South Area—Waldport Schools
Crestview Heights & Waldport High

<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Greeting ......................................................................................... 1</td>
<td></td>
</tr>
<tr>
<td>Certified Substitute Procedures ........................................... 2</td>
<td></td>
</tr>
<tr>
<td>Confidential Information ................................................................ 3</td>
<td></td>
</tr>
<tr>
<td>Substitute Guidelines/Helpful Hints ........................................ 3-4</td>
<td></td>
</tr>
<tr>
<td>How Substitutes are Called ..................................................... 5</td>
<td></td>
</tr>
<tr>
<td>Substitute Evaluations ................................................................ 6</td>
<td></td>
</tr>
<tr>
<td>Work Hours ..................................................................................... 7</td>
<td></td>
</tr>
<tr>
<td>Emergency School Closure ................................................................</td>
<td></td>
</tr>
<tr>
<td>Maintaining Correct Information ............................................ 8</td>
<td></td>
</tr>
<tr>
<td>Lunch and Breaks ........................................................................ 9</td>
<td></td>
</tr>
<tr>
<td>Telephone Calls ........................................................................... 9</td>
<td></td>
</tr>
<tr>
<td>Payroll Information .................................................................... 9</td>
<td></td>
</tr>
<tr>
<td>iVisions Web Portal .................................................................... 10</td>
<td></td>
</tr>
<tr>
<td>PERS ............................................................................................. 11</td>
<td></td>
</tr>
<tr>
<td>Rate of Pay .................................................................................. 11</td>
<td></td>
</tr>
<tr>
<td>Insurance ......................................................................................</td>
<td></td>
</tr>
<tr>
<td>Injuries on the Job .......................................................................</td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment ........................................................................ 12</td>
<td></td>
</tr>
<tr>
<td>Child Abuse Reporting ................................................................ 12</td>
<td></td>
</tr>
<tr>
<td>Discipline &amp; Positive Reinforcement ........................................ 13</td>
<td></td>
</tr>
<tr>
<td>Student Behavior Expectations ............................................... 14</td>
<td></td>
</tr>
<tr>
<td>Emergency Procedures ............................................................... 15</td>
<td></td>
</tr>
<tr>
<td>Key Contacts ................................................................................ 16</td>
<td></td>
</tr>
<tr>
<td>School Calendars .......................................................................... 17</td>
<td></td>
</tr>
<tr>
<td>School Directory .......................................................................... 18-19</td>
<td></td>
</tr>
<tr>
<td>District Area Maps ....................................................................... 20-26</td>
<td></td>
</tr>
</tbody>
</table>
East Area—Siletz Charter School
August 2017

Dear Substitute,

Welcome to Lincoln County School District. As a substitute, you are providing an invaluable service to our district. Your willingness to assist with the education of our community’s students, as a substitute teacher or substitute classified employee, is sincerely appreciated.

This handbook contains useful information that should answer any questions you may have as you begin working for us as a substitute. You also made connections during substitute orientation.

However, if you should ever need additional information, please feel free to contact us by calling our Customer Service Coordinator at 541-265-9211 or emailing susan.sproul@lincoln.k12.or.us.

By working together, we can provide the best education possible for our students.

Sincerely,

Tiana Tucker
Human Resources Director

541-265-4436
541-574-0511(fax)
Certified Substitute Procedures

- Check in at the main office at least 15 minutes prior to your assignment.
- Read lesson plans, seating charts and daily routine information. If you have questions about the lessons plans or procedures, please ask the office staff.
- Complete attendance reporting according to the school requirements.
- Conduct the class in an orderly manner. Carry out the teacher’s lesson plans, and follow the teacher’s usual routine as much as possible.
- Follow the directions of the regular teacher regarding collecting and grading of papers. If no directions are left, correct papers but do not grade or enter grades in the grade book.
- Contact the school office if you have questions that arise during the day that students or another teacher cannot answer for you.
- You are to assume all the regularly scheduled duties of the teacher, including hall duty, recess duty, bus duty, lunch duty, etc. If you are a long-term substitute, this also could include attendance at staff meetings and in-service functions.
- Report any incidents or abnormal happenings to the school administrator immediately.
- Leave a brief summary of the work that has been done during the teacher’s absence. This should include any problems, questions, or tasks that need attention. Include your phone number in case the regular teacher needs to contact you.
- Leave the room in good order and ready for next day: windows closed, lights off, door locked and keys and any confidential information returned to the main office.
- When you check out at the end of your day, you should ask the school secretary if you will be needed the next day as a substitute.
Confidential Information

Substitutes for Lincoln County School District may learn things of a confidential nature about the business or records of the school district, its students, or employees. It is your obligation to respect the confidentiality of the information.

Substitutes should not discuss or divulge confidential information to anyone. Check with the building administrator if you have any questions or concerns regarding confidential information.

Substitute Guidelines/Helpful Hints

Substitute teachers are an integral part of the ongoing instructional program at Lincoln County School District. The skills they bring to the classroom help maintain continuity when the regular teacher is absent. Here are some hints on how to be a successful substitute:

♦ Know the location of the school, arrive on time, check in at the office, and dress appropriately (professional and polished).
♦ Be prepared. If you cannot find the lesson plans, inquire in the office. Bring a “Survival Kit” with grade appropriate worksheets and games just in case.
♦ Be able to adapt to many different building environments, each with its own characteristics. Follow the school’s rules. Ask faculty if there are any additional responsibilities that apply to you. Remember, you are a temporary member of that building’s faculty and owe loyalty to that group.

More......
...Guidelines/Helpful Hints, continued

- Please respect the existing teacher/student relationship in each classroom. Do not jeopardize that relationship in any way and never criticize the teacher or the lesson plans in front of the students.
- If you have difficulty meeting the teacher’s objective for the day, have a contingency plan. Prior preparation, quick thinking, and a possible supplemental lesson plan will assist you in this plan. Make note of it for the teacher.
- Do not make comparisons between buildings and do not reveal confidential information received from faculty or students.
- All relationships with administrators, teachers, and students should be kept professional.
- During your assignment, whether it is for a day or a month, your job is to provide continuity of instruction. Don’t be afraid to ask questions! Staff members, office personnel, or administrators will be happy to assist you with any questions or concerns you may have.
- During instructional time, substitutes should not eat (unless there is a medical condition), nor do personal work, hobbies, talk on the phone, etc.
- Check the daily schedule at the building. Each building has different procedures for lunch count, lunchroom rules, hall passes, referrals, use of the bathroom during class time, and computer and resource room privileges. The regular teacher should have provided you with a written list of your duties. Please ask questions if you are not sure what the duty entails.
- Be aware of any room changes and locations of the rooms. Learn fire drill instructions and directions to fire exits from your room (an LCSD Emergency Plan should be in each room).
- Honor your commitments. If you accept an assignment, do not cancel at the last minute (unless you are ill) and do not cancel for a better offer. If you must cancel at the last minute, please call the school as soon as possible.
How Substitutes are Called

When regular LCSD employees are absent, they will call or login to the Frontline system to report their absence. From there, FRONTLINE starts the substitute search. FRONTLINE searches its database by phone to find qualified substitutes to fill open positions. FRONTLINE is a random calling system. You also can access the FRONTLINE system and shop for jobs through their website: https://login.frontlineeducation.com

FRONTLINE begins calling for available jobs from 4 p.m. to 9 p.m. and again from 5:30 a.m. up to 45 minutes before the job starts.

**You Can Adjust FRONTLINE Call Times If Necessary**
(On Your FRONTLINE Account, Under Instructions)

If you DO NOT answer the call from ASEOP or if an answering machine picks up the call, the system will hang up and continue calling other substitutes.

If you DO answer the FRONTLINE call, you will be given the option to accept or decline the job. You also will be able to hear any special instructions given by the employee for the position. **When you report to the school check in at the front office.**

Some LCSD staff members may choose to prearrange an assignment with you. If this is the case, they will assign you to the job and you will get the confirmation number from the employee. This ensures that the position has been recorded in the FRONTLINE system and that you have been designated as the assigned substitute.
**Substitute Evaluations**

If a principal has a complaint about the quality of your performance, s/he will discuss the matter with you. If a serious complaint arises, s/he may call you directly or ask that Human Resources discuss the matter with you. If you receive three substantiated complaints about your work performance, you will be terminated as a substitute for LCSD.

The district reserves the right to terminate a substitute teacher at any time for reasons deemed appropriate by the district. A substitute will be removed from the FRONTLINE Master List for unsatisfactory performance. Unsatisfactory performance includes, but is not limited to:

- Failure to follow a directive.
- Ineffective or inadequate performance.
- Failure to report on time or complete the day.

The building administrator has the option to add the substitute to their Do Not Use list. Before the substitute is added to the Do Not Use list, Human Resources will speak with the substitute. Copies of all documentation will be placed in the substitute’s personnel file.

NOTE: To remain active on the FRONTLINE Master List, you must agree to five work requests during each quarter.

**Work Hours**

When arriving at your work location, you must report to the office. Office staff will ask you to fill out a time card and provide you with any instructions or directions. This routine may vary from school to school and assignment to assignment. It is essential that you check in 15 minutes prior to your assignment start time and check out

---

**LCSD Schools Directory**

**EAST AREA**

**Eddyville Charter School (K-12)**
1 Eddyville School Rd., Eddyville, OR 97343
Phone: 541-875-2942
Principal: Clint Raever
Secretary: Missy Endicott

**Siletz Valley Charter School (K-12)**
245 James Frank Ave., Toledo, OR 97391
Phone: 541-336-5104
Principal: Sam Tupou
Secretary: Patricia Mills

**Toledo Elementary School (K-6)**
600 SE Sturdevant Rd., Toledo, OR 97391
Phone: 541-336-5121
Principal: Paul Tucker
Secretary: Kristy Kosydar

**Toledo Jr./Sr. High School (7-12)**
1800 Sturdevant Rd., Toledo, OR 97391
Phone: 541-336-5104
Principal: Clint Raever
Secretary: Sandi McAlpine

**SOUTH AREA**

**Crestview Heights School (K-6)**
2750 Crestline Dr., Waldport, OR 97394
Phone: 541-563-3237
Principal: Kelly Beaudry
Secretary: Jayme Kirchem

**Waldport High School (7-12)**
3000 Crestline Dr., Waldport, OR 97394
Phone: 541-563-4439
Principal: Diana MacKenzie
Secretary: Darlene Smallwood
prior to leaving the building. You are not to leave the classroom or your work site unless arrangements have been made with the office secretary.

If you are hired as a licensed substitute for half day or whole day and finish early, do not leave! You are being paid for those hours, so please use your time in a constructive manner (read the lesson plans to see if the teacher has any jobs for you to complete, make sure the room is clean and ready for the next day, or ask the office staff if there are any tasks that need to be done). This also applies for the preparation period; we ask that you remain in contact with the office staff and help with additional responsibilities as requested. It is our expectation that you, as a substitute, have been hired to fulfill the duties assigned to the employee that is absent.

Emergency School Closure

Extreme weather or other conditions may cause the closure of schools. News of school closures will be on local radio stations, the school district website (www.lincoln.k12.or.us), and the 24 Hour Information Line (541-265-4437).

In situations when a closure occurs only at certain sites, substitutes should communicate with their work location for instructions. We ask that you use your best judgment when assessing whether or not it is safe to drive in inclement or extreme weather.
Correct & Current Information

It is very important that our HR/Payroll systems have current information on file. If your name, address, telephone number, certification or availability should change, please send written notification to LCSD Human Resources immediately. This will ensure that you will still receive FRONTLINE calls and your paycheck will reach you.

If you accept a long-term assignment in another district or secure full-time employment, please adjust your availability in FRONTLINE or contact the LCSD FRONTLINE Administrator at 541-265-9211.

Lunch and Breaks

Each substitute is entitled to a duty-free lunch period of 30 minutes if working more than four hours in one day. Lunch breaks are unpaid.

Each substitute shall receive a 10-minute break during each four-hour period of consecutive service, except in an emergency situation. Break time does not accumulate, and may not be used as make-up for coming in late or compensatory time for leaving early.

LCSD School Calendars

School calendars for each area of the district are located on our website: www.lincoln.k12.or.us. Look for “District Calendars” at the right hand side of the home page. Each school is on the same calendar except charters which have their own schedules.
### Key Contacts

**LCSD Human Resources Department**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Tiana Tucker</td>
<td>HR Director</td>
<td>541-265-4436</td>
</tr>
<tr>
<td>Jennie Scarborough</td>
<td>HR Specialist</td>
<td>541-265-4422</td>
</tr>
<tr>
<td>Kathy Biancone</td>
<td>Web Portal Support</td>
<td>541-265-4418</td>
</tr>
<tr>
<td>Susie Sproul</td>
<td>Substitute Support</td>
<td>541-265-9211</td>
</tr>
<tr>
<td>Althea Burn</td>
<td></td>
<td>541-265-9211</td>
</tr>
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**LCSD Payroll/Benefits Department**

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<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Cheryl Masotto</td>
<td>Payroll Specialist</td>
<td>541-265-4416</td>
</tr>
<tr>
<td>Sharon Rogers</td>
<td>Employee Benefits</td>
<td>541-265-4411</td>
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### Telephone Calls

Personal telephone calls at work should be kept to a minimum. Please do not answer your personal phone during direct instruction times. No personal long distance calls may be charged to any district telephone number. Do not give out teachers’ phone numbers to parents without their permission. If someone requests this information, refer them to the office staff.

### Payroll Information

Substitutes are responsible for completing and signing a Substitute Time Sheet for each location/job worked. Please make a copy of your time sheets for your own records.

The school is responsible for sending your time worked to the Payroll Department for processing before the monthly cutoff, so it is your responsibility to turn it in on time to the school (by the 5th of the month).

When you register as a substitute you will be required to sign up for direct deposit of your paycheck, either to a savings account or checking account.

If your direct deposit information is received in the District Office by the 5th of the month, then your first pay check will be deposited directly to your bank account; if it is not, then your first pay check will be available for pick up at the District Office.
iVisions Web Portal

LCSD employees and substitutes receive electronic paycheck information through iVisions Web Portal, a web-based program that is linked to the LCSD Human Resources and Payroll Information System. To register on Web Portal, all employees and substitutes must have a valid and current e-mail address.

With Web Portal, you can:
- View and print out your direct deposit receipts for current and past pay periods.
- Use the Pay Check Calculator feature for future planning.
- View your W4 information and submit changes as needed.
- View your personal information and make changes as needed.
- Modify your emergency contact information.

Please call Kathy Biancone, HR Information Tech, at 541-265-4418 for further information.

Public Employee Retirement System

Substitutes qualify for membership in the Public Employee Retirement System once they have worked 600 hours or more in Oregon for 12 consecutive months. If you are working as a substitute for multiple districts, your hours will accumulate for PERS eligibility.

4. Threaten, intimidate, or take any action which could result in the bodily harm of another. This includes fighting on school grounds and off school grounds at any school activity, function or event.

Emergency Procedures

The school district is committed to the safety and security of all. In times of emergency, the district will provide appropriate campus-wide response to assure safety and minimize losses.

Emergency preparedness is also an individual responsibility. In each of our schools and classrooms is an LCSD Emergency Plan for quick reference for efficient action during emergencies. This plan should be in an easily accessible location. Please take the time to become familiar with the contents of the guide BEFORE an emergency occurs.

The purpose of the Emergency Plan is to recommend actions to employees, students and citizens when responding to an emergency situation in our buildings. Emergencies are unexpected and unpredictable. The intent is to minimize confusion when a crisis occurs. This plan provides guidelines for prudent response in a variety of situations.

Here are some points to remember:
- Think of everyone’s safety first (including your own).
- Use common sense and building procedures.
- Act quickly and calmly.
- Teacher or supervising adult -- stay with your students.
- Remain calm and factual with students.

Preparations can be made to deal with major emergencies. Knowing whom to call can save time, property, and lives. The Emergency Plan is intended as a practical outline of what to do in a variety of emergencies. Each school is required to develop its own specific evacuation plan and make staff assignments. Please have a conversation with office staff as to their specific evacuation plan. Under no circumstance release a student to an unauthorized person.
If you need help with a particular student, call the office for assistance after trying to correct the behavior OR send the student to the office with a note detailing the situation. If possible, let the front office know that the student is coming to the office with a note.

**Student Behavior Expectations**

A good school community depends on everyone working together, people respecting and trusting one another, and everyone knowing that he or she belongs.

Our school community and behavior support systems are based on the belief that students need to grow toward independence and need to be supported to that end. We believe that primary in the process is Respect, Responsibility, and Safety.

Most schools have a behavior system set forth to encourage positive behavior growth. If you’d like to know more about a particular school’s behavior system please ask! Each teacher also has classroom expectations that outline more specifically how the school rules apply in that particular classroom.

**Behaviors that May Result in Suspension or Expulsion**

Any actions that clearly have a serious negative impact upon the learning environment of the school and/or are forbidden by law are considered a serious issue.

**State law and/or district policy forbid all of the following behaviors:**

Send students immediately to the principal’s office with a discipline referral if they:

1. Blatantly or continually exhibit disruptive behavior despite warnings.
2. Openly defy any school adult’s authority/direction or are otherwise willfully disobedient
3. Use profane or obscene language or gestures.

Please notify the Payroll Department to begin PERS pick up when you reach 64 hours of substitute time per month for 6 months. Qualifying substitutes currently contribute 6 percent of their pay to PERS.

**Rate of Pay for Substitutes**

**Licensed Substitute:**
First 10 Days of Employment........Annual Approved Rates
After 10 Consecutive Days in Same Job...Refer to Website

**Note:** Licensed Substitutes Are Paid in 3.75-hour or 7.5-hour increments only.

**Classified Substitute:**
Pay per hour depends upon job classification

**Note:** Classified Substitutes are Paid for Actual Hourly Time Worked.

**Insurance**

The school district does not provide medical/dental/vision insurance for substitutes. The district does provide liability and Worker’s Compensation insurance coverage for all employees, including substitutes. Subs earn sick leave for every 30 hours worked, one hour is earned. Forty hours is the most sick that can be earned. These 40 hours cannot be lost and may be transferred to another district.
**Injuries on the Job**

Substitutes are insured under Worker’s Compensation. Any injury sustained on any school property while in the normal course of duty should be reported immediately to the school or work location office. Work incident report and/or SAIF 801 form must be completed immediately and submitted to the work location office or LCSD Human Resources.

**Sexual Harassment**

It is a violation of district policy for any staff member or any student to harass other staff members or students through conduct or communication of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, hostile, or offensive educational or work environment.

Complaints regarding sexual harassment should be reported to the school principal or the superintendent. Allegations made in bad faith may result in disciplinary action against the accuser.

**Child Abuse Reporting**

Substitutes are representatives of the school district. Staff must report “reasonable suspicion” of child abuse according to Oregon law. Oregon law recognizes the following types of abuse: physical, mental injury (neglect, threat of harm), and/or sexual abuse. Substitutes who have any suspicions or concerns regarding possible child abuse are asked to report these immediately to the principal or appropriate administrator.

**Discipline & Positive Reinforcement**

Substitutes are responsible for the control of their classrooms. The building administrator will assist you with problems when necessary. It is normal for students to “test” new substitutes, but you are the teacher and you are in charge of keeping students under control. LCSD forbids corporal punishment in any form.

**Suggestions for Successful Student Discipline:**

- Be fair, calm, firm, positive and consistent in your expectations. Do not make consequences that you are unable to follow through on.
- If you need to correct a student behavior do so in a respectful way (i.e., talk to student in a quiet voice individually).
- Praise students who exhibit positive/correct behavior. The behavior you point out most often is the one you get more of in class.
- Be respectful to each student when addressing his/her behavior. NEVER be sarcastic or embarrass a student when correcting a behavior.
- When a student corrects his/her behavior, respond with praise. Remember to use a student’s name often (i.e., “Good job sitting down at your seat, Jimmy”).
- Stick to classroom rules/expectations.
- Don’t use group punishment, use group goals.
- NEVER send a student out of the classroom unsupervised.
- Remember to give an eight-second wait time for responses from students.