



RIPON AREA SCHOOL DISTRICT
2012-13 Employment Reminders for Substitute Teachers
Please see the District website for complete policies

Professional Responsibility

- Follow Employment Reminders for District Staff (see reverse side)

Personal Responsibility

- Don't ever use or reveal confidential information for non-school purposes.
- Be the adult and a positive role model.
- Interact with students on learning activities (don't just sit and read a book or surf the 'Net.)
- If you are not sure if something is allowed or should be done, don't authorize it or do it until you ask a faculty member or an administrator – or call the school office.
- Be comfortable with not knowing something and demonstrate how to acquire information.
- Complete any duty that you are assigned (e.g., lunch room supervision.)
- Complete any work that you are assigned (e.g., office assistance, correcting papers.)
- No eating/drinking during class in accordance with school food/drink rules.
- Accept substitute teaching assignments only from the district's sub callers.

Workday

- Comply with the work hours stipulated for substitute teachers.
- Check-in at the school office(s) each day upon arriving.
- Check-out at the school office(s) each day upon leaving.
- Read the information in the RED Sub Folder located in each teacher's room.
- Follow the lesson plan for the day provided by the teacher.

Rules

- Follow classroom behavior rules and procedures.
- Follow school rules and ask a staff member if you don't know.
- Follow school rules when allowing a student to leave your room (e.g. passes, calls.)

Safety

- Never leave any student unsupervised by an adult.

Security

- Never give a key to a student.
- Secure the classroom or area by locking it whenever you leave.

Obligations

- Indicate on the sub report form if lesson plans and the RED Sub Folder were not available.
- Use the Sub Report Form to leave a complete report of the day in the office for the regular teacher when checking out for the day. You may attach additional notes to the form.

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Due to increased public scrutiny, our legal and insurance advisors have encouraged us to remind all employees of the following areas that have caused employees of other school districts to be reprimanded, disciplined, and/or terminated from their employment. Following is a general list to provide some examples, but it is not all-inclusive. Please do not be offended that we are being advised to give this reminder based on real cases in Wisconsin.

- No harassment of students or adults—physical, verbal, sexual
- Report suspected bullying incidents immediately to an administrator
- Comply with the district’s Acceptable Use Guidelines for Internet and email usage
- No viewing of pornography on school grounds or with school equipment
- No use of Facebook, Twitter, etc. with students other than for Board-approved curriculum, safety matters, and co-curriculars
- Don’t use or reveal confidential information for non-school purposes
- No sexual relations with students
- Don’t meet alone with student(s) at your house or other private locations
- Don’t give rides to students without parent authorization
- No tobacco, alcohol, or illicit drug use on school grounds or with students
- Cannot be under the influence of alcohol or illicit drugs while on the job
- No unprofessional attire or behavior
- No weapons on school grounds or at school events
- No use of school equipment, vehicles, or facilities for personal reasons outside of district-sponsored programs (such as RHS Fitness Center open workout times)
- For safety and insurance reasons, staff are not to use the swimming pool or Fitness Center or tech ed power tools when alone
- Students must be supervised at all times during school hours or school events
- IEP accommodations and 504 plans must be followed
- No religious advocacy or activity at school
- No political advocacy with students beyond the board-approved curriculum
- Embezzlement or inappropriate use of funds is prohibited
- No off-duty conduct that impedes an employee’s ability to perform his/her job
- Comply with legal requirements, staff regulations, district policies, and handbooks