

Stillwater Public Schools



**Substitute Resource Guide
2023-2024**

A Message from our Chief Human Resources Officer

The staff of Stillwater Public Schools' Human Resources Team joins the superintendent in welcoming you to the honorable and challenging profession of substitute teaching. Please know that we do not take your position in our district lightly and depend upon our substitutes. We support your effort to continue the goals and objectives of the classroom teacher while you are substituting.

Because you have indicated an interest in substitute teaching in our school district, we hope this handbook will serve as a guide for you and that it will make your work in our district more effective. This handbook is dedicated to all the substitute teachers, past, present, and future, who so cheerfully, willingly, and efficiently respond to the call to serve in our classrooms. They have had a lasting impact on the continued learning and success of our students in the absence of the classroom teacher.

Thank you for serving in this capacity in Stillwater Public Schools. Your dedicated service is greatly valued and we appreciate you.

Sincerely,

Dr. Trent J. Swanson
Chief Human Resources Officer
jvinson@stillwaterschools.com
405-533-6333

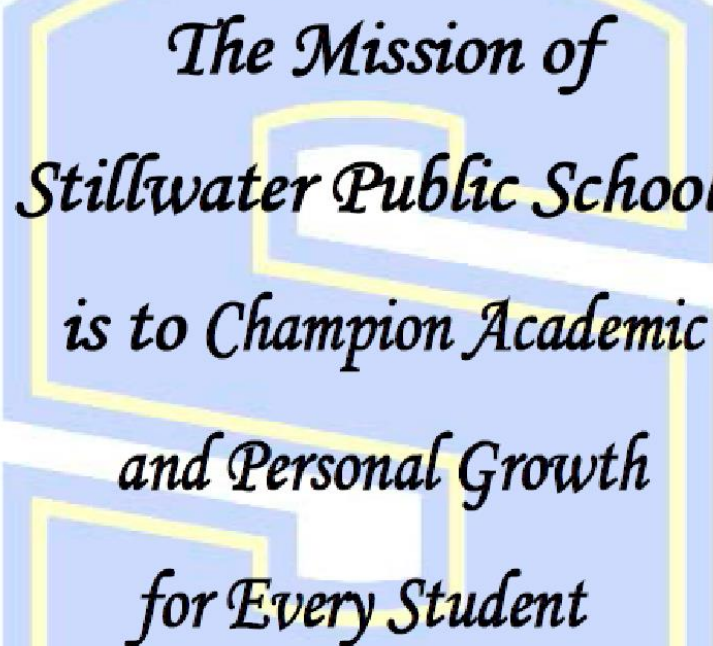


STILLWATER PUBLIC SCHOOLS

2023-2024 School Year

July 2023							January 2024							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
						1								
2	3	H	5	6	7	8	7	8	9	10	11	12	13	
9	10	11	12	13	14	15	14	H	16	17	18	19	20	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	
23	24	25	26	27	28	29	28	29	30	31				
30	31													
Find Enrollment Verification, Meet the Teacher, Schedule Pickup dates and more on page 2 of this document.							Jan 1-3 - No School Jan 3 - Teacher Prof'l Day No School for Students Jan 4 - Beginning of 3rd Qtr Jan 15 - No School							
August 2023							February 2024							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5					1	2	3	
6	7	PD	PD	10	11	12	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	11	12	13	14	15	PD	17	
20	21	22	23	24	25	26	18	TW	20	21	22	23	24	
27	28	29	30	31			25	26	27	28	29			
Aug 8-9 - Teacher Prof'l Day Aug 10 - First Day of School							Feb 16 - Teacher Prof'l Day No School for Students Feb 19 - Teacher Work Day No School for Students							
September 2023							March 2024							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
						PD	2						1	2
3	H	5	6	7	8	9	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	17	H	H	H	H	H	23	
24	25	26	27	28	29	30	24	25	26	27	28	H	30	
Sept 1 - Teacher Prof'l Day No School for Students Sept 4 - No School							Mar 5 & 7 - P/T Conferences Secondary Mar 12 & 14 - P/T Conferences Elem. Mar 8 - End of 3rd Qtr Mar 11 - Beginning of 4th Qtr Mar 18-22 - Spring Break - No School Mar 29 - Holiday - No School							
October 2023							April 2024							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7			1	2	3	4	5	6
8	9	10	11	12	13	14	7	8	9	10	11	12	13	
15	16	17	PD	TW	H	21	14	15	16	17	18	TW	20	
22	23	24	25	26	27	28	21	22	23	24	25	26	27	
29	30	31					28	29	30					
Oct 5 & 10 - P/T Conferences Secondary Oct 12 & 17 - P/T Conferences Elem. Oct 11 - End of 1st Qtr Oct 12 - Beginning of 2nd Qtr Oct 18 - Teacher Prof'l Day No School for Students Oct 19 - Teacher Work Day No School for Students October 20 - No School							Apr 19 - Teacher Work Day No School for Students							
November 2023							May 2024							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
			1	2	3	4					1	2	PD	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11	
12	13	14	15	16	17	18	12	13	14	15	16	17	18	
19	H	H	H	H	H	25	19	20	21	22	23	24	25	
26	27	28	29	30			26	27	28	29	30	31		
Nov 20-24 - No School							May 3 - Teacher Prof'l Day No School for Students May 17 - Last Day for Students May 17 - End of 4th Qtr							
December 2023							June 2024							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
					1	2							1	
3	4	5	6	7	8	9	2	3	4	5	6	7	8	
10	11	12	13	14	15	16	9	10	11	12	13	14	15	
17	18	19	H	H	H	23	16	17	18	H	20	21	22	
24	H	H	H	H	H	30	23	24	25	26	27	28	29	
31							30							
Dec 19 - End of 2nd Qtr Dec 20-Jan 3 - No School														
H	Holiday-No School for Students		Elementary Conferences 3-6pm		1st Quarter= 43		Stillwater Public Schools							
PT	Parent Teacher Conference		Secondary Conferences 4-7pm		2nd Quarter= 42		314 S. Lewis							
PD	Teacher Professional Day				3rd Quarter= 44		Stillwater, OK 74074							
TW	Teacher Work Day				4th Quarter= 42		PH: (405) 533-6300							

Striving for Excellence



*The Mission of
Stillwater Public Schools
is to Champion Academic
and Personal Growth
for Every Student*

Shaping the Future

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SUBSTITUTE REQUIREMENTS & INFORMATION

Substitute Job descriptions

Position Summary: The position of permanent substitute teacher is to provide an on-going resource for school staffing needs. The substitute will assume the duty of the regular classroom teacher and present the lessons that have been prepared by the regular teacher as assigned. The substitute may be required to help in planning for the day's instructional activities with the regular teacher. As appropriate, permanent substitute teachers will participate in professional development opportunities.

Essential Duties:

- Follows the lesson plan left by the teacher for whom he/she is substituting.
- Maintains a classroom environment conducive to effective learning.
- Applies all necessary and reasonable precautions to protect students, materials, equipment and facilities.
- Meets and instructs assigned classes in the locations and at the times designated.
- Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
- Plans needed activities when lesson plans do not structure the entire class periods with planned learning activities. Activities planned by the substitute should be appropriate for grade level and subject of the class.
- Assumes responsibilities for overseeing pupil behavior in class, between classes and during lunch periods

Job Specifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Minimum Qualifications: (Knowledge, Skills and/or Abilities Required)

- High School Diploma or GED required
- Good communication skills
- Ability to plan and follow instructions
- Ability to work with other staff members
- Ability to be flexible and prepared to teach different grade levels or subject areas

Working Conditions and Physical Requirements:

- 25lbs lifting, pushing, pulling, bending, stooping and squatting

Employment Requirements

1. All applicants must submit an application online at www.stillwaterschools.com
 2. The Oklahoma Legislature has passed a law that requires all new employees of school districts including substitutes hired after July 1, 2010 to be fingerprinted in order to complete an Oklahoma State Bureau of Investigation national criminal history record check. To comply with the law, you will need to come to the Board of Education Building at 314 S. Lewis and pick up a background check application and fingerprint cards. You will then be directed to the Payne County Sheriff's Office for fingerprinting. There is no cost for fingerprinting or the Criminal History Record Check. You must bring your Driver's License with you when you report for fingerprints. *After fingerprinting has been completed please bring the cards back to the SPS Board of Education Building to submit for processing.*
1. All applicants must complete the required training and onboarding paperwork.

Substitute Classification Descriptions

Non-Certified: High school diploma or GED Limited to

Non-Certified with a Bachelor's Degree or Higher: Bachelor's Degree or higher

Certified Substitutes: Bachelor's Degree and valid copy of current Oklahoma Teaching Certification on file.

Long-Term Substitutes: Substitutes filling assignments longer than 20 consecutive School days in the same assignment.

Stillwater Public Schools follows the Oklahoma Board of Education policy that sets forth the maximum number of days a substitute teacher may be employed for a total period. No substitute teacher shall be employed for a total period of time in excess of one hundred thirty-five (135) school days during a school year; or one hundred forty-five (145) school days during the school year if the substitute teacher holds a lapsed or expired certificate or has a bachelor's level college degree; or no limit of school days during the school year if the substitute teacher holds a valid certificate

Any portion of a day counts as a full day toward the limits. **No Exceptions.**

Substitutes are responsible for monitoring their own workdays.

Inclement weather policy

Substitutes should listen for public announcements regarding school closings, as they **will not be paid** for days that school is not in session.

PAYMENT INFORMATION

Pay Schedule / Payroll Checks

Checks **are not mailed**. You must pick up your check at the Administration Building or have an automatic deposit form on file.

Rate Of Pay

Substitute Assignment	Substitute Credential	Daily Rate	Half Day Rate
Certified Position	Oklahoma Teaching Certificate	\$85.00	\$42.50
Certified Position	None	\$80.00	\$40.00
Non-Certified Position	Oklahoma Teaching Certificate	\$85.00	\$42.50
Non-Certified Position	None	\$80.00	\$40.00
Long-Term Certified Position	Oklahoma Teaching Certificate	\$100.00	\$50.00
Long-Term Classroom Position	None	\$90.00	\$45.00

Substitute Teacher Payroll Dates

Payroll is released on the last day of the month that the Administration Building is open with the exception of December. The Administration Building will open for a partial day towards the end of December to release payroll. All employees are encouraged to request direct deposit of their paychecks.

2023 - 2024 SCHOOL YEAR

Dates Worked

7/0/2023 - 7/15/2023
7/16/2023 - 8/12/2023
8/13/2023 - 9/9/2023
9/10/2023 - 10/07/2023
10/08/2023 - 11/04/2023
11/05/2023 - 12/02/2023
12/03/2023 - 1/13/2024

Pay Date

7/31/2023
8/31/2023
9/29/2023
10/31/2023
11/30/2023
12/29/2023
1/31/2024

1/14/2024 - 2/10/2024
2/11/2024 - 3/09/2024
3/10/2024 - 4/13/2024
4/14/2024 - 5/11/2024
5/12/2023 - 6/15/2024
6/16/2024 - 6/30/2024

2/29/2024
3/29/2024
4/30/2023
5/30/2024
6/27/2024
7/31/2024

CONDUCT & EXPECTATIONS

Punctuality

You must set a good example by being at school on time in the proper classroom, hallway or playgrounds in specified times. Substitutes maintain the same work schedule as regular classroom teachers. Report to the building 30 minutes before the school is scheduled to start and be prepared to stay 15 minutes after classes are dismissed for the day. Substitute teachers do not have a planning period.

Cancelation on Your Behalf

If you have an emergency and have to cancel at the last minute, **call the school office** to make them aware of the change.

Dress Code for Substitute Teachers

Substitute teachers are expected to maintain a professional image in personal appearance and attire. One of the best means of teaching is to set a good example for students to observe. Appropriate attire and acceptable appearance correlate with your success as a professional replacement for the teacher to whom you are assigned. Be neat and conservative in your manner and dress. Recommended attire for substitutes:

Men

Casual dress slacks /Khakis
Dress shirt with collar
Knit polo type shirt with collar

Women

Coordinated Pant Outfits
Casual dress Slacks/sweaters
Skirts/blouse or sweater

Certain articles of clothing are considered inappropriate at any time. They include but are not limited to the following:

- + Clothing with rips, holes, or tears
- + Tank tops, muscle shirts, oversized t-shirts
- + Clothing which bares the back, midriiffs, shoulders
- + Clothing intended as sleepwear

- + Spaghetti straps on dresses or tops
- + Mini-dresses (shorter than 4 inches above the knee)
- + Jogging suits (except for PE assignments)
- + Clothing which resembles lingerie
- + Pants worn below the waist
- + Leggings without a mid-thigh top
- + Clothing representing illegal activities, drugs, alcohol, gangs, violence
- + Clothing with profane language, obscenities, or ethnic language
- + Long belts or chains

Cell Phone

Cell phone usage, including calls, texting, or internet usage is prohibited during times of student instruction or supervision. **Please also refer to the confidentiality training completed during the onboarding process, Stillwater Public School Policy [FERPA](#).** When you check in for an assigned shift, you may be asked to provide your cell phone number which may be needed during a school emergency.

Corporal Punishment Is NOT Permitted

Under no circumstance is corporal punishment allowed in Stillwater Public Schools. The sole condition under which physical force can be used is when it is necessary to restrain a student from doing bodily harm to himself/herself, or another person. In those circumstances, the substitute may use appropriate force to restrain the offender. The use of sarcasm, ridicule or other negative techniques as an attempt to control student behavior is not acceptable.

General Rules of Conduct

Rule #1: You are to be attentive and Present for the benefit of all students in the classroom. The most Crucial reason you are in the classroom is to ensure safety. To accomplish that, your attention must be focused on the students at all times.

This means

- Do not give an assignment then sit down to read the newspaper, play on the computer, stay focused on your cell phone.
- Do not walk out of the classroom.
- Do not make personal calls.

Rule #2: Substitute Internet policy: Substitutes will be given login information when arriving at the site at check in. This log in will give you basic computer access. Be mindful of [Stillwater Public Schools Internet and other networks policy](#) when using school computers and networks.

Rule#3: Do not gossip about classes or students. As a substitute teacher, confidential information about students may be shared with you in an effort to help you keep an eye on potential health or behavior problems. As a professional, you are expected to keep

such information in confidence, not to share that information with anyone. This will maintain your professional status, the school's dignity and child's privacy.

Rule #4: As a substitute teacher, you have made the commitment to teach and support each child. Take a leadership role in moral character by embarrassing and respecting differences.

Keep your political, religious, and social beliefs to yourself. You are brought in to follow the teacher's lesson plans, if you find yourself in a class where a student asks about your beliefs, be respectful of their inquiries but follow the lesson provided.

Rule #5: Be friendly, positive and enthusiastic. Although you are not there to become friends with students, you do need to be pleasant with them and demonstrate an interest in their assignment. Children are very quick to pick up on your overall attitude, and you want them to be cooperative and engaged.

The substitute teacher's role is essential to the success of the educational program. Only through the services of the substitute teacher can learning continue when the regularly assigned teacher is not present in the classroom.

The substitute teacher functions in the same manner as the regular teacher, therefore, it is important that he/she meets the Stillwater Public Schools substitute requirements. It is also important that the substitute teacher practice the following code of ethics.

It is critical that the substitute:

- Act in a professional manner at all times during his or her assignment.
- Treat the student with respect and dignity.
- Maintain the lesson plan of the regular teacher.
- Dress appropriately for a professional position.
- Dress for all kinds of weather as you may have duty outside.
- Do not knowingly make false or malicious statements about persons in the profession.
- Do not disclose information about students obtained in the course of professional services, unless disclosure serves a compelling purpose or is required by law.
- Do not intentionally expose the students to embarrassment.
- Do not verbalize comparisons of teachers or procedures at one school as opposed to another school.

Classroom Ethics

Information obtained about students, including grades/performance, must be kept confidential. A substitute should assume and act as if any information learned about a student as a result of being a substitute teacher is confidential. In addition, personal information regarding other teachers should not be publicly disseminated. Substitute teachers are representatives of the Stillwater Public Schools. **Personal religious or political beliefs, philosophies and opinions may not be imposed upon the**

students. Substitute Teachers may not distribute religious, political or commercial materials to students.

Tobacco/ Smoke Free Campus

Federal and state law prohibits smoking in any indoor facility, or the grounds thereof, which is used to provide educational services to children. Therefore, the use of tobacco or tobacco simulating products by staff, students, visitors, and members of the public is prohibited 24 hours a day, seven days a week while on, or in school property. The use of tobacco or tobacco simulating products at any school-sponsored event outside school premises, school-authorized vehicles or in personal vehicles while on school property is prohibited at all times. Tobacco and tobacco simulating products and devices include, but are not limited to cigarettes, cigarette papers, cigars, snuff, chewing tobacco, electronic cigarettes, vapor products or any other form of said products and devices. ([Tobacco/Smoke Free Campus- CKDA](#))

The district will refer employees, parents/guardians, family members and students to the Oklahoma Tobacco Helpline (1-800-QUIT-NOW or OkHelpline.com) and other available cessation resources. The district will communicate and promote the available tobacco cessation benefits and insurance coverage to all prospective and current employees.

Drug and Alcohol-Free Workplace

In order to maintain a healthy educational and working environment in the district's schools, and to comply with the required [Drug & Alcohol-Free workplace:DCC](#) Policy set by Stillwater Public school Board.

Dismissal of Substitute Due to Complaints

Substitutes are employed on an as-needed basis by Stillwater Public Schools and any agreement for this temporary employment is not subject to any continuing employment contract provisions, and may be discontinued at any time without cause at the will of Stillwater Public Schools. **Any occurrence of the following behaviors may result in immediate removal from the Active Substitute List. This list is not exhaustive and other conduct/behavior may also result in immediate removal.**

- Using profanity in the presence of students
- Endangering students by leaving them unattended for inappropriate amounts of time or by falling asleep in the classroom
- Making sexually or racially inappropriate oral/written comments
- Subjecting students to inappropriate conduct

- Subjecting students to racial or sexual harassment
- Using or being under the influence of unlawful drugs on school premises
- Insubordination
- Violation of school rules/regulations
- Refusal to follow instructions and or lesson plans left by the classroom teacher
- Use of tobacco and or alcohol

Upon removal from the Active Substitute List, the substitute teacher in question will be notified of such removal in a timely fashion. If a complaint/concern is less serious, the substitute may be asked to come in for a conference. At this conference, the nature of the complaint will be discussed and appropriate action will be taken. An individual school can request that a substitute teacher be restricted from substituting at that school. Depending on the circumstances and the nature of the reason for the restriction, the substitute may or may not be notified of the restriction. After the third exclusion from a school, the substitute is subject to being removed from the Active Substitute List. Upon removal from the Active Substitute List, the substitute teacher in question will be notified of such removal in a timely fashion. Any objections or appeals will be directed to the Director of Human Resources.

No Show Policy

Substitutes are employed on an as-needed basis by Stillwater Public Schools and any agreement for this temporary employment is not subject to any continuing employment contract provisions, and may be discontinued at any time without cause at the will of Stillwater Public Schools. **Any occurrence of the following behaviors may result in immediate removal from the Active Substitute List. This list is not exhaustive and other conduct/behavior may also result in immediate removal.**

THE WORK DAY

Beginning & End of Day Procedure

Your FIRST stop is to Sign in with the office to receive your sub folder with important documentation. Substitutes maintain the same work schedule as regular classroom teachers. Report to the building 30 minutes before the school is scheduled to start and be prepared to stay 15 minutes after classes are dismissed for the day. You must check out with the front office and return your sub folder to the front office. **DO** not leave the site without communicating with the front office. Substitute teachers do not have a planning period. If you go to two different sites on the same day, you must sign in at all sites. The sign-in sheets are verification that you worked. This applies to working for a traveling teacher or working for two or more teachers on the same day. This is very important if you are at the same site.

School Starting and Ending Times

Pre-K	8:00 - 2:40
Kindergarten	8:00 - 2:45
Elementary 1 st -5 th	8:00 - 2:50
Middle School	8:20 - 3:20
Junior High	9:00 - 3:50
Lincoln Academy	9:00 - 4:00
High School	9:00 - 4:00

Early Dismissal for Elementary on Fridays at 2 pm

Early Dismissal for Middle School on Fridays at 2:30 pm

Assignments From The School Principal

Some school principals & School office staff may call substitutes directly or delegate that responsibility to another staff member at their school, usually an assistant principal or the principal's secretary. If you are contacted by the absent teacher, a principal or secretary, they must give you a job number for the absent teacher and you must check the automated system to make sure that your name is in the system with the same job number, or you may not receive timely pay for this assignment. It is your responsibility to make sure you have a job number.

In-Building Assignments

The principal supervises all persons in the building and is responsible for in-building assignments. Occasionally, it will be necessary for the principal to assign substitutes to classes other than those for which they are called. This is most likely to happen when there are not enough substitutes available for every absent teacher. If this is the case, the principal will determine which classes regular staff will cover best and which classes the substitute teacher will cover. If such a change of assignments does occur, substitutes are expected to accept the new assignment. Substitutes are expected to cover classes during their planning periods and to perform any other duties regularly assigned to classroom teachers when the principal assigns these duties. Substitutes are not eligible for extra-duty pay for covering classes or accepting additional students.

Lesson Plans

The purpose in supplying a substitute for an absent teacher is to ensure that the student's education is not unduly interrupted. Substitutes are expected to follow the

lesson plans provided by the regular teacher. Lesson plans should be arranged by the teacher ahead of time and left in the room or left in the front office. Please take a moment when arriving to the classroom to familiarize yourself with the plans.

Lunch Time Responsibilities

At lunch time be sure to check with the office before you plan to go out for lunch to make sure that you have no lunch duties. Check with the office if you are leaving the grounds during that time. You may eat in the area designated for teachers

Special Programs

The Stillwater Public School District has various educational programs throughout the school day in an attempt to meet the needs of all students. You may have small groups of students scheduled for resource classes, remedial reading, speech therapy groups, and/or counseling. This should be indicated on the lesson plans or daily schedule.

Items Requiring Office Approval

1. Substitutes are not to excuse students to leave school under any circumstances. If a circumstance arises which may warrant an excuse, send the student to the principal's office. Be sure to let the office know before you send a student from the classroom to the office for any reason.
2. Notes or any other communications should not be sent to the parents without permission of the principal or his/her designee.
3. Accidents involving any student in your care must be reported immediately to the principal or his/her designee.
4. Do not keep students after school hours without permission from the Principal.

Student Discipline

Please refer to the current Stillwater Public Schools [Student/Parent Handbook](#) for the **Student Code of Conduct**.

The substitute is expected to carry out the regular teacher's discipline plan. Substitutes should request a copy of the plan, as well as a seating chart, if the principal does not offer these materials. A discipline plan, which is posted in the classroom, states the classroom rules, as well as rewards and punishments for following or breaking the rules.

If the teacher's discipline plan is not available, substitutes are expected to ask the principal for the correct plan for that building/class. The plan should provide for informing students of a few simple rules and the rewards and sanctions for following or breaking the rules. Rewards and sanctions should be realistic and achievable during the class period. Rewards may include verbal praise (thank you, I appreciate..., etc.), extra time for some desired activity (art, free reading, etc.), or notes of appreciation. Rewards you offer will need to preserve the large majority of class time for planned learning

activities related to the subject matter. All students in your classroom must remain under your personal supervision therefore; the early release of students from your classes is not permitted.

Ask the Principal for Assistance

If you experience major difficulties with classroom behavior, notify the main office immediately. Good classroom management techniques require that the teacher, whether regular or substitute, demonstrate the same courtesy and respect toward the students as she/he expects from them. If you are prepared for the class, are friendly to the students, and assume a positive leadership role, your chances of success in any class are greatly enhanced.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

ABSENT MANAGEMENT

Accepting an Assignment

Report to the main office upon arrival. Ask for special instructions such as: extra duties and changes in the schedule, instructional materials, and any changes planned that will affect the usual procedure for the day.

System Hours

The Frontline system will make calls to subs between 5:30 AM - 8:00 AM in the morning and 4:30PM –9:30PM in the evening. ***The Frontline system will not leave a message on an answering machine.*** You can show others in your home how to respond to the system. ***If someone else answers the phone, they have two minutes to respond before the call disconnects.***

Refusals/ No Responses

Repeated refusals and no responses may jeopardize the chances of being called again, or result in having a block placed on the substitute's phone number. There are a limited number of phone lines available for use with the Frontline system, and all lines need to be utilized in the most productive manner available. In agreeing to do substitute work, the substitute accepts the importance of dependability. Substitutes are to make themselves unavailable in the Frontline system when they are not able to work. Refer to the Frontline online user guide for specific instructions on your availability

Cancellations

If a substitute rejects or cancels a job during the calling period due to being unavailable, they must make themselves unavailable for the remainder of the calling period. If you must cancel a job, all the days of the job will be canceled on a multiple day job. Another substitute will be assigned by the system. On occasion, a substitute may need to cancel an assignment due to a personal emergency that arises the morning of the assignment. When such a situation occurs, you must cancel the job online or by calling the Frontline system at 1-800-942-3767. If the system tells you "it is too late to cancel this job", you will need to call the school. The system does not stop calling a substitute when a rejection reason or cancellation is entered; it only registers the reason. **Repeated refusal cancellations (especially last minute cancellations) and no responses may result in the substitute being blocked from receiving future calls.**

Telephone Procedures

Answer the phone in person or arrange to have a reliable person take a message for you. You are responsible for any transactions with the substitute system that require your username and password - do not give it to anyone without accepting those terms. A substitute will be provided the name of the school, the name of the teacher absent, the start and end times/dates, and the grade or subject assignment when contacted by the substitute system. Whenever possible the same substitute teacher will be assigned

to the class for the total absence of the regular teacher. 7 Procedures for accepting a job are contained in the Reference Guide or by contacting the Help Desk.



Mobile App

Districts that purchase the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to job alerts and other job acceptance tools.

REQUIREMENTS

You must have the following qualifications to access the app:

- Your district must utilize the Frontline Insights Platform.

GETTING STARTED

Access the app store on your mobile device and download the Frontline Education app. Once the download is complete, you will click **Get Started** to proceed to a sign in page. From there, enter your Frontline ID account and click **Sign In**.

*Please note that once signed in, you may be prompted to select an organization.



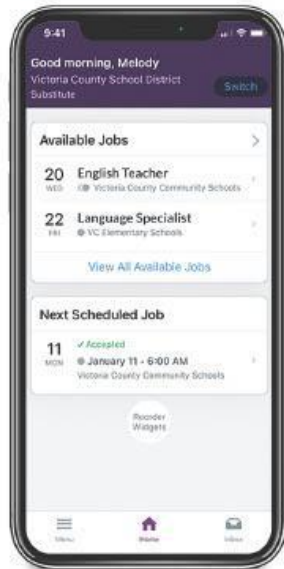
HOMEPAGE

The homepage posts potential job assignment opportunities. From here, you can select the **View all Available Jobs** link to reference a comprehensive list of all potential jobs in your district. *Once an available job is selected, you can then review the job's details and opt to accept the assignment.

MENU/SIDE NAVIGATION

The "Menu" option opens a side navigation bar where you can access current tools and settings.

Available Jobs	Reference all available jobs within your view. (This section includes an "Available" and "Scheduled" tab, as well as sorting and filter options to further define your results.)
Calendar	View the dates for any previously worked assignments, as well as upcoming, accepted jobs. (These dates will be highlighted on Android and dotted on IOS). If you click on the highlighted/dotted dates, you can view the job details for that date.
Inbox	Review any received web alerts from your district.
Help Center	Access online help resources specific to your Frontline mobile app.
Settings	Review your current district details and user preferences, or log out.
Feedback	Please provide feature-related feedback or use this tab to contact Mobile Support with any questions/issues you may have regarding the app.





Absence Management

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

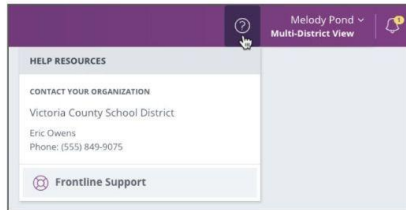
If you cannot recall your credentials, use the recovery options or click the **"Having trouble signing in?"** link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location
Mon, 4/30/2018	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

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Frontline Confirmation Number Log

Throughout the year, you may wish to form your own list of contact persons and frequently used numbers.

NAME	SCHOOL	PHONE NUMBER

INDEX

- Tobacco/Smoke Free Campus: [CKDA :](http://policy.stillwaterschools.com/view_policy.html?policy=policies/CKDA-Tobacco.pdf)
http://policy.stillwaterschools.com/view_policy.html?policy=policies/CKDA-Tobacco.pdf
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<https://www.stillwaterschools.com/handbook>