



## SUBSTITUTE TEACHER INTRODUCTION, CONTACT INFORMATION & GENERAL GUIDELINES

Thank you for your willingness to investigate and learn the role of a substitute teacher at Metro Christian Academy. The purpose of this handbook is to provide information that will assist with the questions that a substitute teacher may have and help give direction and guidelines in the basic responsibilities of a substitute teacher.

Serving as a substitute can be a difficult but rewarding assignment within our school. It requires the ability to spontaneously walk into a variety of classroom settings—self-contained, honors, physical education, individualized, departmentalized—and carry out the daily activities of the regularly assigned teacher. In addition to being ready at any moment, substitute teachers are also required to incorporate the essential elements of a quality classroom teacher.

Please spend some time reading and familiarizing yourself with the information in this handbook. The suggestions and procedures in the handbook are not meant to be inclusive, but are designed to serve as a foundation.

Welcome to Metro and thank you for your gift of service. We consider you a guest teacher and an extension of the great faculty team we have here at Metro. Enjoy each day you spend with the children and thank you for being a part of educating our students. Please let your respective staff administrative assistant and/or principal know of any concerns, questions or challenges you encounter.

### CONTACT INFORMATION 918-745-9868

Elementary School (K4-5 <sup>th</sup> grades)	Principal:	Matt Buffington	ext. 151
	Administrative Assistant:	Melena Waits	ext. 158
Middle School (6 <sup>th</sup> -8 <sup>th</sup> )	Principal:	Robby Davis	ext. 157
Grades 6-8	Administrative Assistant:	Anna Swann	ext. 159
High School (9 <sup>th</sup> -12 <sup>th</sup> )	Principal:	Greg Tackett	ext. 189
Grades 9-12	Administrative Assistant:	Faith Kuykendall	ext. 229

### REQUIREMENTS TO BECOME A SUBSTITUTE

1. Complete Application, Substitute Instructions and Guidelines and New Hire Paperwork
  - Sub Instructions and Guidelines- Initial each page and sign/date the last page.
  - New hire paperwork includes: Employee Statement of Faith, OneSource background check applicant disclosure and authorization form, W-4, Paycom direct deposit authorization and agreement and EEO-1 voluntary self-identification form.
2. Bring Completed Paperwork and Meet with HR
  - Contact HR at your earliest convenience to schedule a time to hand in your paperwork and complete the I-9. HR can be reached at 918-745-9868 ext. 162 or [dadams@metroca.com](mailto:dadams@metroca.com).
3. Metro Christian Academy is using a service called Aesop to find and manage substitute jobs. Aesop utilizes both the telephone and the Internet to assist you in locating jobs within Metro. Once we receive your information, you will receive an email from Aesop with instructions, ID and PW on how to log in and fill absences.

### PAY PERIODS AND PAY DAY

All substitute teachers are paid semi-monthly on the fifteenth (15) and the last day of the month. Time worked from the 9<sup>th</sup> – 23<sup>rd</sup> will be paid on the last day of the month. Time worked from the 24<sup>th</sup> – 8<sup>th</sup> will be paid on the 15<sup>th</sup>.

## **STANDARDS OF CONDUCT**

- Substitutes have an obligation to conduct themselves in an ethical manner in all things pertaining to school operations. The role of the substitute requires professionalism and integrity.
- Substitutes are expected to accept the assignments for which they have indicated they will serve at Metro Christian Academy.
- Concerns related to students, school personnel, and school policies are made only to the respective principal in a pre-arranged meeting.
- Treat all information about students, parents, and school employees as confidential.
- Substitute teachers are expected to be on duty the entire day and perform all duties of the regular teacher, unless otherwise requested by the school's administrative staff.
- Smoking and use of tobacco products are prohibited on district property.
- Substitute teachers are required to sign the Metro Christian Academy *Statement of Faith*.

## **DRESS CODE**

- Teachers and staff members are expected dress in a clean, neat, modest, and professional manner. Teacher/staff dress should serve as a model for students. Our desire is to appear professionally dressed while allowing the comfort and mobility needed to serve our students to the best of our ability. Therefore, adhere to the following guidelines:
- Employees should use good judgment in the selection of their clothing and hairstyles. Any apparel or grooming that has or may have an adverse impact on the educational process will not be permitted.
- Women will be expected to wear a dress, a suit, dress slacks, or tailored walking shorts/city shorts, skirts, split skirts, or skirts with blouses and or sweaters. Capri pants or other slack type apparel should be mid-calf length or longer.
- Men will be expected wear collared shirts with or without a tie and slacks that are professionally appropriate to the instructional setting.
- Spirit Day is Friday. Staff members may wear approved MCA spirit wear and jeans.
- Physical education teachers may wear shorts, wind suits or sweat pants appropriate for their assignment.
- Employees are not permitted to wear hats/caps in the building.
- Any garment that is form fitting or too revealing is unacceptable. Items such as leggings, tight stirrup pants, sweat pants, and form fitting T-shirts are garments that are inappropriate and are not permitted. Low cut and revealing garments, garments with exaggerated hemlines or exaggerated splits are inappropriate.

## **GENERAL EXPECTATIONS**

- In addition to the following instructions, substitutes will receive further information concerning their assignment and building regulations when they report to the school.
- When a substitute receives a call for a substitute teaching assignment, note the expected arrival time, teacher and room number.
- Report to the office upon arrival to sign-in and receive additional instructions.
- Be sure to ask if there are duty responsibilities such as morning, lunch, or after school. Do not trade duty.
- Learn the attendance procedures and how classroom attendance is recorded during the day.
- Introduce yourself to the neighboring classroom teachers and become acquainted with them.
- Locate and know the fire and emergency drill regulations, assigned exits, and refuge area procedures.
- Anyone who comes to the classroom for information about a child or comes to the classroom asking that a child be released from school must be directed to the appropriate office. Children are not to be released from the classroom without official notice from the office.
- Find the classroom teacher's daily schedule, plan book, seating charts record book, textbooks, and other needed materials.
- Avoid changing the seating arrangement or any other parts of the room organization except for temporary grouping of pupils for instructional group work.
- Supervision in the halls is a responsibility of all teachers, especially when students are coming into the building or to and from classes during the day.
- The plans provided by the regular teacher must be followed as nearly as possible and the regular class routine should be maintained.

Initial: \_\_\_\_\_

- Please leave a note for the teacher delineating any challenges that might have occurred.
- Leave a brief summary of the work completed, or not completed, as well as any other information that would be helpful to the classroom teacher. (Bulletins, parental notes, assignments, a list of absentees, general information about the day, and any problems)
- If a substitute is teaching for an extended time, he/she should attend all scheduled teacher meetings. In case of doubt, make inquiry of the respective principal.
- Unless requested by the regular teacher, do not assign written work and leave it to be graded.
- Report any serious accidents or illness to the principal or school nurse immediately. The nurse will give direction for the student to be sent home or back to class.
- Proper discipline or classroom order is a prerequisite to an atmosphere of learning. Be firm, business like, and command respect. Any unusual disciplinary problem should be taken up with the principal or counselor.
- A substitute teacher is expected to remain on duty for the entire day and follow the same work schedule as the regular teacher unless otherwise requested by the school's administrative staff.
- Materials and/or equipment used during the day should be put back in to the proper place. The classroom should be left in order.
- Complete all reports that are requested, both for the regular teacher and the school office.
- Before leaving at the close of the day, report to the office to determine if you will be needed the following day.
- Be sure to sign-out prior to leaving for the day.

### **CONFIDENTIALITY & STUDENT RECORDS & INFORMATION**

Security of school information is extremely important at Metro Christian Academy. We are trusted by our families to protect sensitive information that may be supplied while conducting business. It is the policy of Metro Christian Academy to protect the confidentiality or personally identifiable information in student records against all persons except those with a need to know in normal operation of the school, except when specifically authorized release is granted in writing by the parent or guardian.

### **CHILD ABUSE OR NEGLECT REPORTING**

The State of Oklahoma requires, by law, that any principal, teacher, counselor, or other school administrator report all cases of suspected child abuse of children under eighteen years of age. The law requires the reporting of injuries or neglect of minors and provides immunity for those reporting in good faith.

If you suspect child abuse, it must be reported immediately to the principal or school nurse or their designees.

### **SCHOOL HEALTH SERVICES**

- If you feel that a student is too ill to remain in class, send him/her to the school nurse.
- Students are not allowed to carry and or self-administer medication (with the exception of cough drops) unless written authorization by their Physician or other Primary Care Provider is on file in the Health Station.
- As a precautionary measure, teachers and substitute teachers are asked not to accept or keep in their possession student prescription medication. All medications must be stored and administered in the Health Station.

#### **Emergencies – Illness & Accident**

- All students who need to be seen for care of sickness or acute injuries (with the exception of those students injured during the athletic trainer's supervised sports training class) are to be seen by the school nurse or her assistant. For the times the trainer is working with the class, i.e., sports training, the nurse is to be notified anytime a physician may need to be contacted. The trainer will provide treatment for such injuries within her scope of practice. It is not appropriate to have staff or students manage medical incidents during school.
- In cases of severe medical emergencies the staff member should use their best judgment in determining whether to call 911. Any time it is recommended that a physician be contacted, actually is contacted, or 911 is called, an incident report needs to be completed and sent to the nurse.
- If a student is severely injured or becomes seriously ill while in school it will be the responsibility of the teacher in charge to notify the office/nurse immediately.

## **SEXUAL HARASSMENT**

Sexual harassment, either physical or verbal, is a violation of the law. It is the policy of MCA to provide an employment environment free from all forms of sexual harassment, whether by administration, teachers, staff, students or non-employees.

### 1. Definition

Sexual harassment is defined as – any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is either an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment decisions affecting the recipient;
- The conduct has the purpose or effect of substantially interfering with work performance, or creating an intimidating, hostile or offensive work environment.

### 2. Responsibility

- The Employee will immediately advise the offending individual that the conduct in question is offensive, and request that it be discontinued immediately. If the offending conduct continues or recurs, file a complaint with the Headmaster. Should the Headmaster be the offending individual, file a complaint with the Chairman of the MCA Board of Trustees. Whenever possible, provide the names of witnesses or other substantiating information to the Headmaster when reporting the conduct.
- MCA will investigate each complaint, make every reasonable effort to maintain confidentiality, with disclosure only to appropriate persons involved in any investigation, corrective action, or sanctions, make corrective actions and such sanctions as are warranted by the facts of each case, make every reasonable effort to insure that no retaliation occurs.

### 3. Sanctions

- Upon conclusion of an investigation and confirmation that an employee has violated this policy, such employee shall be appropriately sanctioned, depending on the facts of the case. Such sanctions shall include any or a combination of the following: written reprimand, transfer, demotion, suspension without pay, or termination of employment.
- Upon conclusion of an investigation and confirmation that a non-employee has violated this policy, MCA will take such action against the non-employee as is appropriate.

## **USE OF ELECTRONIC MEDIA**

Use of electronic resources, including the internet, must be in support of, and consistent with the vision, mission and goals established by Metro Christian Academy and for the purpose of instructional support. Electronic resources and technology must not be used to:

- Harm others
- Interfere with others' work
- Gain unauthorized access to others' files or programs
- Gain unauthorized access to online resources by using someone else's password
- Make changes to hardware configuration of any machine including installing or deleting software
- Access, upload, download, and/or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material

## **STUDENT CONDUCT**

Metro Christian Academy is committed to creating a safe, orderly and positive environment for all of our students, staff, and parents. Teachers and substitute teachers are responsible to understand, follow and enforce school rules, policies and procedures. Complete discipline guidelines and policies can be found in both the elementary and secondary student handbooks. Copies of handbooks are available in the respective offices or you may inquire with the principal or counselor for details regarding the disciplinary guidelines.

Practices that promote positive behavior:

- Follow established classroom rules
- Be consistent
- Make expectations clear
- Follow the classroom routine as closely as possible
- Engage students in learning and actively monitor student work

Initial: \_\_\_\_\_

- Be sensitive to student needs
- Use humor appropriately – no sarcasm
- Gain control calmly and quickly if order is threatened
- Keep consequences and notes to the teacher objective

**GENERAL POLICIES & PROCEDURES SUMMARY**

- Corporal punishment is not allowed in any circumstance.
- Profanity is not allowed.
- No outside agency or person, including parents, is to question or interview a student except in the presence of the principal and/or counselor.
- No persons, including parents, should visit a classroom without the approval of the principal or counselor.
- Accidents and injuries involving any student in a substitute’s care must be reported to the school nurse immediately.
- All medication (including common over-the-counter medicine such as Tylenol, aspirin or cough syrup) is to be administered by appropriate personnel in the Health Station.
- Students who appear ill should be sent directly to the Health Station.
- Students may not be kept after school hours without the principal’s permission.
- Notes and other communications should not be sent to parents without approval of the principal.
- All school records and reports must be handled in a confidential manner.
- All forms of sexual harassment are prohibited.
- The use of cell phones or other electronic devices is prohibited during instructional hours.
- Substitute teachers are not permitted to use the teacher’s computer to check, download, or send personal email or access personal data.
- The use of tobacco products is prohibited on the campus of Metro Christian Academy
- The unlawful manufacture, distribution, dispensation, possession, sale or use of illegal drugs and alcohol school premises or at any school activity is prohibited.
- Locker searches are not permitted. If you receive a tip or suspect a student is in possession of a weapon, drugs, or alcohol, notify the closest administrator as quickly as possible. Do not investigate on your own.
- Students are to be supervised at all times. If there is an emergency and you must leave the room, call for assistance from the office or a teacher in a nearby room.

All employees recognize that Metro Christian Academy is a religious institution and agree to uphold the school’s Statement of Faith and will do nothing to undermine its religious mission.

Your signature below indicates that you have read and understand the substitute-training handbook and you are able to perform the essential functions as defined within this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date