn in room keys and the grade book before leaving for the day.

If you have discipline problems requiring administrative intervention, please record the nature of the problem on a “pink” disciplinary slip (**Attachment 7**) and send it to the principal. If you need to send the student to the office, call the office to let them know the student is on the way, if a high school student. Do not send an elementary student to the office unattended. Copies of the discipline slip are in the sleeve at the back of this manual. You will find additional information on discipline in the following pages. Make careful notes on the pink slip regarding the nature of the offense. State the discipline problem clearly and concisely and limit your comments to one offender only. If more than one student is involved in an infraction, fill out separate discipline slips for each offender. Do not mention names of other offenders—remember these slips will be sent to parents.

Please be advised that your service will be evaluated by the teacher (Form Sub-004). It is important that you follow the plans developed by the teacher. Do not substitute a movie or video for a lesson left by the teacher. DO NOT show inappropriate videos! PG 13, R, and X rated films are not allowed.

Supervisory Responsibilities

The safety and well-being of students while on campus or on school-sponsored trips is the responsibility of the district. Therefore, all staff members, including substitute teachers, hold a supervisory position in regard to the student body. All perceived problems such as student disputes, injuries, untoward behavior or language, violation of safety policies, discipline code and dress code violations, and unacceptable or offensive actions must be reported to the administration either as a verbal concern or by completing a “pink” discipline slip. While on duty all employees should remain cognizant of student presence and move around when necessary to ascertain aberrant student behavior.

Accident Reporting

All accidents involving students or staff must be reported to the office immediately. Copies of accident reporting forms are available in both offices and are housed in the sleeve at the back of the red Emergency Response Manuals (in every room). All staff, including substitute teachers, must be familiar with the accident reporting provisions of the Emergency Response Manual (ERM), Sections 1. F, and 2. A. Take the time to look at this manual during your first assignment and become familiar with its contents. If you cannot locate this manual, notify the principal.

Bullying Prevention Program

Bullying by students of students or of staff is unacceptable. All staff are expected to be aware of and recognize bullying and to intercede and/or report such incidents to the administration immediately. Information on how to recognize and stop bullying is provided as **Attachment 8**.

Child Abuse/Neglect

All school staff should be vigilant for signs of child abuse or neglect, and should report suspected cases to the administration.

Confidentially

All sensitive student information, including verbal and written records, gained by substitute teachers during the course of duties must be kept strictly confidential. Substitute teachers will receive training on maintaining confidentiality and the types of information that must remain confidential. The confidentiality rights of students are codified under Federal Law 20 U.S.C sec. 1232g, Family Educational Rights and Privacy Act of 1974 (FERPA). For more information log onto www.access.ed.gov/policy/gen/guide/fpco/ferpa/index.html.

Copy Machines

Copy machines are located in the central office, high school office, and high school library. The central office and high school machines are protected by codes assigned to teachers and appropriate staff. If you need copies and do not have a code ask either the central office or high school secretary to supply this information. Students are not to be given access to codes, and must be trained before using the machines. If your code becomes compromised, ask the central office secretary for another one. These machines are for school use. Personal copies can be made for 10 cents each.

Computer Use

All employees must sign an Acceptable Use Policy before using the district's computers and prior to accessing the More Net internet server. To reserve the computer laboratory for a specific time and day, employees should sign the computer signup sheet posted on the door to the lab prior to the time needed. Employees using the district's internet E-mail and search services must exercise acceptable practices and take precautions to avoid compromising the system. All employees must receive appropriate training prior to accessing the system. Any problems encountered while online should be reported promptly to the technology coordinator. Substitute teachers may use district computers and printers to make copies of personal materials if they inform the office and pay \$.10 for each page copied.

Discipline

The student discipline code is provided in the student handbook (**Attachment 9**). All substitute teachers will be provided with copies of this handbook and should review it thoroughly so that they will be aware of discipline code violations. All substitute teachers are expected to enforce the provisions of this code by sending students to the office when appropriate. In the event that an employee refers a student to the office, he/she must complete a pink "Discipline Slip" so that the administrator has information on the nature of the infraction. Once the discipline slip is completed, the substitute teacher need not take further action. The classroom teacher will eventually receive a carbon copy of the slip showing the action taken. If they have questions about the matter they will contact you or speak with the administrator. You are not to discuss the matter with other teachers. Do not allow students to disrespect you or other students or use abusive language in your presence. Ask for copies of the discipline slips in the office.

Student dress code prohibits wearing of hats anywhere in the building. Hats are to be removed upon entry to the building unless there is a special circumstance that provides for such attire (e.g. homecoming week costumes). All substitute teachers should enforce this policy.

School policy requires students to have written permission to leave the classroom/gym and to be in the halls if not accompanied by a teacher or administrator. Students in

grades 5-12 provide proof of this by carrying their personal planners signed by their teachers as hall passes. All substitute teachers should enforce this policy and send students to the office if they are in the hall without their signed planner.

Drink and Food Machine and Kitchen Rules

The school wellness plan prohibits to sale of drinks and snacks when cafeteria food is being served. These machines are shut down until the first bell in the morning, and during the entire luncheon period. Change is available only during breaks in the cafeteria. Do not disturb the Student Council Sponsor during class for change. **Drinks and snacks are not to be consumed in the hallways.** Consumption of snacks/drinks during class is an individual teacher decision. The substitute should abide by the regular classroom teacher's policy. School policy prohibits students from having open drink containers anywhere in the building other than the cafeteria. State law prohibits the consumption of food or drink in the science lab.

Students are never to go the kitchen for coffee for employees because of the burn hazard. Coffee is available to adult personnel all morning. Ice is available by the coffee pot between 7:30 and 12:45. After cooks have left for the day, staff (not students) may get ice from the machine by using the scoop. Place the scoop back into the ice machine. Do not dip a glass into the ice.

Only cooks are allowed in the kitchen area during cooking and serving time.

Emergency and Disaster Drills and Training

Emergency and disaster drills are held throughout the school year in accordance with board policy and the procedures described in the Emergency Response Manual. All employees are required to respond to these drills as described in the ERM, Section 1, D and Section 2, A – I, and in accordance with the emergency evacuation escape routes posted throughout the building. See **Attachments 10 and 11** for a description of fire alarm and tornado soundings and emergency drill procedures.

All substitute teachers are required to attend emergency procedure training at the beginning of each school year. This training will include, but not be limited to evacuation procedures, lock-downs, universal blood-borne pathogen procedures, accident reporting, school violence, and use of emergency equipment (fire extinguishers, AED devices, etc.). All staff will be informed of confidentially requirements that protect students and are expected to conform with these requirements.

Facilities Management

All staff should work together to maintain school equipment, keep the school neat and tidy, and to reduce utility costs. The following steps will help accomplish these goals:

- Turn off computers and technological equipment at the end of the school day

- Police the carpet and pick up paper clips and staples
- Do not drag heavy equipment or furniture across the floor, get assistance when moving these
- Police areas after use, especially the FACS room and kitchen
- Return items borrowed from the cafeteria promptly. If you fail to do so, please make sure the items have been cleaned to avoid formation of mold.
- Set the room thermostats to the “night” position before leaving after school
- Turn out lights, close windows, and lock classroom doors before leaving after school or during weekends
- **The gymnasium floor demands special attention. NO ONE should be on the gym floor in any type of shoe that has been worn outside of the gym. This includes pep rallies, awards, assemblies, etc. When planning a special event in the gym, tarps are to be laid over the floor to be used to protect the surface. When tarps are not in place, shoes are to be removed before going onto the floor. This applies to teachers, parents, students, etc. All students must have special P.E. shoes that are only worn during P.E. classes held in the gym. If an employee knows of someone who cannot afford special shoes, contact the administration so they can provide these.**
- Bus drivers must enforce state regulations prohibiting blockage of bus aisles or exits at all times, including sporting events and field trips. These rules state that “aisles must be free of any obstruction so the bus, if needed could be evacuated without difficulties caused by the aisles being blocked by trash cans, coolers, book bags, band equipment, or other items.” All staff are expected to adhere to these rules.

Note: Destruction of school property while on duty must be immediately reported to the office and becomes the responsibility of the substitute teacher in charge.

Library Usage

The Sheldon R-VIII library is a valued resource available for use by all students and staff. As a point of common courtesy, employees who would like to use the library should check with the librarian prior to use to determine if it is available. Students are not to be sent to the library unsupervised, or without permission of the librarian and a hall pass from the teacher.

Personnel Records

All necessary records must be kept up to date. Therefore, it is the responsibility of the employee to provide a W-4 form before beginning work and notify the central office secretary immediately in the event of changes in: name and/or marital status, address, telephone number, number of eligible dependents, W-4 deductions, and emergency contact person.

School Meals

Substitute teachers may buy breakfast meals for \$1.50 per day and lunches for \$2.50 per day. Extra milk is \$.25. Charges should not be allowed to accumulate for more than 2 weeks at a time. Staff are expected to keep their accounts up to date.

Telephone Calls

To access the phone system to make long distance calls, a phone code must be entered. To make a call, ask the office secretary to dial in a code. Use of the phone during working hours intrudes on the employee's work time and effectiveness, so please limit time on incoming calls, especially personal calls. Use personal cell phones sparingly and only in situations that will not disrupt class activities. Students are prohibited from using cell phones at school. All employees are expected to help enforce this policy.

Code of Employee Conduct

Punctuality

Employees should strive to arrive at work 10 to 15 minutes before their allocated work day as defined by assigned duties and to pick up lesson plans in the office. Employees who must be late for cause should notify the school as soon as possible to avoid creating a hardship by their absence.

Personal Appearance & Dress Code

Employees should dress in attire appropriate for their position and appropriate in a school setting. Clothing should be clean and neat and appropriate undergarments should be worn. Substitute teachers are expected to be familiar with the current dress code as re-defined in the student handbook annually, and to enforce this code when necessary by reporting infractions to the principal.

Professionalism

Employees should refrain from discussing students, teachers, administrators, board members, other staff members, or parents/guardians in any place likely to be overheard by others, or in a negative or derogatory manner. It is especially important not to engage in such conversation at the lunch table, at athletic events, or in the halls or classrooms when students or parents are present.

All employees are representatives of the school. Substitute teachers are expected to project a positive attitude about the school to the community. Substitute teachers should not air professional problems or disagreements in public, but deal with them through proper school channels in compliance with board policies and regulations. (See Policy 4850, Regulation 4850 in policy section.)

Drug, Alcohol, and Tobacco Use

This district maintains a drug-free and smoke-free facility. Employees may not use drugs, alcohol, or tobacco products while in the presence of students, whether it be on campus or on a school-sponsored trip (e.g. field trip, athletic event. The use of tobacco products in all district buildings, on school property (unless it is a designated smoking area) , bus, or a student activity is prohibited. This Policy applies to all employees, students, and patrons attending school-sponsored activities and meetings.

Firearms and Weapons at School

Employees are prohibited from the use and/or possession of firearms and weapons on school premises at all times except for law enforcement officials. Specific Board policy can be found in either the high school or central office. To review this policy, ask to see: *Board Policy 1432. Prohibition Against Firearms and Weapons.*

Workplace Safety

All employees are expected to help maintain security of the district's buildings and vehicles. During the day, all outside doors, exclusive of the west entrance by the high school office should be locked. All visitors should enter through this door, and get a visitor's badge from the office secretary. If an employee observes an unknown person in the school without a badge, they should stop them and ask them to go get one. When leaving at the end of the day, employees should check to see that outside doors are locked. Substitute teachers should report incidents to the administration in accordance with procedures described earlier in this handbook, comply with applicable OSHA standards and follow district safety procedures as defined in the emergency response manual.

In addition, substitute teachers should comply with the district safety policy on eye protection as indicated below:

Board Policy 5211. Eye Protection

All students, teachers and visitors are required to wear industrial quality eye protective devices when participating in or observing the following activities in any class:

1. *Exposure to molten materials.*

2. *Milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials.*
3. *Heat treatment, tempering or kiln firing of any materials.*
4. *Gas, electric arc or other forms of welding.*
5. *Repair or servicing of any vehicle.*
6. *Exposure to/or laboratory use of caustic or explosive materials, hot liquids or solids, injurious radiation, or other similar hazards.*

Eye protective devices designed to provide protection for the hazards involved and to meet standards specified by state law will be provided by the School District. These devices may be issued to the students or provided at work stations for individual activities. If the devices are issued to the students, principals are authorized to charge students for loss, damage or failure to return any device issued.

Staff Conduct

All substitute teachers are expected to serve as positive role models for District students. (Board Policy 4630). District schools exist to provide quality, cognitive, and effective education for District students. In achieving these objectives, substitute teachers are required to:

1. Comply with administrative directives.
2. Communicate with students in a professional and respectful manner.
3. Maintain relationships with students in a professional staff-student model.
4. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
5. Properly operate and maintain district property.
6. Utilize district technology solely for school district business.
7. Maintain required records and submit requested reports in a timely manner.
8. Comply with all safety guidelines and directives.
9. Refrain from the use of profane and obscene language.
10. Dress in a professional manner.
11. Attend to all duties in a punctual manner.
12. Maintain students under active supervision at all times.

Equal Employment Opportunity Policy

Statement/Policies Prohibiting Discrimination or Harassment

Board Policy 4110. Equal Opportunity Employment

The Board of Education of the School District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that

there shall be no unlawful discrimination against any person because of race, color, religion, age, sex, national origin or disability. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

The Board is required by the Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them

Board Policy 1300. Harassment

The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. The District further commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, disability, age, gender or national origin.

The District's equal opportunity policy extends to prohibitions against unlawful harassment of students or employees because of the individual's race, color, religion, disability, age, gender or national origin.

Board Policy 4810. Sexual Harassment (also see Regulation 4810 & Form 4810)

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

Board Policy 1310. Equal Treatment. (also see Regulation 1310, and Form 1310) Civil Rights, Title IX, Section 504

The District assures that it will comply with:

- 1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.*
- 2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.*

3. *Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.*
4. *The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.*
5. *All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.*

The District shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. A District may designate only one employee to serve as both the Title IX and Section 504 Coordinator. In that case, the individual must assume the responsibilities of both coordinators. Those responsibilities are outlined in Regulation 1310.

It is the policy of the District to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner. Regulation 1310 provides mechanisms for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination under Section 504 and Title IX.

This policy and the corresponding regulation do not pertain to the identification, evaluation or placement of students under Section 504. The topics of the identification, evaluation and placement of students under Section 504 are addressed in the following separate District policies and regulations: Policy and Regulation 2110 – Equal Education Opportunity, and Policy and Regulation 6250 – Instruction for Students with Disabilities.

For issues pertaining to freedom from harassment, refer to Policy and Regulation 2130 – Harassment, and Policy and Regulation 4810 – Sexual Harassment.

Statement Prohibiting Retaliation

See Regulation 4850. Staff Dispute Resolution. Miscellaneous provision 4.

Statement Regarding Reasonable Accommodation

See Policy 1310 p. 13. Equal Treatment. (also see Regulation 1310, Form 1310)

Policies Regarding Paid Time Off/Benefits

Worker's Compensation Benefits

Board Policy 4530. Compensation

Employees who suffer an injury caused by an accident or occupational disease arising out of and in the course of employment ("work-related injury") will receive benefits paid by the District according to the Workers' Compensation Law of the State of Missouri ("the Law"). Employees driving District owned or subsidized vehicles are not covered by this policy when driving such District owned vehicles to or from the home or to or from the work station. Absence from duty resulting from a work-related injury will be compensated according to the Law. Employees who receive workers' compensation benefits for lost time from work due to a work-related injury are not eligible for additional sick leave or vacation benefits under this policy, except with respect to those employees whose average weekly wage as defined by the Law ("average weekly wage") exceeds the actual wage necessary to obtain the maximum total disability rate as defined by the Law ("maximum wage").

In addition to the benefits for temporary total disability allowed under the Law, an employee whose average weekly wage at the time of the work-related injury exceeds the maximum wage at the time of the work-related injury will receive in wages the difference between the employee's average weekly wage and the maximum wage during the time period such employee is entitled to temporary total disability benefits under the Law. This additional benefit provided herein does not affect an employee's wage rate for purposes of permanent disability benefits.

Policies Regarding Disputes and Grievances

Board Policy 4850. Staff Dispute Resolution. (also see Regulation 4850)

The Board of Education recognizes that in any workplace misunderstandings and disputes arise. If left unresolved, these disputes could undermine staff morale and can interfere with the educational mission of the District. The Board has adopted a formal process for dispute resolution that encourages specified employees to resolve concerns quickly and at the most immediate administrative level. This policy does not limit the right of any employee to file grievances under Policy and Regulation 4810 - Sexual Harassment, or Policy and Regulation 1310 - Civil Rights, Title IX, Section 504.

Board Policy. Standard Complaint Resolution Procedure For No Child Left Behind Programs

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

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A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy:

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board: Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Appropriate Central Office Administrator
4. Superintendent
5. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

ATTACHMENTS

Attachment 1. Class Schedule

Attachment 2. High School Academic Schedule

Attachment 3. Elementary School Academic Schedule

Attachment 4. Extra Duty Schedule

Attachment 5. Substitute's Notes for the Teacher (copies in pocket at back)

Attachment 6. Substitute's Evaluation of Teacher Preparedness (see pocket)

Attachment 7. Pink Discipline Notice (additional copies in pocket)

Attachment 8. Recognizing and Dealing with Bullying

Attachment 9. Student Handbook

Attachment 10. Fire Drill/Warning Procedure

Attachment 11. Civil Defense/Tornado Warning Procedure