

Van Buren School District

Substitute Orientation Handbook

Revised 2009-2010



Mission Statement:

Van Buren School District will serve the Van Buren Community by providing a learning environment that enables students to attain their full potential and that promotes lifelong learning.

Welcome

Van Buren School District extends a welcome to you as you begin your substituting career. We are happy to offer this information designed especially to help you in your substitute experience.

Between kindergarten and high school graduation, the average student will spend 187 days -- more than one full school year -- with substitute teachers

I. General Information:

a. Placement on the Substitute Roster for **new** subs - (Substitute Workshop by invitation only - Attendance Mandatory)

- i. TB test (taken within the past 90 days)
- ii. \$22 check made payable to VBSD for state background check
- iii. \$10 check made payable to DHS for the child maltreatment central registry check
- iv. \$19.25 check made payable to Arkansas State Police for federal background check
- v. Copy of driver's license, social security card, and birth certificate
- vi. Copy of college transcript/degree or Arkansas teaching license (if applicable)
- vii. Completed substitute packet at orientation

b. Placement on the Substitute Roster for **returning** subs

- i. TB test (taken within the past 90 days)
- ii. Completed change form at orientation (if applicable)

c. Procedure for accepting sub assignments after being trained on AESOP system at substitute workshop

i. Call AESOP 1(800) 942-3767

ii. Log on to www.aesoponline.com

iii. Accept assignments from AESOP's automated phone calls

d. Pay information for Substitute teachers

i. Daily compensation

Substitute Teachers:	
High School Diploma /Pass TABE Test	\$60 per day
College Degree, Non-Certified Teacher	\$70 per day
Certified Teacher (Arkansas Certification)	\$70 per day
Half Day Substitute	$\frac{1}{2}$ Daily Rate
Substitute Support Staff:	
Pay rate	\$60 per day

- ii. Checks are paid on the 26th day of each month. If the 26th falls on a weekend or holiday, then payday will be the workday before.
- iii. Substitutes are paid according to the time that is turned in. All "time" turned in from the 20th to the 19th will be paid on the 26th day of the month (if payday falls on the 26th). For example, if a substitute works on the 20th of August and on the 19th of September they will be paid September 26th for those days.
- iv. Substitutes are members and can elect to contribute to Arkansas Teacher Retirement System (ATRS).
- v. Substitutes are eligible to participate in Tax Sheltered Annuity (TSA) companies approved by the district.

e. Status

- i. All substitutes for VBSD must work at least 4 times per month to remain an active substitute.
- ii. Substitute teachers are not considered full-time or part-time employees.

- iii. You are not eligible for health benefits, fitness center membership, etc.
- iv. If a substitute is no longer interested in providing services to VBSD, he/she should inform Human Resources at (479)474-7942.
- v. A substitute may be removed from the approved list or facility by the Director of Human Resources without notification or justification to the substitute.

II. Administrative Policies:

- a. Time schedules for school sessions: 8:00-3:00
- b. Substitute should plan to report from 7:30-3:15

Note:

In all elementary schools, planning time is provided while students attend specialty classes i.e. PE, music, computer lab, art, library. Substitutes shall remain available during this time.

In all secondary schools (Middle School through High School), one planning period is provided during which substitutes shall remain available.

c. Student safety

- i. No student shall be dismissed from class before regular dismissal time without authority from the school office.
- ii. No student shall be allowed to leave school with another person during the school day without authority from the school office.

d. Confidentiality Agreement

- i. Substitutes shall not furnish any information regarding pupils, parents, or teachers to any outside organization or individual without the approval of the facility supervisor.

III. Your Day at a Glance:

a. Preparing for the day

- i. Check in at the front office to receive instructions regarding your assignment.
- ii. Familiarize yourself with the building/teachers in adjacent rooms.
- iii. Familiarize yourself with the classroom.
- iv. Review any lesson plans left by the teacher and secure all handouts, books, or other materials necessary.

b. Substitute Survival 101

i. The nature of the substitute teacher's service may vary according to the day's assignment and the administration of the individual facility.

ii. The specific duties include the following:

1. Teach to the best of your ability. It is important that lesson plans be followed to ensure that the students' learning environment is disrupted as little as possible.
2. Maintain control of the classroom at all times. If you need assistance, ask for it.
3. Maintain neat and accurate records of the day's activities.
4. Additional duties may be required. It is important to inquire with the facility supervisor as to any extra duties that may be expected of you.
5. Discipline is accordance with the VBSD discipline policy: www.vbsd.us District Policies; Policy 4.3, 4.3.2, 4.3.6, 4.3.7, 4.3.8, 4.7, and 4.9.

6. Comply with state policies: time of arrival; remaining after school; preparing required records; and reporting accidents to the office.
7. Practice professional ethics in all relationships with student, parents, teachers, and community.
8. Report to the teacher any pertinent information concerning procedures used or assignments made.

IV. Do's and Don'ts of Classroom Management:

a. Do's:

- i. Do ask about extra duties.
- ii. Do be well-groomed.
- iii. Do be interested and enthusiastic.
- iv. Do introduce yourself to the class and write your name on the board.
- v. Do be self-confident as you go into the classroom.
- vi. Do learn as many of the student's names as possible, if the assignment is for an extended period of time.

- vii. Do be professional and ethical at all times in attitude and relationships with students, staff members, and parents.
- viii. Do remember that all student and personnel records are confidential.
- ix. Do read and follow instructions in school bulletins.
- x. Do see that the room equipment and paperwork are left in order.

b. Don'ts:

- i. Don't discuss or present information regarding your personal life or personal beliefs to students.
- ii. Don't discuss individuals of one school with others or discuss information regarding schools with other schools.
- iii. Don't discuss teachers or students with anyone other than the principal.
- iv. Don't start too much new work that may not relate to the regular teacher's plans unless the substitute's services will be required for an extended period of time.
- v. Don't hesitate to seek information as needed from the other teachers and the principal, rather than depending too much on the students for information.

- vi. Don't forget to return science equipment, library books, or other borrowed materials to their appropriate places.
- vii. Don't leave the school premises with the student or make any changes in the regular school program without notifying the principal.
- viii. Don't leave school early, even if there is a free period at the close of the school day.

V. Methods of Discipline:

- a. Examples of teachers using **appropriate** discipline
 - i. **Give choices.** Example: "You may remain at your desk and quietly do spelling, or you may sit by yourself in the back of the room."
 - ii. **Recognize feelings.** Example: "I can see that you are angry because you have to miss recess."
 - iii. **Describe the situation.** Example: "I see coats all over the floor. They need to be hung up."
 - iv. **Invite cooperation.** Example: "Let's all help to be quiet so we can go to the talent show."
 - v. **Be brief.** Example: "We do not throw paper."

- vi. **Don't argue.** Stick to a decision, but remain flexible enough to change it if you are wrong. Arguing is always a losing proposition.
 - vii. **Model appropriate behavior.** Always show through example how you want your students to act.
 - viii. **Discourage physical violence.** Example: "In our class, we talk about our problems. We do not hit, kick or pull hair."
 - ix. **Do not criticize, call names, or insult.** Example: A child interrupts the teacher's conversation. Teacher: "Excuse me. I will be with you as soon as I am finished with this conversation."
- b. **Focus on solutions.** Example: "I am seeing unsportsmanlike conduct on the playground. What can we do about that?"
- c. Examples of teachers using **inappropriate** discipline
- i. Punish all for the sins of one. Example: "Since certain people can not listen, we will all miss the next recess."
 - ii. Demonstrate rude behavior. Example: "Sit down and shut up!"
 - iii. Lose their tempers. Example: Resort to shouting, slamming books, and using verbal abuse.
 - iv. Resort to name calling. Example: "You are like pigs!" "Clean that up!"

- v. Insult students' character. Example: "Jamie, you are nothing but lazy!"
- vi. Overreact. Example: Susie accidentally drops a stack of papers that she is handing out. Teacher: "Oh for heaven's sake ~ can't you do anything right?"
- vii. Threaten. Example: "If I hear one more voice, we will all stay in at recess."
- viii. Back students in a corner. Example: "What are you doing? Why are you doing that? Don't you know any better? Apologize at once!"

"The task of the substitute teacher is not easy. It requires a special kind of ingenuity and self-confidence. But the good substitute is a vital link in the chain of a child's learning experience."

STUDENTS WITH SPECIAL NEEDS

Being a substitute teacher might require you to deal with students with special needs. This may require you to be a bit more flexible. As professionals, we should be aware that some students come to us with different customs. We must show all students respect; therefore, we should never use language or call students' names that might be deemed racist, culturally biased, or ethnically demeaning. Below is a guideline to help you deal with students with special needs in the classroom:

Special Education:

- A. Each student will have their own individual modifications for class work and testing situations.
- B. Write the day's assignment on the board clearly. Give one or two step instructions and check for comprehension.
- C. Check frequently for understanding. Use visual aids whenever possible.
- D. When giving tests, let students know exactly what to study and help practice for the exam.
- E. Behavior modifications may be necessary. You should not allow students to manipulate you into a confrontation.
- F. When a student is not responding to behavior modifications, you should call the office for assistance in dealing with this student. Do not try to handle the student yourself.

Gifted and Talented:

- A. Students will often be assigned group projects or individual projects which require them to be out of their seats.
- B. Students need to be challenged with questions that require them to think (analysis, synthesis, or evaluation).
- C. Gifted students become frustrated and bored with busy work.

Multi-cultural Classrooms:

- A. Respect the cultures of other students in the room. In some cultures, it is a sign of respect for students to look down when a teacher speaks to them. It is a sign of disrespect for them to look you in the eyes. Other cultures teach that touching or patting a child on the head is demeaning to a child.

- B. When students speak another language, it is acceptable for them to use their native language when they are on their own time, when they are working in groups of students who speak the same language or if their English as a Second Language (ESL) class requires or allows them to use it.

- C. When a student has difficulty with an assignment in English, follow the instructions left by the teacher. You may need to seek assistance from another teacher. The student is likely to be uncomfortable and may be embarrassed because their regular teacher is not there. Be compassionate and kind. A smile is always helpful.

VAN BUREN SCHOOL DISTRICT



BULLYING



Bullying is defined as verbal, written, or physical intimidation of another student to force them to act against his or her will! It may include, but is not limited to cyber-bullying, teasing, taunting, threatening, frightening, and/or hurting others either physically or emotionally. It may also include influencing others to use such practices.



BULLYING because it is against the rules and can get you:

- in trouble,
- suspended, or
- expelled



Any student found to be in violation of the VBSD Anti-bullying Policy will be subject to disciplinary action that is appropriate to the degree of seriousness of the bully behavior, the frequency of the behavior, and the age of the offending student.



EFFECTIVE AUGUST 18, 2003
REVISED APRIL 29, 2008

5.17 PRAYER

It is the policy of the Van Buren School District that there shall be no school sponsored prayer at any class or function at which attendance is compulsory.

4.3.5 STUDENT DISCIPLINE -- SEXUAL HARASSMENT - Act 1108 of 1997

Purpose

Sexual harassment is sex discrimination under Title IX. It is the policy of the Van Buren School District to maintain a learning and working environment that is free from sex discrimination including sexual harassment.

Authority

It shall be a violation of this policy for any member of the district staff to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below.

Definitions

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
5. Inappropriate patting or pinching
6. Intentional brushing against a student's or an employee's body
7. Any sexual motivated unwelcome touching

Procedures

Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the District's equity complaint procedure (detailed below) or may complain directly to the building principal, guidance counselor, or to Equity Coordinator, Carol Brody, the individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. Use of the provided reporting forms is optional.

Upon receipt of a report of sexual harassment, the building principal or guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or staff member will reduce it to a written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee. If the complaint involves the building principal or counselor, the complaint may be filed directly with the Superintendent or Equity Coordinator.

If the complaint involves the Equity Coordinator, the complaint may be filed with the Superintendent. If the complaint involves the Superintendent, the complaint may be filed with the Equity Coordinator.

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 days of the complaint or report of sexual harassment.

The investigation may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees pending the completion of the investigation. The Equity Coordinator shall make a report to the Superintendent within two school days of the completion of the investigation.

School District Action

Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or non-renewal.

The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

Reprisal

The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Approved by Board of Education 8/19/97

3.18 TECHNOLOGY ACCEPTABLE USE

GENERAL

Philosophy

The Van Buren School District (VBSD) is committed to using the latest technology available to promote educational excellence by facilitating resource sharing, innovation, and communication. Technology should be readily available in the classroom and should be used as a tool to make opportunities available for all students and staff to maximize their potential.

Internet

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. VBSD is connected to the Internet through the Arkansas Public School Computer Network (APSCN). APSCN was formed in 1993 in order to link every public school educational cooperative, and the Arkansas Department of Education.

The on-line world, like the rest of society, is made up of a wide variety of people. Most are decent and respectful, but some may be rude, obnoxious, insulting, or mean and exploitive. Access to the Internet is free of charge and available to all students with valid accounts regardless of gender, age, ethnic background, or religious beliefs.

Congress passed the Children's Internet Protection Act (CIPA) which requires schools and public libraries that access certain federal funds to equip all computers that might be used by students with a system to block sites that are obscene or show material harmful to minors. The state of Arkansas has also passed legislation requiring school districts to provide Acceptable Use Policies which are signed by students and to provide Internet filtering. The Van Buren School District receives Internet access from the Arkansas Public School Computer Network (APSCN), which also provides filtering. Arkansas legislation pertaining to computer crime may be found at http://www.cio.state.ar.us/Legislation/Leg_is_Home.htm.

Acceptable Use

Each user is expected to use accounts responsibly, with purposes for which such accounts are granted. Activities beyond these stated purposes are strictly prohibited and may result in restricted or revoked access to computing resources.

Users of computer software owned by VBSD must agree to abide by the limitations included in the copyright and license agreements entered into with vendors. Furthermore, it is the user's responsibility to become familiar with the specific copyright and licensing agreements for each product before using it. It is unlawful to copy most software products. If other arrangements are made with a vendor, users must abide by the stated provisions. VBSD has many resources of an instructional entertainment nature, which are available to students. Users working on educational projects, however, always have priority when it comes to using the computers.

Unacceptable Use (Including but Not Limited to the Following)

Users shall not attempt to access, copy, or destroy programs or files that belong to other users or to VBSD without prior authorization. Programs, subroutines, and data provided by VBSD may not be taken to other computer sites without authorization. Also, programs acquired at other computer sites must not be used at VBSD unless permission to use them at VBSD is granted.

No user is permitted to install software or change the configuration on computers without written consent from the District Technology Staff (DTS).

- Purchase of computers should be reviewed and approved by the DTS.
- Teachers and Administrators: Please do not install software unless it has been approved by the DTS.
- Administrators: the best practice for purchasing school site software is to have a member of the DTS review and approve the software before purchase. If you need software placed on your computer, please complete a request for service form.

Users should minimize the impact of their work upon the work of others. One should not encroach on others' use of the facilities or deprive them of system resources. **Users shall not attempt to modify system facilities in any way.** Intentional compromise of system integrity by virus or other means is a serious offense. Staff should always login to the network with their correct login and store their files inside their My Documents location on the server to ensure backup. Machines should be turned off after proper log off each day. The district technology staff will not attempt to recover files which are not backed up.

Users shall not subvert restrictions associated with their accounts. The list below does not cover every situation that pertains to proper or improper use of the computing resources on VBSD, but it does suggest some of the responsibilities that you accept if you choose to use a VBSD computer. Disciplinary action will be taken whenever any user is found to be in violation of the responsible use of the computers or network.

- Revealing personal address or phone numbers or those of other students or colleagues
- Violating the rights of privacy of students and employees
- Using profanity, obscenity or other language which may be offensive to another user
- Using the network illegally in ways that violate federal, state, or local laws or statutes
- Reporting personal communications without the author's prior consent
- Using the network for financial gain or for any commercial or illegal activity
- Using the network to send or retrieve pornographic material, inappropriate text files, or files dangerous to the integrity of the network
- Spreading computer viruses, or in any way causing disruption of the network, such as sending large e-mail files, etc.
- Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others
- Product advertisement or political lobbying
- Subscribing to list servers or news groups is prohibited unless prior permission has been obtained from DTS.
- Circumventing security measures on school or remote computers or networks
- Attempting to gain access to another's resources, programs, or data

- Falsifying one's identity
- Changing any computer files that do not belong to the user
- Failure to use disk storage space wisely and efficiently - (delete unnecessary e-mails and documents)
- Copying files without permission to local hard drives or network drives especially MP3 files and movie files
- Purchasing goods and services (shopping)
- Misuse or vandalism of equipment
- Communicating credit card numbers, or any other financial information - (personal online banking on school computers is highly discouraged for your own security)
- Wastefully using finite resources
- Gaining unauthorized access to resources or entities
- Posting anonymous messages
- Violating copyright restrictions (which are the same as for printed materials)
- Using personal property to access school computers, networks, or on-line resources

STUDENTS

E-mail

As a general rule, VBSD does not provide e-mail accounts to students. Personal e-mail should be accessed at home not school. If need can be shown that a student account is necessary they should present that need to the principal for written approval. E-mail should then only be accessed under supervision. At that point the student should understand that anything written on e-mail is public information.

Penalties for Improper Network Use

Use of public property for personal gain is a felony and is subject to prosecution.

Classroom: Classroom violations of this policy may result in loss of privileges and/or disciplinary action.

District: Suspension or cancellation of VBSD network privileges and/or disciplinary action. State: Applicable state laws apply.

Federal: Applicable federal laws apply.

PARENTS

Guidelines for Parents

- Never give out identifying information such as home address, school name, or telephone number in a public message such as chat or bulletin boards, and be sure you are dealing with someone that both you and your children know and trust before giving out any information through electronic messages.
- Get to know the services your child uses.
- Never allow a child to arrange a face-to-face meeting with another computer user without parental permission.
- Never respond to messages or items that are suggestive or make you uncomfortable in any way.

- Report suspicion of child pornography to National Center for Missing Exploited Children at 1-800-843-5678.
- Remember that people on-line may not be who they seem..
- Remember that everything you read on-line may not be true.
- Establish and enforce reasonable rules and guidelines for computer and/or "on-line" use by your children.
- Make it a family activity. Get to know their on-line friends just as you know their other friends

Letter To Parents

Your child has requested access to the VBSD Network. The school district is now able to offer network access to all students who agree to abide by the acceptable use policies, sign a contract, and have parent permission.

Access to the network will provide your child with access to the Internet. It is possible that your child may run across areas of adult content and some material that you might find objectionable. While we do not encourage access to such material, it is not possible to block access to all such sites, even though every effort to filter such content has been provided through our state system.

In some classes, students will also have the opportunity to design their own web page which could include information about themselves (including pictures) and links to other sites. Students are cautioned about displaying personal information. Open communication with your children, utilization of such computer resources, and getting on-line yourself will help you obtain the full benefits of these systems and alert you to any potential problem that may occur with their use.

Part of the school district's responsibility in preparing our students for the 21st century is to provide them access to the tools they will be using in post-secondary education and in the work place. We believe that the use of this global information network is one of those tools. The school district will provide training in using the network and endeavor to teach students their responsibility as network citizens and guidelines for ethical conduct in this new global community.

FACULTY/STAFF

E-mail

Personal use of electronic mail is permitted within reason. Sending unprofessional or unethical messages or messages deemed to be disruptive to the education process is in violation of Acceptable Use Guidelines. Personal use should be kept to a minimum. Users are not permitted to conduct a business using any school technology resources. Note: e-mail is not private. The DTS have access to all mail and may read mail if justifiable reasons exist to do so. Users should also be aware that e-mail can be traced to the sender and can be monitored for unacceptable language or inappropriate use. E-mail is backed up. The only copies which exist are the original message on our local servers and whatever is on your local machine. Individuals are responsible for e-mail left on their computers. Do not use distribution lists to send messages to staff unless there is an educational reason to do so. You should consider e-mail received or sent at school as a matter of public record. Although it is extremely expensive, in compliance with federal regulations, e-mail can be recovered for legal purposes even though you have deleted it from your system. Remember, if you would not write it in a letter or postcard, do not write it in e-mail or e-mail attachments.

Internet

Internet service is provided by Arkansas Public School Computer Network (APSCN). It is to be used for educational purposes. Using the Internet for personal use must be kept to a minimum in order to provide the bandwidth needed for everyone to use the Internet. This includes peer-to-peer file sharing programs, chat programs, internet radio, internet video clips, and public bulletin boards. Accessing these things is a security risk and denies bandwidth for legitimate use.

Security

Do not allow students to use your account. Do not store your passwords in your desk or where they are easily available. Your billfold or purse, wherever you keep your driver's license or credit cards, is the best place to keep passwords.

Backup your important files to a network location where they are secure and backed up with the servers in case of disaster recovery. If something happens to your computer, it will be much easier to repair if you have saved all your files to the designated location. The DTS is not responsible for backing up individual data not stored on servers.

Computers

Computers belong to the school district and must be treated accordingly. They are to be used for educational purposes. Software should not be installed or changes made unless you inform the DTS. Do not set system passwords DTS. User passwords may be changed as desired. Screen savers, Web Shots, Comet Cursor, and other freeware or shareware should not be installed. Numerous problems have resulted from the use of such software. DTS will not be responsible for problems which occur as a result of installing such software.

Penalties for Improper Use

Problems will be reported to the building principal and/or the appropriate local, state and federal authorities.

Reporting Problems

DTS is trying to cut response time for problems. Please use the system DTS has in place for requesting service. Service request forms are submitted through the online help desk on the district website. Priority is given to network problems, computer labs, food services, and administration/faculty/staff. If you have an emergency, please call or leave a message at 471-3113.

Virus Protection

Virus protection has been added to all network computers in an effort to cut down on problems. Please do not open attachments unless you know what they are. Some of the new viruses are very destructive. It is much easier to check with the sender to verify the e-mail than to redo your computer. Do not attempt to alter or remove the Symantec Anti-Virus program. If you are notified of a potential virus threat please forward it immediately to technology@vbsd.us - DO NOT DISTRIBUTE THE VIRUS WARNING ON A DISTRICT LEVEL.

Purchasing

The purchase of computers or software should be cleared through DTS. Call or e-mail Patrick Mays at the technology department. It is very important that we coordinate our efforts in order to provide the best service to staff, students, and parents. We can also assist in obtaining the best prices for goods and services.

APPLICABLE LAWS

Family Educational Rights and Privacy Act (FERPA)

Public information, such as student photos cannot be published on the Internet, unless: the school is otherwise notified in writing from a parent

Children's Internet Protection Act (CIPA)

House Bill 2503-Act 1747

Requires districts to publish certain items on district web pages, and provide policy regarding the Internet with penalties for violations.

Responsibilities of Employees on Internet Act 1287 of 2001 AUP American Disabilities Act

Approved by Board: March 14, 2006

3.18.1 F1 STUDENT AGREEMENT AND PARENT PERMISSION FORM

I have been given a copy of the VBSD Acceptable Use Policy and I have read the policies contained herein.

Student Name (Please Print): _____

Student Signature: _____

Parent/Guardian Signature: _____

School: _____ Grade: _____ Date: _____

Before access may be granted, signature of user must be submitted on this form to the school office.

As a user of the VBSD Network, I have read and hereby agree to comply with the Acceptable Use Policies.

User Name (Please Print): _____

User Signature: _____

Parent/Guardian

As parent/legal guardian of the student signing above, I grant permission for my child to access networked computer services. I have read and agree to the Acceptable Use Policies, and I understand that I may be held responsible for violations by my child. I understand that some material on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her appropriate standards for selecting, sharing, and/or exploring information and media.

Parent/Guardian Name (Please Print): _____

Date: _____ Parent/Guardian Signature: _____

Street Address: _____

City/State/Zip: _____ Phone: _____

3.19 EMPLOYEE USE OF INTERNET Act 801 of 1997

Employees of the Van Buren School District are encouraged to use school owned technology and/or Internet access to enhance instruction and job performance. During the work day, **use of instructional technology should be limited to performance of job responsibilities.**

Internet chatlines and/or chatrooms serve no instructional purpose; therefore, both are prohibited during the school day. **Recreational or personal use of this equipment and technology is not permitted during the work day. Employees violating this policy may be subject to disciplinary action.** In addition, technology may not be used to violate other district policies. If this occurs, the employee will be disciplined for both technology misuse and policy violation.

Violations of this policy will result in disciplinary action against the employee. Repeated violations may result in non-renewal or termination.

Approved by Board of Education 8/19/97

3.18.2 F2 ACCEPTABLE USE POLICY DOCUMENTATION FORM

There is a link to the Acceptable Use Policy on the Internet on the district's technology page or link from the district page. The AUP is also contained in the Van Buren School District's Administrative services.

I have read the policies contained herein. As a user of the VBSD Network, I have read and hereby agree to comply with the Acceptable Use Policies.

Please return this form to your building office.

Date: _____

Name (Please Print): _____

Signature: _____

Position: _____

Building Location: _____

SCHOOL RELATED LAWS

- Mandated Reporter/Child Abuse
 - Any school employee (including substitute teachers) who know or reasonably believes that a child has been neglected, or physically or sexually abused, shall notify the ASP Hotline and building principal or counselor. (Hotline phone #: 1-800-482-5964)

- Confidentiality
 - It is against the law to disclose confidential information about your students. A substitute teacher should avoid comments about discipline, grades, learning problems or medical problems

V. SAFETY

The assignment of a substitute teacher has many responsibilities. One of the most important responsibilities will be the safety of students and fellow colleagues. It is the goal of Van Buren School District to create a safe and threat-free environment for students in which to learn. There are many ways to eliminate problems before they actually occur. Prior planning will help in this effort. The following is a general substitute teacher's guide from the school nurses:

- When checking in look over the Medical Information list for the class you will be involved. This list is available in the office, nurse's office, and each teacher has a copy. If you have questions about a particular student, check with the office.
- Do not dispense medication of any type. Also, do not allow students to take medication on their own.
- Refer all students with injuries (even minor ones) to the office to let them assess if first aid is needed. In an emergency, use phone, intercom or two-way radio, you may need to send another student to the office to get assistance.
- If you are unsure of a student's needs in case of illness or injury, send him/her to the office and let the person in charge of medical problems assess the need.
- There are gloves available for use, in case of emergency. Gloves are located in the classroom, gym, library, and in fanny packs located in the nurse's office. Make an effort to locate these before they are needed.
- If gloves or other items are used in bleeding/body fluid accidents, dispose of these items in a lined garbage can and make the custodian aware of this so that it may be disposed of properly. Wash your hands with soap and water afterwards. Any bleeding observed on a student needs to be attended to immediately before he/she can continue to participate in class (send to the office).

Emergencies:

The Van Buren School District has adopted a lock down procedure for emergency situations. It is vital for the substitute teacher to know what they are to do during a crisis situation. Each classroom will have an emergency response flip chart posted. You will need to check with each school site to find the location of each chart.

The following pages explain the procedures used during a Lock Down announcement evacuation of the building. Remember, each building will have a specific procedure and evacuation plan. Please read the pages carefully and be familiar with them.

VI. APPENDIX

Lock Down Procedures

School-based Administrator

1. Call 9-1-1
2. **In the event of a Bomb Threat all Two-way radios and cellular phones must be turned off.** Communication with Two-way radios and cellular phones in other situations is permitted for official use as deemed necessary by the crisis team, or in a life threatening emergency situation.
3. Shut down bell system.
4. Lock doors and secure perimeter.
5. Notify and direct teachers with classes outside or without communications.
6. Emergency team members report to front office.
7. Assign any roles that may be needed to staff members.
8. Notify District Office and Personnel.
9. Sweep campus; move students to designated area.
10. Have campus maps with utility shut off locations available for emergency personnel
11. Contact and isolate any victim's family members who are on campus.
12. Prepare written statement in conjunction with police for media.
13. Prepare letters for students to take home.
14. Prepare for faculty/staff meeting.
15. Provide for guidance counseling

Teachers

1. **In the event of a Bomb Threat all Two-way radios and cellular phones must be turned off.** Communication with Two-way radios and cellular phones in other situations is permitted for official use as deemed necessary by the crisis team, or in a life threatening emergency situation.
2. Lock doors but admit students assigned to your class.
3. If outside remain outside until instructed otherwise.
4. Do not leave classroom or allow students to leave.
5. Keep all students quiet; turn off lights.
6. Instruct students to get on floor in sitting or crouching position, away from windows and doors.
7. Create a list of students not in the classroom.
8. Call office only in emergency.
9. Do not make phone calls.
10. Emergency team members report to designated areas.
11. Plan for faculty meeting at end of day

EVACUATION PLAN

Evacuation of School Building

In many situations, it may be necessary to evacuate a school building. This evacuation should be signaled by sounding an alarm. The following steps must be followed:

1. Maps should be posted in all classrooms indicating primary and secondary egress routes and holding areas/ assembly points.
2. Teachers should bring their class record books with them when evacuating.
3. Teachers should ensure all students are out of classrooms and adjoining bathrooms.
4. Teachers should turn off lights, fans, and close doors prior to following students out of building.
5. Instruct the first student in line to hold open exit door until all persons in the class have evacuated.
6. Classes proceed to the pre-designated holding area/assembly point. Teachers should make note of students not present and maintain order.
7. Teachers should remain with their class until and “all clear” signal is sounded or other instructions are given by an administrator.
8. Always take classroom key with you.

No one can re-enter without authorization!

