

SUBSTITUTE HANDBOOK



SOUTH BURLINGTON SCHOOL DISTRICT

500 Dorset Street

South Burlington, Vermont 05403

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I. Introduction

The South Burlington School District (SBSD) understands the value of a qualified substitute workforce. All contributions are important to our students and staff whether the need is working directly with students as a teacher, para-educator, or nurse, or serving in a support role in an administrative, transportation, or building services area. In an effort to integrate substitutes into our educational community, we have assembled the following information to help answer some questions about working as a substitute in our district.

There are several things to keep in mind about this document. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning the applicability of a policy or practice to you, you are encouraged to address your specific questions with your supervisor, the Business Office, or the Human Resource Department. These guidelines do not imply any contractual right, either express or implied. No supervisor or other representative of the District (except the Superintendent or designee) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, and policies described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur. These guidelines will be published to the [South Burlington School District \(SBSD\) website](#).

II. Employment Requirements and Procedures

Prior to being placed on the District's substitute list, applicants for substitute positions must comply with all employment and background check procedures. All substitutes must complete an application, provide licensing documents (if applicable), have at least two (2) satisfactory references documented by the District, and must pass the Vermont Criminal Records Check process. As part of the Vermont Criminal Records Check process, applicants are required to have their fingerprints taken by the Chittenden County Sheriff's Department, for which there is a charge from the Vermont Department of Public Safety. Persons are placed on the substitute list at the sole discretion of the Superintendent/designee, and employment is contingent, in part, upon an acceptable report as a result of the Vermont Criminal Records Check process.

Once accepted as a substitute, a W-4 form and an I-9 form (with acceptable supporting documentation) must be completed. Once this is completed, the HR Coordinator will send along information to the Business Office for payroll set up and grant access to the District email system and appropriate software including, the *Absence Management System* (formerly called "AESOP"), and *SafeSchools*, the on-line training system.

Assignments are provided primarily via the on line *Absence Management System* and occasionally by phone call from an authorized District contact. Before leaving work on the first day's assignment, newly hired substitutes are encouraged to check with the school secretary, the supervisor, or the HR Coordinator to ensure that all the necessary information has been provided to the District for proper payment of wages. The hours worked must be documented on a timesheet, online, or on the Substitute/Temporary Log-In Sheet (e.g. name, date, for whom you substituted and reason) depending on your work location's protocol. Incomplete forms or information (i.e., I-9 form and/or supporting documentation, W-4, Direct Deposit Form) may result in a delay in processing payroll.

III. Absence Management System

Our District uses the [Absence Management System](#) through Frontline Technologies (formerly AESOP) an automated substitute placement system. *Absence Management* helps organize and schedule substitute assignments through 24/7 phone and internet access. The system will allow our substitute workforce to:

- Access positions by calling a toll-free number 1-800-942-3767 or by [logging in via the web](#) located on the District webpage or a mobile device (i.e.: phone, iPad) at any time, thereby reducing last minute or early morning phone calls.

- Receive lesson plans and other information provided to them by the teacher.
- Provide electronic feedback to the teacher about the substitute assignment.

To learn more about the [Absence Management System](#), substitutes may access the on-line training tools found on the software help-page (can be found on the top of the page as a search function). The software is also linked to our District website <http://www.sbschools.net> or by contacting Human Resources at (802) 652-7255.

Accessing the Absence Management System by Phone:

Not only is *Absence Management* available on the web, but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone. To call absence management, dial **1-800-942-3767**. You'll be prompted to enter your ID number (your phone number, including area code) followed by the # sign, then enter your 5-digit PIN number, followed by the # sign. If you don't know your ID number or forgot your PIN number, please contact the [HR Coordinator](#) for assistance. Over the phone you can:

- Create an absence (within the next 30 days): **Press 1**
 - To enter an absence for today: **Press 1**
 - To enter an absence for tomorrow: **Press 2**
 - To enter an absence for another day: **Press 3**
 - To return to the main menu: **Press ***
- Check your absence reason (entitlement) balances: **Press 2**
 - To hear this information again: **Press 1**
 - To return to the main menu: **Press 2**
- Review upcoming absences: **Press 3**
 - To hear the information again: **Press 2**
 - To hear absences for the next 30 days: **Press 3**
 - To listen to the next absence: **Press 4**
 - To return to the main menu: **Press 5**
- Review a specific absence: **Press 4**
 - Enter the confirmation number followed by the # sign.
 - To hear the information again: **Press 1**
 - To cancel a job: **Press 2**
- Review or change your personal information: **Press 5**
 - To change the name recording: **Press 1**
 - To change the PIN number: **Press 2**
 - To change the phone number: **Press 3**
- To return to the main menu: **Press ***

Accessing Absence Management Mobile:

Employees can log in to Frontline's *Absence Management Mobile* feature directly through their mobile device. This accessibility allows an employee to review absence details, review important notifications, and much more.

- Mobile Login: enter **m.aesoponline.com** into your mobile web browser. This action opens the login page for the absence management feature.
 - Enter your ID (generally your 10-digit phone number) and your 4or 5-digit PIN into the boxes provided and click **Login**. Take note, the login page also includes additional options beneath the ID and PIN entry.
 - Remember Me: Click the checkbox beside "Remember Me" to save your login details.
 - Mobile Tips: Select **Mobile Tips** to learn more about enabling JavaScript (if not automatically enabled) and how to bookmark the website for Android or iPhone users.

- Go to Full Site: Click this option to view the full version of your absence management website. Keep in mind, the full site does not provide the optimized version for mobile devices.
- Home Page Overview: The home page includes a "Menu" and "Logout" option at the top of the page as well as four quick links to important features.
- Menu/Logout:
 - Logout: This option logs you out of the *Absence Management Mobile* feature.
 - Menu: this option opens a menu where you can return to the home page, access the full site, or log out.
- Quick Links:
 - Notifications/Web Alerts: This option appears if you have any pending notifications.

As you review your options, keep in mind that this is *not* a mobile app. You can access it from your internet browser on any mobile-optimized device including a smartphone, iPad, tablet, etc. and it does not require a download from the Apple or Android store.

IV. Our Learning Community

The South Burlington School District is comprised of five schools: [South Burlington High School \(grades 9-12\)](#), [Frederick H. Tuttle Middle School](#) (grades 6 to 8), [Chamberlin School \(PreK-5\)](#); [Orchard School \(PreK-5\)](#); and [Rick Marcotte Central School \(K-5\)](#).

The District's Offices provide support for our five schools and the School Board through the Superintendent of Schools and District departments: [Office of Learning](#), [Educational Support Systems](#), [Business Office](#), [Human Resources](#), [Transportation](#), [Nutritional Services](#), [Facilities](#), [Technology](#), [School's Out Program](#), [Healthy Schools](#) and other talented administrative and support staff.

It is the goal of the District to create excellence in achievement for all students through the guiding principles outlined in the [District Ends Policy](#). A broad spectrum of quality athletic and extra-curricular activity programs provides our students with important learning and helps to further engage them in school.

In our after school program, "School's Out", we link academics to high interest after school programs for all students at the elementary and middle school levels. Along with our District Pre-K programs, we partner with The South Burlington Early Childhood Education Collaborative to help our very young community members kick start their learning through local preschool providers.

[South Burlington High School:](#) SBHS is a four-year comprehensive high school serving students in grades 9-12. In addition to South Burlington residents, tuition students from school-choice communities including the towns of Georgia, South Hero, North Hero, and Grand Isle attend. Total enrollment exceeds 900 students.

The high school prides itself on a strong tradition of academic and athletic excellence and many athletic and co-curricular activities are supported. Accelerated classes are provided and a variety of support services are available through the Support Services Department. State of the art technology is provided to students by way of the one-to-one computer program where each student in grades 9-12 are issued laptop computers. [The Big Picture Program](#), a high school within a high school, provides a self-designed education program for selected students.

[Frederick H. Tuttle Middle School \(FHTMS\):](#) FHTMS is a 6-8 school with more than 500 students. In order to keep that "small school" feeling, students are grouped into "teams" that have subject area classes in each. Each team varies by grade and offers team teaching with "looping" (keeping the same core subject teachers for two years). The school supports technology as an essential tool for all students to access their learning in core content area curriculum and assigns each student in grades 6-8 with a laptop computer for the school year. Many athletic and co-curricular activities are supported at the middle school level, including peer leadership programs.

Elementary Schools: [Chamberlin \(CH\)](#), [Orchard \(OR\)](#), [Rick Marcotte Central School \(RMCS\)](#): The elementary schools are located in different areas of the city. Chamberlin is located near the Airport, RMCS just off Williston

Road, and Orchard just off Shelburne Road. Each school provides classroom learning and is traditionally configured by grade. State of the art technology is provided in the classroom to students in grades 3-5.

Early Childhood Programs Collaborative: The District has made a commitment to early intervention as a preventive measure against learning difficulties. All 3- and 4-year olds have access to free preschool (known as “universal access”) at two of our elementary schools ([Orchard and Chamberlin](#)) and the District has formally partnered with The South Burlington Early Childhood Program Collaborative to provide learning opportunities through pre-school providers in the area to enable universal access for all three and four year olds in our District.

School’s-Out Program: The District provides an alternative for continued student learning in the after school and summer program “School’s-Out”. In this program, employees, community members, and volunteers instruct and mentor our youth with a variety of exciting learning opportunities including: homework clubs; art, pre-vocational, and other educational classes; non-competitive sports programs; and programs that help to promote healthy lifestyles, family involvement, and student leadership.

Healthy Schools Program:

- Diversity, Equity, and Inclusion: The District believes that diversity in race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies enriches the human experience and our school community. Additionally, we are committed to enhancing the atmosphere of non-judgment and genuine acceptance to empower all people to feel safe to be themselves.
- Wellness: The South Burlington School District Wellness Committee (comprised of staff, students, and community members) oversees the District’s commitment to nutritional, physical, mental, and social and emotional wellness in our schools. A strong farm-to-school program and partnerships with community wellness organizations allow students, staff, and members of the greater school community further opportunities for learning.
- Mindfulness: Since 2008 our nationally recognized Mindfulness South Burlington program has been building skills in students and staff to help regulate emotions, reduce stress, and nurture inner lives. The program has made a renewed commitment to allow all staff and students to have access to mindfulness learning opportunities.
- Student Mentoring: Our school community values the awareness that we all benefit from mentors in our lives. Our formal school-based program, SB Mentoring, matches caring, respectful adults in the community one-on-one with our students in grades K-8 to allow young people to uncover their sparks: their passions and interests. Mentoring also occurs in District partnerships between new and seasoned staff and volunteer opportunities for our high school students through the Big Buddy program.

V. General Information

District Calendar: The current school calendar may be found on the [SBSD website](#).

District Mission Statement: The mission of the South Burlington School District, a community committed to excellence in education, is to ensure that each student possesses the knowledge, skills, and character to create a successful and responsible life. We will do this by building safe, caring, and challenging learning environments, fostering family and community partnerships, utilizing global resources, and inspiring lifelong learning.

District Policies: District policies are published and available from the department supervisor, school administrator, or through the SBSD website.

Non Discrimination Statement: The South Burlington School District will not unlawfully discriminate against nor exclude from participation in, nor deny the benefits of any program or activity to any person or group on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, or marital status. Any person having inquiries concerning the South Burlington School District’s compliance with the regulation implementing Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act, or other state or federal

nondiscrimination laws or regulations is directed to contact the nondiscrimination coordinator: ([Joanne Godek](#), Director of Educational Support Systems, jgodek@sbschools.net).

VI. District Expectations

Alcohol and Drug Use: The use or possession of any controlled substance on school property or in school vehicles is prohibited. Any substitute under the influence of drugs or alcohol (prescription or non-prescription) will not be allowed to continue with an assignment. A person under the influence of alcohol and/or drugs (prescribed or not prescribed) while engaged in employment for the District will be subject to discipline up to and including termination.

Attire and Grooming: It is important for the employee to demonstrate a professional image while at work by being appropriately attired. All persons are expected to be neat, clean, and well-groomed while on the job. Clothing must be consistent with the standards for school environment and must be appropriate to the type of work being performed. For clarification, persons are encouraged to seek more information from the department supervisor on specific department expectations.

The District is confident that all persons will use their best judgment regarding attire and appearance. However, the District reserves the right to determine appropriateness, when in question. Inappropriate dress will be addressed by the supervisor or in severe cases an individual may be sent home to change clothes. Continued disregard of this expectation may be cause for employment action.

Blood Borne Pathogens: To comply with federal and state regulations, the District has established procedures to reduce the risk of work-related exposure to bloodborne pathogens, and/or potentially infectious materials.

Definitions:

- *Bloodborne Pathogens:* Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). Other potentially infectious materials include any body fluid that is visibly contaminated with blood.
- *Job Related Exposure:* Real or potential contact (skin, eye, or mucous membrane) with blood or other potentially infectious materials that occurs during the performance of one's duties.
- *Universal Blood and Body Fluid Precautions:* The standard by which one manages contact with real or potentially infectious materials. An approach where all human blood and other body fluids are treated as if infectious for bloodborne pathogens. These body fluids include semen, vaginal secretions, cerebrospinal fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

Procedures: While performing work related duties, there is a potential for job related exposure to bloodborne pathogens (BBPs). All persons are expected to follow the protocols outlined below to minimize or eliminate job-related exposure.

- *Clean Up Procedure:* Each person must use universal precautions (treating ALL blood and body fluids as infectious) to prevent contact with blood, or other potentially infectious materials. Persons are expected to call in a custodian to clean up blood/body fluids, as custodians are specifically trained in cleaning and disposal protocols.
- *Exposure:* If one is exposed to a BBP, they must notify the department supervisor/principal soon as possible and wash affected areas immediately. In serious situations or where there are cuts or open wounds, seek medical assistance immediately. A [First Report of Injury](#) form must be completed and sent to the Business Office for any exposure.
- *Information and Training:* All new substitutes will be provided training on BBP through the District's online training program called [SafeSchools](#). Appropriate refresher training and information will be provided annually thereafter. If conditions change, additional information and/or training will be provided.

Breaks and Lunch Times: Substitutes may enjoy meals provided through the District's food service program at their own cost and/or use the cafeteria should they opt to bring meals. Persons who leave campus during break and/or lunch time are asked to sign out to maintain safety/security measures.

Collaboration and Teamwork: The District is committed to a philosophy that emphasizes respect for others. All persons are expected to model behaviors consistent with this tenet. Adherence to all relevant school policies, procedures, and practices is also required.

Complaints: Any complaint regarding a substitute made by a parent, student, colleague, or other person will be promptly investigated and called to the person's attention. If the complaint is to be referenced in an evaluation, the person will have the opportunity to respond in writing by contacting the Human Resources Coordinator.

Confidentiality of Education Records: The Family Educational Rights and Privacy Act ([FERPA](#)) has afforded students the right and protection of confidentiality. All student records and any personally identifiable information is confidential and may not be shared with others without expressed written permission. Expectations for all individuals include that knowledge about students and staff of a personal nature that is acquired through one's employment by the District is not to be shared outside of a professional context.

Concerns about District programs, practices, students, or staff should only be shared on a professional level with those involved at the school. Sharing derogatory information outside the District is not appropriate, useful, or professional.

Electronic Communication and Social Networking: The District's Policy F14, "[Responsible Use of Information Technology](#)", establishes the expectations for using the electronic communications and applications. It is expected that all persons use the internet, District-provided email in an appropriate, ethical, and professional manner.

District Property: All District-supplied technology and District-related work records belong to the District and not to the individual. The District reserves the right to monitor use of District-supplied technology and prepared work. Inappropriate or illegal use of communications may be subject to disciplinary action up to and including termination of employment.

- The individual may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy to reference only.
- The individual must not use the system in a way that disrupts its use by others. The individual must not send or receive large files that could be saved/transferred via thumb drives. The individual is discouraged from sending or receiving files that are not related to work.
- The individual should not open suspicious e-mail, pop-ups, or downloads. Contact the [IT Help Desk](#) (ext. 7050) immediately with any questions or concerns to reduce the release of or to contain malicious content.
- Internal and external e-mails are considered District records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the District.
- Internet, District-provided equipment (e.g., laptops, and desktop computers) and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying materials that might adversely or negatively reflect upon the District or be contrary to the District's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and District-provided equipment such as phones, cell phones, and laptops.

Email and Voicemail: The District publishes email addresses and voicemail numbers. Community members, parents/guardians, and other contacts are encouraged to leave messages if the staff member is otherwise engaged. In sending messages:

- Create single-subject messages whenever possible
- Assume that any message you send is permanent and may be considered public information

- Have in mind a model of your intended audience
- Keep the list of recipients and keep copies to others to a minimum
- Separate opinion from non-opinion, and clearly label each
- If you must express emotion in a message, clearly label it
- Think about the level of formality you put in a message
- Identify yourself and your affiliations clearly
- Be selective in broadcasts for information
- Do not insult or criticize third parties without giving them a chance to respond

In receiving and responding to messages:

- If you receive a message intended for another person, don't just ignore it, respond or redirect
- Avoid responding while emotional
- If a message generates emotions, look again
- Assume the honesty and competence of the sender
- Try to separate opinion from non-opinion while reading a message, so you can respond appropriately
- Consider to whom you should respond
- Consider alternative media
- Avoid irrelevancies

Here are some email-related questions to ask yourself:

- Have you ever received an email message that you thought was inappropriate or a waste of your time? How would you feel if you got such a message?
- How much time would you be willing to spend every day working with email?
- Do you see how this could increase dramatically if the amount of mail you receive each day grew to 50 or more messages?
- How could thousands of mail messages each day clog Internet mail servers?
- If you owned a company, would you want to pay your employees to spend time reading email intended to sell them personal items, engage them in conversation unrelated to the business, or intended merely to entertain them?
- What are some ways that you could change your own use of email that would enhance the efficiency of the system?

Etiquette for Using Electronic Communications:

- *Activities outside of the school setting:* Individuals can arrange to meet groups of students for school-related activities, but exclusive outings are not acceptable as they can lead to misunderstanding. Remember, as adults our actions must always be above suspicion or reproach.
- *Business Use:* When working with students, communication tools are to be for "business use only", not for personal communications, and never for "chatting". Group announcements about meetings, assignments, or activities can certainly be transmitted through any of these communication tools. On websites like Facebook, adults should never consent to being a "friend" of a student. Staff should avoid phone calls to a student and/or calls or text messaging to a student's personal cell phone. These actions may cross boundaries and can lead to questions of impropriety.
- *Communications Technology:* Persons must be cautious when using such forms of communication as cell phones, emails, text messaging, websites, and social networking apps. Staff settings should be set on "private"

and should not be available to minor students. Students and their parents/guardians often check website pages. Persons must be careful to insure that no question of impropriety can arise.

- *Confidentiality:* Persons must avoid promising confidentiality when speaking with students. Adolescents may want to confide personal and sometimes dire situations in their lives. Of course we want to be good listeners and help where we can. A student might say, “I want to tell you something, but you have to promise not to tell.” A proper response would be, “I will only keep that promise if it does not threaten your health and safety or that of another person.” If it becomes apparent that the student’s safety or health is in jeopardy, that adult must say something like, “This problem is too big for us to handle. I believe we must reach out for help from someone else.” Remember, we are to create safe environments for our students and to protect them.
- *Exclusivity:* Persons must refrain from “exclusivity” with a particular student, as exclusivity can be a dangerous crossing of a boundary. Although we may be naturally drawn to certain personalities or students, this should not prevent us from being inclusive. Spending an inordinate amount of time with only one student must be avoided.
- *Sharing details of personal life:* Persons should refrain from sharing details of their personal lives with students. We are often called upon to be good listeners for young people who will occasionally tell us of their personal lives – both good and sometimes disturbing. We must refrain, though, from sharing our problems with them. We can share happy events and even teachable moments from our life experiences, but we should always refrain from “dumping” our moods and work-related or personal problems on students.

Emergency Planning: The District, in coordination with the City of South Burlington, has developed an Emergency Plan. The plan is designed to provide a fast, consistent reference for handling emergencies, as well as, define the communication steps and procedures necessary to handle a wide range of emergency and disaster situations. It is the responsibility of all persons to read and review the plan and you are encouraged to ask questions of your supervisor regarding the plan. The plan can be found in each classroom hanging by the door along with a crisis-bucket. Supplies in the crisis-buckets are to be used in emergency situations only and are to be carried outside during emergency evacuations.

Minimum Responsibilities:

- Keep classroom doors closed at all times (Do not prop doors open)
- Participate in school-wide drills
- Follow emergency plan protocols
- Complete Safeschools training

Classroom Crisis Procedures: The District has plans in place to respond to a variety of circumstances, such as bomb threats, chemical spills, and threats to student safety. The intent is to provide a mechanism for safety, and not to promote any undue alarm. If the situation warrants, the principal/designee will issue an alert over the intercom by providing one of the following commands: “Clear the Halls,” “Secure the School,” or “Evacuate the Building”. Given the circumstances, an explanation may or may not be provided.

Crisis Commands: The intercom is reserved for emergencies only. No calls in or out during a crisis. Ensure all cell phones and pagers are off. Texting may be allowed with adult permission.

- *Clear the Halls:* All persons are directed to the closest room supervised by an adult. Close doors and wait for further notice. Education continues in classroom.
- *Secure the School:* Designated staff swipe their key-scan card three times on electronic card reader to lock all external doors. All persons are directed to the closest room supervised by an adult. Lock doors, close the shades, and turn off lights. Stay away from doors and windows and remain quiet. The adult in charge is directed to slide either a red or green card under door to signify that every individual in the classroom is safe (green card) or unsafe (red card).

Evacuate the Building/Relocation: Move to designated outdoor area. If possible, take the crisis bucket and personal cell phone. Remind students to only take belongings (i.e. backpacks, coats) that are near them. Substitute teachers must take attendance and report unaccounted students to Principal or designee. If directed, move to designated relocation site.

All Clear: The “All Clear” command will be communicated by Administration when safe for students, staff, and visitors to return to the normal routine.

Emergency/Fire Alarm Procedures: If an emergency situation occurs, before leaving a classroom or work area, the substitute should do the following:

- Pull fire alarm and/or call 911 and/or the Main Office; Principal or designee directs evacuation.
- All rooms must be evacuated. Leave the lights on; close but do not lock the doors.
- Students should be evacuated a minimum of 300 feet away from the building in case of explosion.
- Substitute teachers must take attendance lists, proceed outside, and take attendance.
- Principal notifies the Superintendent and the Business Office, utilizing a pager.
- Students should not go to lockers or any other location.

Crisis Management Checklist:

- *Red/Green Cards:* When the classroom crisis command “Secure the School” is announced, substitute teachers will follow the normal procedure. If possible, substitute teachers are asked to slide a green card under the door if all students and adults in that particular room are safe. If an individual requires medical attention or if the class is in danger, the substitute teacher is asked to slide the red card under the door. The red card or lack of a card will alert police that assistance may be needed in that room or area of the building.
- *Present 3:* Every member of our staff has the ability to lockdown the school in an emergency situation. See [handout](#) for instructions.

Keep in mind that staff with key-scan cards will be able to enter the building even after a lockdown has been initiated. Designated Crisis Team members will post signs on doors to instruct individuals to stay out of the building during a lockdown. Substitutes should also know about this step in the event that Crisis Team members are not available.

It’s also important to know that school doors automatically unlock at a designated time (7:00 AM). This will override an internal lockdown. If a “Secure the School” procedure occurs before the automatic unlocking of the building, a staff member with a key-scan card must perform “Present 3” steps to re-secure the building.

Energy Conservation: Conservation of our natural resources is good for preserving our environment and reduces costs to the District. Any steps we can take to increase our awareness of our usage and to modify our behavior will benefit us all. As a substitute, you have a responsibility to help ensure the safe and efficient operation of the schools and reducing wasted energy and resources. The following areas have been identified as opportunities for energy improvements:

- Inspect caulk and weather stripping around doors and windows, report areas that need replacements to the principal and/or Head Custodian.
- Ensure that exterior doors and windows are closed whenever heating and cooling systems are operating.
- Use window shades to block out morning/afternoon sun from shining through windows during warmer months.
- Report sink, faucet, water fountain, commode, and other water leaks to the principal and/or Head Custodian.
- Disconnect Audio-Visual (AV) equipment during vacation periods.
- Turn off computers, projectors, and other equipment when not in use.
- Turn off lights in unoccupied areas.
- Reduce lighting areas where safety and performance would not be adversely affected.

Food and Beverages in the Workplace: The District maintains a [Wellness Program](#) that complies with local policy requirements of the Federal Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger Free Kids Act of 2010. In keeping with these nutritional requirements, and being mindful of possible allergens to others we ask that the employee familiarize themselves with the [Wellness Policy](#) and [Procedures](#) and select only those appropriate food and beverage products to bring in or allow to be shared.

Harassment of Employees: The South Burlington School District is committed to providing a work environment free from unlawful harassment. Harassment is a form of unlawful discrimination, which will not be tolerated. Conduct which is inappropriate, but does not rise to the level of unlawful harassment may still lead to discipline. The District shall provide a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting unlawful harassment as defined and otherwise prohibited by state and federal law. See [Policy D6](#) on the SBSB website.

Harassment, Hazing, and Bullying Prevention of Students: It is the policy of the State of Vermont that all Vermont educational institutions provide safe, orderly, civil, and positive learning environments. Harassment, hazing and bullying have no place and will not be tolerated in Vermont schools. No Vermont student should feel threatened or be discriminated against while enrolled in a Vermont school. 16 V.S.A. § 570. See [Model Policy](#). See [Practices for Transgender and Gender Nonconforming Students](#).

Hazardous Materials: The District has developed specific protocols for the proper disposal of hazardous waste. Any questions concerning the disposal of such waste should be discussed with the [Facilities Department](#). Specifics include:

- **Asbestos:** If any known or suspected asbestos is disturbed in any way the [Director of Facilities](#) must be contacted immediately for a scheduled abatement.
- **Batteries:** Batteries must be boxed up and ready for pick-up by the head custodian so that they may be transported with other hazardous materials to the Hazardous Waste Depot.
- **Fluorescent Light Bulbs:** Contact the school's Head Custodian to report burnt-out bulbs. Designated facilities personnel will replace and properly dispose of burnt-out bulbs.
- **Latex Paint:** Paint may be disposed in the District's garbage dumpsters only if it is completely dry. Sand may be mixed with paint to expedite the drying process. In no circumstance may paint be dumped down rainwater drains. Any tools and equipment must be cleaned in an approved sewer drain. All rainwater drains will be clearly marked with plaques that read "No Dumping/Drains to Waterway."
- **Mold:** Any appearance of mold must be reported immediately to the [Director of Facilities](#) for proper remediation.
- **Other Hazardous Waste:** If you are using chemicals and have hazardous waste, or if you encounter an unknown substance or other hazardous waste, call the [Director of Facilities](#) immediately. All hazardous waste will be scheduled for disposal at the Hazardous Waste Depot.

Safety Data Sheets: To comply with OSHA's Hazard Communication Standard (HCS) and Globally Harmonized System of Classification and Labeling of Chemicals (GHS) the District maintains an [online system](#) to track chemicals used in the District and to communicate hazard information on labels and to provide safety data sheets.

This online system may be accessed from the SBSB Website. Persons who may be using chemicals and/or hazardous materials in the workplace (i.e., art/paint supplies, science lab materials, cleaning solutions) must contact the Director of Facilities to update this information as appropriate and required by law.

Illness or Injury: Should you have an illness or injury, notify the supervisor or building administrator immediately so that a course of action may be put in place.

Work Related: Should you or a co-worker experience a work-related illness or injury on the job, seek immediate medical assistance and report the information immediately to the principal/supervisor. You will be expected to complete a [First Report of Injury form](#), as required under Workers' Compensation rules. Additional forms and/or information may be requested by the Business Office so that appropriate reporting is completed. To report an

absence from work, contact your supervisor/principal, the [Payroll/Benefits Coordinator](#), or [Human Resources Coordinator](#) for assistance.

Kitchen Use: School kitchens are operated and managed by the Nutritional Services Department according to state and federal guidelines. In order to maintain food safety and sanitation requirements and to avoid health risks to students with allergies, the use of kitchen facilities by any group must be approved by the [Nutritional Service Director](#).

Late Arrivals: If a person anticipates arriving late to work it is expected that they will check in with their supervisor/ principal to advise them about their arrival time. Any tardiness should be recorded on the timesheet, log-in form, or on the [online Absence Management system](#). Upon arrival, the person is expected to check in at the main office and/or with the supervisor/principal.

Leaving Work During Scheduled Hours: Persons are expected to work their scheduled hours and remain on site unless they have signed out in the main office for an illness, unexpected reason, or for a lunch break off-site.

Lost and Found: If an individual has lost or found items, contact the school's main office as items may be left there. The individual may also send an email to building staff using the identifying "MISC" in the subject line of the email.

Mandated Reporting: A mandated reporter is any individual who is:

- Employed by a school district or an approved or recognized independent school or
- Contracted and paid by a school district or an approved or recognized independent school to provide student services, including any school superintendent, school principal, headmaster of an approved or recognized independent school, school teacher, student teacher, school librarian, and school guidance counselor

A person who is a mandated reporter, in addition to reporting such suspected abuse or neglect to the principal, principal's designee, or superintendent, shall immediately report or cause a [report](#) of the suspected child abuse or neglect to be made to the Agency of Human Services, Department for Children and Families (DCF) at 1-800-649-5285 or 863-7370. Any substitute, regardless of whether they are considered a "mandated reporter," shall report suspected child abuse or neglect to the building principal or designee. If the building principal or designee is the person suspected of child abuse the report shall be made to the Superintendent of Schools. [See I-3 Procedure](#) and additional training on [SafeSchools](#).

Medication Administration: Only nurses or their designees are permitted to dispense medications (prescription or non-prescription) to students. All medication should be directed to the school nurse or main office.

Overtime: Exempt (salaried) employees are not eligible for overtime pay. Non-exempt (hourly) employees are provided overtime pay for authorized hours *worked over* 40 in a week. All hours will be recorded in the Absence Management System, including overtime hours. The following rules for overtime are as follows:

1. Any overtime worked by a substitute will require the approval of the supervisor or principal/designee in advance of any hours worked, unless specifically provided.
2. All overtime hours are to be recorded on the timesheet. It is important to identify each overtime event on the timesheet.
3. The timesheet containing overtime hours will be submitted to the supervisor/building administrator for approval and then sent to payroll for processing.
4. All overtime hours are to be coded. The codes are located on the overtime portion of the timesheet.

Parking Personal Vehicles: Individuals may only park in designated parking lots. The District is not responsible for any damage or loss resulting from the use of the parking area. In some locations, such as the high school and middle school, parking permits for employees assigned to these locations will be issued and must be displayed from one's rear view mirror. The District reserves the right to tow any vehicle that is improperly parked at the person's expense.

- *Fire Lanes and Restricted Parking Areas:* Please do not park in areas not intended for parking, including fire lanes, bus lanes, drop off lanes, fields, courts, and reserved parking spaces. Vehicles will be towed at the owner's expense.

- *Handicap-Accessible Parking:* Persons parking in designated “Handicap-Accessible parking” spots will be expected to display proper permits.

Pay Day: Pay is issued every other Friday from the Business Office and will be direct deposited to one’s bank account unless other arrangements have been made with the Business Office. Payment for services is normally provided in arrears, two to three weeks after the substitute assignment. Complete a timesheet for the hours worked and submit to the supervisor for approval no later than Friday prior to the payroll week; failure to do so may result in a delay in pay. Questions regarding pay and/or deductions from pay may be asked of your supervisor or contact the [Payroll Coordinator](#).

Protection of Pupil Rights Act: The Protection of Pupil Rights Act, 20 U.S.C. §1232h (hereinafter “PPRA”), requires parental notification in a number of respects. For that reason, please refrain from taking photos and/or forwarding any identifiable information of students to others. See [District Policy F9](#).

Restraint and Seclusion: State Board Rule 4500 defines the appropriate use of seclusion and restraint. Rule 4500 also sets forth the reporting requirements relative to any use of seclusion or restraint in school (e.g., teacher to administrator, administrator to superintendent, and school to parent/guardian of affected student). [Frequently asked questions about Rule 4500](#) are available online. Staff involved in Seclusion or Restraint shall complete a [Restraint/Seclusion Documentation Report](#) and send to: [Joanne Godek](#), Director of Educational Support Systems, located in the Superintendent’s Office.

Safety and Security: It is expected that all persons report to work fit and ready for duty. Any person under the influence of drugs or alcohol (prescription or non-prescription) will not be allowed to continue to work and may be subject to disciplinary action up to and including termination. Safety trainings, appropriate to specific positions, are provided to our staff members through [Safeschools](#) and occasionally in person. It is expected that all participate in trainings as they are made available and assigned, and practice safety steps at all times. The care and concern for our students and staff is of utmost importance. Staff members are expected to be vigilant in watching for ever presenting risks to others while on school property. If a risk is identified, please bring it to the attention of a building administrator.

The District expects that every person will assume responsibility for their individual safety and that of the District’s property. Failure to follow District safety and health guidelines or engaging in conduct that places the employee, students, or District property at risk can lead to employee disciplinary action and/or termination. In the event of a workplace related illness or injury, it is the responsibility of the substitute to complete a [First Report of Injury](#) form for any workplace illness or injury for which they are involved. A witness to the event may also be requested to complete a report. These reports will then be sent to the Business Office for processing.

School Closings: In the event of inclement weather or an emergency school closing, notification through the District broadcast system, “Blackboard Connect” will be issued. Some non-instructional staff may be expected to report to work unless otherwise notified by the supervisor or building principal. If travel is perilous, the individual may request not to report to work. Emergency school closings will also be announced via the following radio and television stations will have the latest information: WJOY, WKDR, WEZF, WNCS, WOKO, WKOL, WIZN, WVMT, WXXX, VT-ETV, WCAX-TV, WPTZ-TV, and WVNY-TV.

School Resource Officer (SRO): The District works with the South Burlington Police Department to provide specially trained, on-site Police Officers to provide consultation, DARE training, and assistance with law enforcement issues that are presented within the District. Individuals may access these officers through their supervisor/building administrator when necessary.

[Sexual Violence Protection \(Act 1\):](#) Act 1 is a comprehensive plan for improving Vermont’s sexual abuse response system and the legislation includes significant protections for students against sexual exploitation and sexual violence. Under Act 1, schools are obligated to provide community education on preventing and identifying sexual abuse. The law was updated in 2015 (Act 60) in [expanding requirements for Mandated Reporting](#). See [guidance for Community Prevention Practitioners](#) and additional training on [SafeSchools](#).

Smoking/Tobacco Use Prohibited: The District complies with state law and local smoking ordinances thereby prohibiting smoking and/or tobacco use on all school district property, including all buildings and vehicles. Smoking is not allowed during work or any school sponsored activity, including those held off-campus. Violation of the policy may result in employment action up to and including termination.

Training and Professional Development: Orientation to the District will be provided to all new employees at the start of employment and will include information on District policies, procedures, and expectations. All substitutes will also be required to complete additional training through the District provided online training program called Safeschools, through special in-service trainings for such topics as CPR/First Aid, and through other school sanctioned programs. You will be notified by the department supervisor or email from *Safeschools* of training expectations

Transportation of Students by Staff: The District encourages the use of busses for transporting students. There may be a rare situation when a staff member or parent volunteer will be asked to transport a small number of students for a specific purpose. The driver must provide the Business Office with a copy of the driver's current license, vehicle registration, and insurance card. The vehicle must also display a valid inspection sticker. The driver is not "covered" by the District insurance policy. The driver must carry at least the state minimum for liability insurance. If there is an accident, the driver's insurance is primary carrier; the District insurance policy covers liability beyond the driver's insurance limits. The vehicle must have a seat belt for every passenger and seat belts must be used at all times. A student under the age of eight must have an approved child restraint system. Before any child is transported in a private vehicle, the parent must be informed and permission must be secured in writing. Drivers must also sign a statement understanding the limitations and this document will be kept on file in the Business Office.

Visitors/Volunteers/Interns/Vendors: The supervisor and/or principal/designee must be advised in advance of any visitor, vendor, intern, consultant, volunteer, or other non-employee who will be present in the building. All visitors must report to the main office of each building and sign in before they can proceed to an appointment or scheduled visit. Visitors who wish to meet with faculty are encouraged to make an appointment prior to meeting. Vendors are restricted to designated areas.

Some regular visitors, including student mentors, interns, and consultants, with a legitimate reason for being on the property may be granted additional access based on regularly scheduled visits; however, these regular volunteers must follow the background check process as required by Vermont statute as they may not have unsupervised access to students. This may be completed by contacting the Human Resources Coordinator.

Weapons: The District is committed to providing a safe workplace and learning environment and prohibits the possession of any weapon, lawful or unlawful, on school property by anyone including, but not limited to, employee, student, volunteer, vendor, or client. Violation of the policy may result in employment action up to and including termination.

Wellness: The South Burlington School District Wellness Committee (comprised of staff, students, and community members) oversees the District's commitment to nutritional, physical, mental, and social and emotional wellness in our schools. A strong farm-to-cafeteria program and partnerships with community wellness organizations allow students and staff further opportunities for learning. For more information, we encourage you to speak with your supervisor, building administrator, or contact a building Wellness representative.

Working with Students: A positive learning environment must be safe and supportive of all persons. It is essential that everyone follows reasonable set of expectations. Equally important though, is the development of good working relationships and interactions between students and adults in order help students learn and gain skills that are compatible with expected behavior.

Student Discipline Protocols: In the event a student's behavior is disruptive or presents a potential safety problem for themselves or others, it is expected that school protocols will be used to instruct students on how to become good school community members. No physical contact with students should be used to compel compliance with directions. More information will be provided to you by your supervisor.

Student Illness or Injury: In case of an illness or injury of a student in your care or proximity, you are responsible for directing or taking the student to the school nurse's office. The school nurse, principal/designee will decide what course of action to take. If you witnessed an accident, please remember to fill out an accident report available in the school or custodial office. Only nurses or their designees are permitted to dispense medications (prescription or non-prescription)

to students. All medication should be directed to the school nurse or main office. Each school is equipped with first aid kits, EPI-Pens, and emergency cleanup kits should an accident or injury occur.

Student Safety: No unsupervised contact by non-staff, including volunteers, is permitted with students. Please report any suspicious behaviors and/or strangers to a school administrator. All visitors and substitutes are required to sign in at the school's main office and to receive visitor badge that are to be visible at all times.

VII. General Substitute Information

Assignments: The District reserves its right to make assignments based on District and student needs and considers this paramount when reviewing the skills, ability, and qualifications of the substitute and making assignments.

Assignment Notification: Our District uses a software program called *Absence Management* (formerly AESOP, <https://www.frontlineeducation.com/SignIn>) to organize and schedule substitute assignments through 24/7 phone and internet access. Open positions will be posted as soon as they become available, whether they are for present or future assignments. Substitutes are asked to access the system regularly and to accept assignments on-line. Substitute Coordinators will only call when the assignment is last minute, requires a specialized skill, or goes unfilled.

If a substitute accepts an assignment, it is expected that they will complete the assignment unless personal circumstances make it absolutely impossible. If a substitute is no longer available for substitute teaching, it is best to call the Human Resource Office at 652-7255 as soon as possible, to be removed from the active substitute list. This will save the substitute and the District unnecessary phone calls.

Discipline: On occasion you may find a student's behavior disruptive or a potential safety problem for themselves or others. When this occurs, we encourage you to call attention to the problem with the student in a rational and calm manner. If the misbehavior continues or is significant, report the incident immediately to the principal/supervisor, (or for substitute bus drivers, you may return to the school if necessary) and complete a disciplinary form available in the school's main office or at the bus garage.

The District is committed to a discipline with dignity philosophy, emphasizing respect for all. All persons are expected to model behaviors consistent with this philosophy. Corporal punishment is prohibited. Please ask the Principal for additional information on procedures specific to discipline and relating to your assignment.

Substitute Wage Rates:

Position	Rate of Pay
Registered Nurse	\$200.00/day
LPN (certified)	\$19.00/hour
Teacher 1-21 days ⁽¹⁾	\$90.00/day
Teacher 22 or more days ⁽¹⁾	\$95.00/day
Teacher, Long Term Assignments	Per diem rate based on salary schedule
Bus Driver	\$17.23/hour
Bus Monitor/Lunch Room Monitor/School's Out Counselor	\$13.47/hour
Custodian	\$13.60/hour
Para Educator	\$13.60/hour
Interventionist/Behavior Facilitator	\$16.60/hour
Library Media Technician	\$15.60/hour
Nutritional Services	\$12.65/hour

⁽¹⁾ The number of substitute teaching days (as listed in the table) may accumulate from year to year to provide an alternative rate of pay. If there is a break in service to the District of one year or more, the daily rate reverts to the starting compensation of \$90.00/day.

VIII. Substitute Teachers

Licensure Requirement: For long-term substitute teaching assignments, appropriate licensure is required, per the [Vermont Licensing Standards](#) (12/26/14):

“Each local school board shall adopt a policy establishing employment qualifications for persons who substitute for educators in their absence. Each policy shall require at a minimum that the substitute has graduated from high school. (See SBSD Policy D1 “Substitute Teachers” on [District website](#).)

An unlicensed person employed as a substitute pursuant to local school board policy may substitute for up to thirty (30) consecutive calendar days in the same assignment. In order to continue to employ the unlicensed person in this assignment beyond thirty (30) days, the superintendent shall apply for an Emergency or Provisional License for the person pursuant to Sections 5350 and 5360 of these rules.

Licensed educators may substitute in a field outside of their endorsement field for thirty (30) consecutive calendar days in the same assignment. Upon application by the superintendent, the Standards Board or its designee may grant one extension for an additional thirty (30) days. In order to continue to employ a licensed educator beyond sixty (60) days outside of his/her endorsement field, the superintendent shall apply for a Provisional License for the person pursuant to Section 5350 of these rules.”

Work Responsibilities: A substitute teacher is expected to project a professional demeanor at all times and to possess the necessary education, skills, good judgment, and common sense in order to manage and lead a class. Substitutes are encouraged to contact the regular teacher if the assignment is for an extended period of time or whenever appropriate, for any clarification. Building staff are also available for assistance and many teachers may maintain a collection of teacher "tested ideas" for your teaching area. [Safeschools](#), the district on-line training program, may provide useful trainings to substitutes.

Preparing for Work Assignment: Substitute teachers are expected to report to the school office prior to starting each day and remain at school until after students have been dismissed, unless prior arrangements have been made with the Principal.

- Before classes begin, the following should be checked: fire drill and other emergency evacuation procedures; crisis commands; locate the class seating chart(s) and lesson plans; locate the materials and supplies needed during the day; find the library, restrooms, cafeteria, and staff lounge. Information on these items should all be contained in the substitute packet provided to you at the school.
- Enjoy our students! Friendly introductions, establishing clear expectations and consequences at the beginning of class sets a tone and helps students know what is required of them. Learning student names enriches learning and encourages positive relationships.
- Looking at the assignment as a "challenge and an opportunity" conveys the message that learning can be fun. Students will sense immediately whether the substitute has their best interests in mind.
- Follow the regular teacher's lesson plan, however, lessons may be enriched with information that is pertinent to the subject.
- Individual schools/departments may have additional procedures to be followed. Please inquire in the school office upon arrival.

End of Day Responsibilities: At the end of the assignment, it is helpful for the substitute to write the regular teacher a note detailing what activities were attempted and/or completed, his/her contact information, as well as information pertaining to any problems that occurred. The District values constructive comments on any aspect of school operations. Leave the room as organized as when found in the morning and all doors and windows must be closed, the lights turned off, and all audiovisual equipment must be turned off. Check in at the school office before leaving.

Long-Term Assignments: A substitute teacher assuming all classroom responsibilities for a staff member who is to be away for one week or more (five working days) will be paid at the per diem rate equal to the base teacher pay (base pay/189 days). This long-term substitute pay applies only in instances of a planned absence where the Superintendent is

informed that an emergency requires that a substitute will be assuming all responsibilities of the classroom. It does not apply when a substitute begins a substitute assignment believing it to be for one or two days and it evolves into more than that number of days. In such instances, the Superintendent will evaluate the situation after five days of temporary substituting.

One Year Only Assignments: Substitutes for teachers on Board approved leaves of absences will be provided with contracts consistent with the agreement between the Board and the South Burlington Education Association.

For positions of longer than ninety days, where there is no Board approved absence, (e.g. extended sick leave), substitutes will be provided with a Memorandum of Understanding that entitles them to a rate of pay commensurate with their educational attainment, professional experience, and length of service. No benefits will be provided.

IX. Substitute Bus Driver

Licensure and Additional Hiring Requirements: To comply with Department of Transportation requirements, proof of a Commercial Driver's License (CDL) with a special Vermont school bus driver certification, and a copy of the driving record for the past three years from the Department of Motor Vehicles will be required. Applicants will also be required to complete a physical exam and complete a drug/alcohol test at the District's expense.

Preparing for Work: The Transportation Coordinator will provide a schedule for each driver to follow. Each route has been developed with care to ensure the safe and timely delivery of students while minimizing transportation costs. Should a question or a suggestion occur with regard to the assigned route, please speak to the coordinator. Regularly scheduled school bus drivers must maintain a current schedule of their route so that the substitute driver can be made aware of where each stop is located.

Safety Responsibilities: The care of our students is of utmost importance and employees are expected to be vigilant in watching for ever-presenting risks to the students while on and off the bus. Safety training is provided and it is expected that all drivers will participate.

Each school bus is equipped with a radio. In the event of an emergency, the bus driver is expected to contact the supervisor and/or Business Manager for directions and/or help. For the safety and security for all, cellular phones are available to drivers for long distance trips.

Any person under the influence of drugs or alcohol (prescription or non-prescription) will not be allowed to operate a vehicle and may be subject to disciplinary action up to and including termination.

- **Accidents:** If there is a time in which you are involved in a traffic accident while driving for the District, first check to see that each student is safe and unharmed and then survey the damage. We ask that you refrain from speaking to anyone other than the law enforcement official conducting the investigation. The information to provide includes:
 - The events surrounding the accident,
 - Insurance documentation and,
 - Your driver's license.

You are required to contact the [Transportation Coordinator](#) /designee and/or Superintendent immediately to report the situation. You are required also to contact law enforcement officials to report the incident and to submit to a drug and alcohol test within 24 hours of the incident.

- **Breakdowns:** The safety of the students is the first priority, and if the bus is in an unsafe location it may be relocated. Should you experience a breakdown while enroute, call the Transportation Coordinator, [Transportation Department Mechanic](#), or Business Office immediately. If you are immediately able to determine what problem exists, provide this information to your emergency contact so that an appropriate course of action to may be taken.

All buses are equipped with radios for use in the District and these are monitored during school hours. Cellular phones are carried during away trips and for after school hours. A list of emergency names and numbers will be provided to drivers at the time of assignment.

Student Illness or Injury: In case of an illness or injury of a student in your care, the substitute bus driver is responsible for directing or taking the student to the nearest school office. The principal or his/her designee will decide what course of action to take. Please complete an accident report form, which is available in the school's main office. Bus drivers are not permitted to dispense medications (prescription or non-prescription) to students. All medication should be directed to the school nurse, principal or school office personnel. Each bus is equipped with first aid and emergency cleanup kits should an accident or injury occur.

Traveling Out of Town: In preparation for trips out of town, directions to and from the location will be provided to the driver by the supervisor. Once again, a cellular phone will be on board the bus and the bus driver will carry emergency numbers. On each out of town trip, at least one other staff member will accompany the bus driver.

X. Substitute Custodian

Additional Hiring Requirements: Due to child labor law restrictions, proof of age may be required in order to assume responsibility for operating equipment, working with certain chemicals, or fulfilling work schedules. If a substitute employee has certification of training or special expertise, it is encouraged that this information be shared with the supervisor at the time of employment.

Preparing for Work: The District Custodial Supervisor, Head Custodian, or Facilities Manager will provide a schedule for each employee to follow. Each schedule has been developed with care to ensure the health and safety of individuals while minimizing costs. Should a question or a suggestion occur with regards to the assigned schedule, please speak to your supervisor.

Proper Attire: Casual dress is appropriate for custodial and maintenance workers, however, clothing with logos, slogans, or suggestive designs are never acceptable. Closed toe shoes are required. If you have questions about proper attire, please ask your supervisor.

Safety: The safety and well-being of all our employees is important and is essential in the fulfillment of one's job responsibilities. Wearing protective gear will be required whenever you are operating equipment or performing hazardous duties. Disposal of chemicals will be in accordance with district policy and appropriate laws. Seek the assistance of a supervisor if you have questions regarding the use of machinery or chemicals.

In the event of an accident you are required to contact your supervisor and/or business manager immediately to advise them of the situation.

XI. Instructional Support Positions: Para-Educator, Interventionist, Library-Media Technician, School's Out Counselor, and Lunchroom-Recess Monitor

Preparing for work: Your supervisor will provide you with a schedule and an individual development plan (IDP) for the student(s) for which you are responsible. Should you have questions or concerns about the assignment, we ask that you speak with your supervisor.

Proper attire: Casual dress is appropriate for instructional support workers, however; clothing with logos, slogans or suggestive designs is never acceptable. Clothing should be clean and well kept. Closed toe shoes are recommended.

Managing student behavior: The South Burlington School District is committed to a philosophy (Discipline with Dignity) that emphasizes respect for students and others. All employees are expected to model behaviors consistent with this philosophy. Corporal punishment is prohibited. Please ask the Principal for additional information on specific discipline procedures relating to your assignment. Routine problems can be handled according to good common sense. Serious discipline problems should be referred to the office.

Student illness or injury: In cases where you witness an illness or injury of a student, it is your responsibility for directing or taking the student to the school office. The principal or his/her designee will decide what course of action to take. Please

complete an accident report form, which is available in the school's main office. Staff members are not permitted to dispense medications (prescription or non-prescription) to students. All medication should be directed to the school nurse, principal or designated school office personnel.

XII. Substitute Food Service Workers:

Preparing for work: Your supervisor will provide you with a schedule and acquaint you with the area for which you are responsible. Should you have questions or concerns about the assignment, we ask that you speak with your supervisor.

Proper attire: Casual dress is appropriate for food service workers, however; clothing with logos, slogans or suggestive designs is never acceptable. Clothing should be clean and well kept. Closed toe shoes are required.

Substitute food service workers must wear hair restraints, (e.g. hat, hairnet). No excessive perfume, makeup, nail polish, or fake fingernails are allowed. No dangling jewelry will be allowed.

Student illness or injury: In cases where you witness an illness or injury of a student, it is your responsibility for directing or taking the student to the school office. The principal or his/her designee will decide what course of action to take. Please complete an accident report form, which is available in the school's main office. Food Service Workers are not permitted to dispense medications (prescription or non-prescription) to students. All medication should be directed to the school nurse, principal or designated school office personnel.

Managing student behavior: On occasion you may find a student's behavior disruptive or a potential safety problem for themselves or others. When this occurs, we encourage you to call attention to the problem with the student in a rational and calm manner. If the misbehavior continues and you are unable to manage the situation, report the incident immediately to the supervisor or school principal.

Acknowledgement Form

This form is to certify that I have been given a copy of the Handbook for Substitute Personnel for the South Burlington School District and that I have read and understand the contents. I further understand that no promise of continued employment is implied or expressed and that I am an employee at will.

Signature of Substitute Employee

Date

Printed Name of Employee

DISTRICT CONTACT INFORMATION AND SCHOOL SCHEDULES

Rick Marcotte Central School

10 Market Street (802) 652-7200
 Brent Coon, Principal
 Employees report 7:30 a.m.
 Classes start 8:00 a.m.
 Dismissal 2:40 p.m.

Chamberlin Elementary School

262 White Street (802) 652-7400
 Holly Rouelle, Principal
 Employees report 7:30 a.m.
 Classes start 8:00 p.m.
 Dismissal 2:40 p.m.

Orchard Elementary School

2 Baldwin Avenue (802) 652-7300
 Mark Trifilio, Principal
 Employees report 7:30 a.m.
 Classes start 8:00 a.m.
 Dismissal 2:40 p.m.

Frederick H. Tuttle Middle School

500 Dorset Street (802) 652-7100
 Karsten Schlenter, Principal;
 Paul Yoon, Assistant Principal
 Employees report 8:10 a.m.
 Classes start 8:40 a.m.
 Dismissal 3:25 p.m.

High School

550 Dorset Street (802)652 7000
 Patrick Burke, Principal
 Patrick Phillips, Assistant Principal
 Lissa McDonald, Assistant Principal
 Michael Jabour, Director of Activities
 John Painter, Math Curriculum Area Supervisor
 Ryan Navin, Social Studies Curriculum Area Supervisor
 Phillip Surks, Science Curriculum Area Supervisor
 Teresa Mazza-Anthony, Foreign Language Curriculum Area Supervisor
 Mary Ellen Schaefer, English Curriculum Area Supervisor
 Gail Kilkelly, Performing Art Curriculum Area Supervisor

District Office:

Superintendent	David Young	652-7250
Executive Assistant	Delina Gilroy	652-7252
Administrative Assistant	Meg Collins	652-7390
Human Resources Director	Karen Desmond-Dantzcher	652-7256
Human Resources Coordinator	Diane Kinnon	652-7255
Human Resources Benefit Coordinator	Maura Sawtelle	652-7136
Business Manager	John Aubin	652-7055
Fiscal Coordinator	Amadee Denton	652-7056
Payroll/Benefits Coordinator	Missy Pidgeon	652-7051
Director of Facilities	Bart Miceli	652-7533
Facilities Coordinator	Jessica Witty	652-7533
Transportation Coordinator	Deb Courtemanche	652-7498
Transportation Assistant Coordinator	Kathy LaRock	652-7479
Nutritional Services Director	Rhonda Ketner	652-7160
Director of Educational Supt Systems	Joanne Godek	652-7392
Administrative Assistant	Sue Ringey	652-7253
Administrative Assistant	Linda Mickel	652-7183

**South Burlington School District
Abbreviated Substitute Teacher Job Description**

JOB GOAL: To provide instruction and maintain a learning environment that promotes learning and personal growth; to motivate pupils to develop skills, knowledge and attitudes needed to provide a strong academic foundation for continual education and the world of work according to each pupil's ability; to establish effective relationships with students, parents and other staff members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Implements lesson plans and instructional material and provides individualize and small group instruction to adapt the curriculum to the needs of each pupil.
- Provides students with standard-based appropriate learning experiences.
- Assesses and monitors learning using a variety of methods and adjusts instruction accordingly to individual student needs.
- Communicates with teachers regarding student needs and issues.
- Establishes and maintains standards of pupil behavior to achieve an effective learning atmosphere.
- Completes appropriate records and prepares reports as necessary.
- Identifies pupil needs and makes appropriate referrals.
- Plans and coordinates the work of other employees, parents, and volunteers in the classroom and on field trips.
- Creates an environment that is instructionally appropriate for age/grade of students.
- Instructs pupils in citizenship and basic subject matter using current best practices and as specified in state law and administrative regulations and procedures of the school district.

SUPERVISORY RESPONSIBILITIES: Monitors student discipline through an appropriate classroom management program. Assists the Administration in establishing and maintaining school-based discipline and a positive learning environment.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the complete job description represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.