



Zachary Community School System

2017-2018

Substitute Handbook

**A Publication of the
Zachary Community School Board
Human Resources Department**

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The Zachary Community School District does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, age, national origin, handicap, or status as a Vietnam era or disabled veteran. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training and apprenticeship, and all other terms, conditions, benefits and privileges associated with employment. This policy extends to the educational programs and activities operated by the state, districts, and schools. Discrimination is specifically prohibited by Title IX of the Education Amendments of 1972, as amended, and Title 45, Subtitle A, Part 66, of the implementing regulations administered by the Director of the Office of Civil Rights of the United States Department of Health Education and Welfare.

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www.zacharyschools.org

Look for updates and tips during the year on our Website!

The Human Resources page contains an electronic version of this handbook.

Please refer to the Zachary Community School District website for the most current version of all district policies.

For more information contact:

Yolanda Williams, Director of Human Resources

Yolanda.williams@zacharyschools.org

MESSAGE FROM THE SUPERINTENDENT

Dear Zachary Community Schools Substitute Teachers:

On behalf of the Board Members and the staff, welcome to Zachary Community School System. As a member of the substitute teaching staff you are one of the most vital parts of our school system. The responsibility of a substitute teacher is a challenging, but rewarding one. We are excited you accepted this opportunity to assist in making a difference in our students' lives.

The purpose of this substitute handbook is to provide you with the information you need to ensure continuity in the instructional program when teachers must be absent from their classrooms. Moreover, it will help with maintaining a safe and supportive educational environment for the students entrusted in your care. This handbook, along with assistance from school principals and classroom teachers, will enable you to assist us in meeting the educational needs of our students.

We are delighted that you have chosen to join our school system in its efforts to fulfill the mission of Zachary Community School System. Have a great year!

Sincerely,

Scott Devillier, Superintendent

VISION AND MISSION

Zachary Community School Board Vision Statement

Zachary Community School System is recognized as a model of excellence serving all citizens.

Zachary Community School Board Mission Statement

The mission of the Zachary Community School Board is to assist every student in reaching his or her maximum potential through high-quality instruction and good stewardship of community resources.

Core Values

Children First
Honesty
Integrity
Teamwork
Strong Moral Foundation
Community and Family Involvement
Accountability
No Political Agendas
Safety
Excellence

STANDARDS OF PERFORMANCE

Zachary Community School Board

STANDARDS OF PERFORMANCE

ATTITUDE:

At Zachary Community School System, we pride ourselves in always doing the following:

- Treat everyone as if he or she is the most important person in our facility.
- Promptly welcome customers in a friendly manner.
- Smile, make eye contact and introduce ourselves.
- Our body language, tone and demeanor should always reflect a positive attitude.
- We take the initiative to offer assistance to customers. We won't wait to be asked.
- We listen carefully to what customers have to say.
- Rudeness is not acceptable.
- We speak positively and offer compliments frequently.
- We apologize for problems and inconveniences.
- We avoid placing the blame or making excuses.
- We thank customers for choosing our schools.
- We know that students and parents are not an interruption of our work, but they are the reason for us being here.
- We continue to be happy.

COMMUNICATION:

The goal of communication is full understanding. We must be committed to listening attentively to our customers in order to fully understand their needs. We must avoid confusing customers, and we need to speak in terms they can easily understand.

Greetings and Instructions:

- Customers will be greeted with a warm and friendly smile.
- We will use the customer's name as soon as we have heard it or as it is written down.
- We make eye contact with all people.
- We will introduce ourselves promptly by using our first name.
- We will use "please" and "thank you."
- We will listen to our customer's concerns in ways that show them that we care and always ask "How may I help you?"

APPEARANCE:

- Each employee's appearance represents our school; therefore, each employee's grooming and dress will be professional and appropriate.
- We will take pride in our facility and do our part to maintain a safe, uncluttered and litter-free workplace.
- Your attire will be professional, tidy, discreet, tasteful and appropriate. Your attire and body language are all part of your appearance.
- Dress code policies will be followed.
- Good personal hygiene will always be maintained.

Facility and Environmental Appearance:

- The working environment and hallways will be maintained, clean and uncluttered.
- When you come across litter, please ensure that it is picked up and disposed of properly.
- When you come across a spill, report it immediately to ensure a safe and clean environment.
- As you vacate a work area, lounge or meeting room, you should always leave it clean and presentable for the next teacher or staff member.
- It is the responsibility of all employees to report unsafe or unsightly conditions such as plumbing needs, lighting problems, damaged walls or anything else that needs immediate attention, to the appropriate department.
- Everyone is encouraged to clean up after himself/herself and others; we all need to ensure a safe and proper environment.
- A clean and safe environment is the responsibility of all employees.
- Graffiti should be reported immediately and removed within 24 hours.

CONFIDENTIALITY:

- Do not discuss our students' performance with others.
- Communicate with our students and parents in a private manner.
- Eliminate gossip in order to respect co-workers. Others often can hear this unprofessional discussion.
- Remember that confidentiality extends into the community. Do not discuss students outside the school.

SENSE OF OWNERSHIP (PRIDE)

Each employee must feel a sense of ownership towards his or her job and the school system. We must all take pride in what we do. We must be responsible for the outcomes of our efforts and recognizing our work as a reflection of ourselves. We all should follow these practices:

- Take pride in the school as if you owned it.
- Be sure you know and understand the responsibilities of your job. Take charge of and accept these responsibilities.
- Strive to do the job right the first time.
- Look beyond your assigned tasks. Your responsibility does not end where your co-workers responsibility begins.
- Look for ways to exceed our customers' expectations.
- Be good consumers of our insurance, utilities and schools.

COMMITMENT TO CO-WORKERS:

As Zachary Community School Board employees, we are linked to one another by a common purpose: serving our students and our community. Therefore, our co-workers are our teammates. They deserve our respect. Without their contributions, none of us could perform our jobs. Just as we rely on our fellow employees, they rely upon us. Each of us has obligations to our co-workers. We will:

- Treat every co-worker as a professional. Recognize that we each have an area of expertise. Give credit where credit is due.
- Show consideration. Be sensitive to a fellow employee's inconvenience. Consider another's priorities in addition to our own.
- Be tolerant of fellow employees. Recognize that conflicts may exist among co-workers, but professional courtesy is expected. Set aside differences when working together. Realize we all have personal shortcomings. Rudeness is not appropriate.
- Be supportive of fellow employees. Offer help when possible. Cooperation is expected in the workplace.
- Be honest and loyal to your co-workers. Don't undermine other people's work. Respect their efforts. Be discreet about what is said.

CENTRAL OFFICE ADMINISTRATIVE STAFF
(225-658-4969)

Superintendent

Scott Devillier

Business & Operations Manager

John Musso

Director of Human Resources and Communications

Yolanda Williams

Director of Student Support Services

Aeneid Mason

Director of Federal Programs, Data Management, and Early Childhood Programs

Gwendolyn Longmire, Ph.D.

Supervisor of Technology and Secondary Programs

Jeffery Hand, Ph.D.

Supervisor of Elementary Programs

Dewey Davis

Supervisor of English Language Arts

Diane Stone

Supervisor of Accountability, Assessment and Mathematics

Karin Lawless

Supervisor of Special Programs and Science

Tammy Wood

Supervisor of School and Home Relations

Joe LeBlanc

Supervisor of Child Nutrition

Allyson Russell

SCHOOL INFORMATION

Zachary Early Learning Center (PK)

Kelli Day, Principal
Lorrie Wax, Assistant Principal
Monica Meeker, Secretary
4400 Rollins Road Extension
Phone: 654-6011

Northwestern Elementary School (K)

Kelli Day, Principal
Brenda Triche, Secretary
4200 Rollins Road
Phone: 654-2786

Rollins Place Elementary School (Grades 1-2)

Jennifer Marangos, Principal
Trudy Johnson, Assistant Principal
Jess Patti, Administrative Dean
Cathryn VonKanel, Secretary
4488 Rollins Place Road
Phone: 658-1940

Zachary Elementary School (Grades 3-4)

Keisha Thomas, Principal
Maegan Brown, Assistant Principal
Megan Noel, Administrative Dean
Sondra Burnham, Secretary
3775 Hemlock Street
Phone: 654-4036

Copper Mill Elementary School (Grades 5-6)

Angela Cassard, Principal
Jonathan Coats, Assistant Principal
Dwayne Chatelain, Administrative Dean
Teri Cunningham, Secretary
1300 Independence Blvd.
Phone: 654-2786

Northwestern Middle School (Grades 7-8)

Debby Brian, Principal
Rebecca Brian, Assistant Principal
Esther Watson, Assistant Principal
Cynthia Coghlan, Secretary
5200 East Central
Phone: 654-9201

Zachary High School (Grades 9-12)

Tim Jordan, Principal
Erica Henry, Assistant Principal
Tom McDonald, Assistant Principal
Lindsey Spence, Assistant Principal
Chad Jarreau, Assistant Principal
Karen Neal, Secretary
4100 Bronco Lane
Phone: 654-2776

APPLICATION PROCESS

- I. Complete online substitute employment application
- II. In order to be approved as a substitute, a candidate must hold at a minimum, a valid high school diploma or GED. We will need proof of education – copy of one of the following documents:
 - high school or college diploma
 - college transcripts
 - GED certificate
- III. All substitute candidates must be fingerprinted and drug tested. Fingerprinting is done at the Louisiana State Police Office (Baton Rouge) and drug testing is done at Lane Memorial Hospital Lab. When results are received and approved, the substitute will be contacted.

DUTIES AND RESPONSIBILITIES

The substitute teacher performs under the supervision of a principal or other designated supervisor, and has the responsibility to continue the instructional program according to the directions left by the absent teachers. The substitute teacher functions in accordance with established policies, rules, and regulations and the performance standards of the District.

All substitutes are expected to arrive on time and to remain on the job until all students have been picked up by their parents, been put on the bus, and/or have otherwise been dismissed.

During breaks from the classroom duties, substitutes are to report to the school office for assignment from the principal. Note that substitutes are entitled to the same lunch period as the regular classroom teacher whom they are replacing.

Major Duties

- Makes every effort to continue the instructional program according to the directions left by the absent teacher
- Confers with the principal or designated supervisor concerning the completion of any reports that may be necessary
- Instructs students appropriately in citizenship and interpersonal relationships, and responsibilities
- Provides instruction, organization, and management in the classroom, which creates an environment conducive to learning
- Displays judgment that supports performance and attendance
- Communicates with the absent teacher

APPROPRIATE DRESS

Employees on a daily basis shall dress as professionals, in businesslike attire in order to set a good example for co-employees, students and the general public. Employee dress and grooming shall not detract from the learning/educational environment of students' participation in classes, school programs or other school-related activities. Extremes in style and fit in employee dress and extremes in style of grooming shall not be permitted. Administrators shall be authorized to use their discretion in determining extremes in styles of dress and grooming and what is appropriate and suitable for Zachary Community School Board employees. No employee shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, blade, symbols, sign or other things which are evidence of affiliation with drugs, alcohol, violence or gang related activities.

EMPLOYEE DRESS CODE

The guidelines of the School Board shall be that no mode of attire shall be considered proper for school wear that distracts from or disrupts classroom and school decorum. Principals and other administrative supervisors shall be delegated the authority and bear the responsibility for ensuring compliance with this the provisions of this policy and shall be expected to counsel and/or discipline employees they supervise on professional appearance in conformance with this policy. Any employee whose attire or dress is not professional in the opinion of the principal/supervisor shall be informed and directed to conform to policy. An employee who is inappropriately dressed in the opinion of the principal/supervisor, may be sent home and required to return to work in acceptable attire. The employee shall not be paid for time away from work. Any employee who disregards the provisions of the School Board's employee dress code policy shall be subject to disciplinary action.

1. Employees shall dress in professional/business attire.
2. Clothing shall fit appropriately and all undergarments shall be concealed.
3. Shirts/blouses shall be sized appropriately.
4. Clothing that is revealing, skintight, or see-through shall not be worn.
5. Dresses and skirts shall be of appropriate length (no shorter than two (2) inches above the knee).
6. Halter tops, spaghetti straps and strapless tops shall not be allowed unless worn under another blouse, shirt, jacket, or sweater. (This includes dresses that possess this type of top as well.)
7. Employees shall wear professionally appropriate footwear. No flip flops of any kind (defined as backless shoe with a strap between the toes) and no rubber crocs.

8. Shorts shall not be worn.
 - A. Exceptions: Coaches and physical education employees may wear loose fitting, appropriately sized shorts of an appropriate length during the physical education instructional periods.
 - B. Coaches and physical education employees shall wear outer pants or warm-ups in the instructional setting.
9. Only coaches and physical education employees may be allowed to wear athletic attire and warm-ups of any type.
10. No jeans of any color shall be acceptable.
 - A. Spirit days may be designated by the principal.
 - B. No skinny jeans, jeggings, low-rise jeans nor jeans of any type with excessive embellishment.
11. Facial hair shall be kept neat and clean.
12. All employees shall maintain well-groomed hair styles/cuts. Hats shall not to be worn inside.
13. No visible body piercings other than earrings shall be acceptable. Earrings on males shall not be accepted.
14. Permanent or temporary body art (tattoos) shall be hidden or covered by clothing and should not be visible.
15. Appropriate dress shall also be expected of cafeteria, maintenance, and transportation personnel and may include uniforms or other apparel approved by their principal or supervisor. Vocational teachers shall wear Occupational Safety and Health Administration (OSHA) approved clothing when teaching Career and Technical Education classes, if applicable. Scrubs may be worn by the medical/nursing and child nutrition staff only.

GETTING STARTED

- Arrive on time
- Report and sign in at the main office upon arrival
- Receive instructions and materials
- Get information from school staff about the bell schedule and any special activities for the day.
- Maintain confidentiality with all student records and information
- Maintain the same professional and ethical standards as the classroom teacher when dealing with students, parents and school staff
- Start class promptly after the bell
- Contact the principal or designee if lesson plans are not available
- Keep the atmosphere of the room as normal as possible by following the regularly scheduled activities and teaching plan
- Encourage students to leave the room in an orderly condition at the end of the day
- If a problem occurs that you are unable to manage, contact the principal or designee immediately for assistance
- If in doubt about anything-ASK THE SCHOOL OFFICE!
- Write the teacher a note explaining the day's events (Identify helpful students, behavioral concerns and identify completed and not completed assignments.)
- Leave the classroom in proper order

The school exists because of the student. The first obligation of the substitute is to the student.

Concerns, comments, and/or questions should be directed to the building principal.

Do not bring books to read, PDA's, computers, handheld games, or other material/devices for personal use when you should be supervising students. Come prepared to teach and work with the students.

CLASSROOM MANAGEMENT

Substitute teachers are expected to use common sense and good judgment in addressing problems with students and other staff members. If however, a problem cannot be properly resolved at an individual level after an attempt at resolution has been made, the matter should be referred to the school principal. The substitute teacher is expected to maintain a level of discipline in the classroom which is conducive to a positive learning environment. A well-organized and skillfully conducted class will have fewer discipline problems. Your presence, stature and tone of voice affect the reaction of a class to you. A positive attitude will help gain the respect of student.

Key Points:

- Start the day in the manner in which you wish to continue. Greet students at the door.
- Know the lessons you will present, at what time you present and the method you will use.
- Stand when presenting a lesson and walk around at all times.
- Speak loudly enough to be heard, but softly enough to obtain attention.
- Observe carefully pre-scheduled routines (homeroom, breaks, and lunches, etc.)
- Be calm and unemotional, be firm and fair
- Do not threaten – provide obtainable goals with enforceable consequences.
- Do not embarrass the student as a form of punishment. Try to handle the situation privately.
- Do not in any case use physical discipline of any type
- Report serious problems to principal's office immediately
- Do not punish the group for the actions of one
- Set limits for behavior
- Ignore behaviors that might increase if given attention
- Develop a signal to let students know behavior is unacceptable
- Reinforce students for appropriate behavior
- Redirect students back to task by offering to help, discussing the assignment or complimenting the student's accomplishment on the completed part of the task
- Always treat students with respect
- Model respectful behavior
- For your physical and legal safety, physical contact with students must be avoided unless it is considered part of the job description. Substitutes who are accused of inappropriate touching or behavior with students will be reported immediately by the school administration to the appropriate officials. These substitutes will be removed from the Substitute List pending the outcome of the investigation. You will not be contacted during the investigation.

MONITORING STUDENTS

The substitute should never leave students unattended at any time. In the absence of the teacher, a substitute assumes full responsibility for students in the class, outside the class, on the playground, in the cafeteria, etc. unless another adult is assigned that responsibility by the campus principal. Students should not be released before the bell unless the substitute is instructed to do so by a teacher or campus administrator.

CLASSROOM ETHICS

Information obtained about students, including grades/performance must be kept confidential. It is against the law to disclose information contained in a student's personal folder, a student's grades or the fact that a student has a special need or disability.

AT THE END OF THE DAY

Make notes for the regular classroom teacher about your day. Include information about problems during the day and any other information that you feel the teacher might want to know. If you were not able to follow lesson plans, if an assignment could not be completed, or if you had to rearrange schedules, leave a note explaining why.

When substituting duties are complete for the day, the substitute should:

1. Straighten the classroom and leave appropriate notes for the regular teacher
2. Secure all doors and windows in the classroom
3. Report to campus contact person
4. Sign out at the front desk of the school (This is extremely important as this record determines the dates for which a substitute is paid)
5. Leave keys, badge, and any other school materials with the campus contact person

SUBSTITUTE BEHAVIOR

If a significant complaint in regard to a substitute teacher's performance or behavior is received, the substitute will be contacted by the Human Resources Department either by phone or by mail. If the behavior reported amounts to a serious breach of duties, the substitute will be removed or suspended from the Active Substitute List. If the complaint/concern is less serious, the substitute will be asked to report for a conference. At this conference, the nature of the complaint will be discussed and appropriate actions to address the problem will be decided upon. If the continued complaints are received, the substitute teacher will be removed from the Active Substitute List.

SUBSTITUTE ACCIDENT REPORTING

A substitute who has had an accident in the course and scope of employment, regardless of its seriousness, must report it immediately to his/her supervisor. Supervisors must notify the District office.

All district policy and procedures must be followed.

RESPONSIBILITIES OF THE REGULAR TEACHER

Except in an unplanned absence, the regular classroom teacher should supply the following for the substitute:

- Lesson Plans
- Materials necessary to carryout lesson plans
- Class schedule
- Class roll
- Seating Chart
- List of students with special needs or disabilities
- Location of supplies/materials
- Name of nearby teachers who can be of assistance.

TIPS FOR SUCCESS

A. Interpersonal Skills:

- Rapidly establishes an appropriate level of rapport with students.
- Establish and maintain discipline in an environment conducive to teaching and learning.
- Be courteous to staff and students.

B. Instructional Skills:

- Clearly articulate the procedures and goals of the lesson.
- Make efficient and meaningful use of instructional time.
- Adequately interpret and implement instructional plans prescribed by the classroom teacher.

C. Logistical Skills:

- Follow rules, procedures and routines required of substitute teachers, in general, and of the school, in particular.
- Complete end-of-the day reports for the classroom teacher.

D. Professional Skills:

- Arrive promptly and stay until all duties are complete.
- Make appropriate referrals to the building administrator(s) and other professional persons.

PAYROLL INFORMATION

Make sure you sign in at each school that you substitute for.

If you should find any discrepancies with you paycheck regarding hours please contact the secretary of the school for which you substituted. If after speaking with the secretary, you still have questions, please call the ZCSB Payroll Clerk, Pam Matthews, at 658-4969.