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# **Guest Teacher Handbook**



Updated 06/2017

# Welcome to the Twin Falls School District . . .



We are pleased to have you as a member of our guest teaching staff.

When school business, activities, or illness require regular teachers to be absent from their classrooms, it is vital to maintain the continuity of educational programs for our students. Guest teachers fulfill the role as a teacher's temporary replacement. In this role, it is important that the absent teacher's replacement be competent, motivated, and professional.

As a guest teacher, your responsibility includes conducting yourself in a manner that will enhance student classroom performance. Successfully fulfilling this important role will require considerable thought and preparation on your part. This handbook has been prepared to serve as a resource for guest teachers new to their role as a classroom substitute, by providing information and suggestions that may be useful to help you fulfill your assignment.

Twin Falls School District policies that are applicable to your position as a guest teacher have been included in this handbook, as well. These policies are applicable to all district employees, including those who fill the role of guest teacher.

If you have questions about your role, in general, please contact the Human Resources Department at 733-6900. If you have questions about the building(s) in which you may serve as a guest teacher, please contact the administrator in that building.

A handwritten signature in black ink that reads "Brady D. Dickinson". The signature is written in a cursive, flowing style.

Brady Dickinson, Ph.D.  
Superintendent of Schools

***PLEASE NOTE: This handbook has been prepared as a matter of information only. It is not intended to serve as a contract. This handbook supersedes all previous versions.***

***Your employment with the Twin Falls School District is at-will. This means that the District may alter the terms of your employment, and either you or the District may terminate your employment with the District at any time and for any reason or for no reason at all, with or without notice. No employee of the District, including any administrator, has the ability or authority to alter the employment-at-will relationship, whether such attempt be through an oral statement/comment or in writing. The handbook you are being provided does not create an employment contract, establish rights, privileges or benefits of employment or establish any job guarantee.***

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# Philosophy

We believe all students should have the opportunity to achieve the skills needed to succeed in life. This includes being academic achievers, clear communicators, responsible citizens, complex thinkers, and quality producers, with the realization that learning is a lifelong process. It is our belief students achieve self-esteem by experiencing successes and meeting educational challenges. Students should have the confidence to make reasonable and responsible choices.

# Mission

Our mission is to provide a quality education necessary for students to be successful in life.

## Learning Standards

Our mission will be accomplished when students are:

- ❖ Academic Achievers who demonstrate competency within measurable learning standards;
- ❖ Clear Communicators who can effectively transfer information by listening, speaking, reading, and writing;
- ❖ Responsible Citizens who understand the roles and duties of the citizens and how to improve the quality of life in their communities;
- ❖ Complex Thinkers who use resources, apply academic knowledge to reason, solve problems, and make decisions; and
- ❖ Quality Producers whose work, individually or within a group setting, displays creativity, high standards, and demonstrates excellence across the curriculum.

# CODE OF ETHICS

I realize that my job as a guest teacher requires professional relationships with public school administrators, teachers, and students.

I understand that I must respect the professional confidences of this job.

I understand that as a guest teacher, I am part of a team that provides quality education to students, and that my classroom work will further my understanding of the educational process.

I understand that I should avoid comparison of the teachers and schools in which I have visited or taught.

I understand that my future success as a guest teacher will depend as much on ethical behavior as it will on academic achievement.

I understand, further, that my inability to live by this code of ethics will raise serious questions in the minds of the faculty and administration as to my suitability for the profession and may result in my dismissal from the guest teacher list regardless of the distinction I may have academically.

## **WHAT'S NEXT?**

You have filled out an application to become a guest teacher with our district, completed the interview process, and your name has been placed on our guest teaching list. If you find yourself having questions about the process, procedures, your role as a guest teacher, or district policies, please contact a member of the Human Resources staff at 733-6900 for assistance. If you have questions relevant to the building in which you are serving as a substitute, please contact the administrator of that building.

As you may already know, Idaho requires background checks and fingerprinting for all personnel hired to work in school districts. If you have not completed this portion of the employment process, please do so as soon as possible. Fingerprints will now be done at the Twin Falls School District office, 201 Main Ave West. When we contact you for employment, we will give you a time for your fingerprints. There will be a fingerprint charge of approximately \$32.00, which you will be reimbursed for after working 5 days. Please note that you are responsible for a \$10.00 administrative fee which will be deducted from your first paycheck.

If you have transcripts and/or a teaching certificate, please submit those to the Human Resources Department, if you have not done so already. This information needs to be on file to ensure that your pay accurately reflects your degree status.

Each year the district offers training for new and returning guest teachers. You will be notified in advance of the training. Attending the training sessions will help you become familiar with policies and procedures of the district and ask questions.

The Twin Falls School District uses the Aesop system to schedule absences and arrange for substitutes. You will be required to attend a brief orientation to the Aesop system to be set up as a guest teacher. Please contact Amie Franklin, our Aesop Coordinator at 732-7505 to schedule this orientation. She will set up your building preferences, schedule preferences, etc. at that time. Also, please contact Human Resources when you have a change of name, address or phone number.

## **PAY INFORMATION...**

Guest teachers holding a Bachelor's Degree or higher will receive \$95 per day.

Guest teachers holding an Associate's Degree or 48 college credits will receive \$80 per day.

Any guest teachers who substitute for a classified position (paraeducator, computer lab assistant, library assistant) will receive the hourly rate for that position instead of the daily rates listed above.

## **Long Term Subbing**

If you guest teach in the same teaching assignment for more than 20 consecutive days, you will be paid an extra \$10.00 per day beginning with the 21<sup>st</sup> day.

You are encouraged to keep a written record of your guest teaching activities (e.g. days, building, and teacher).

If you have questions regarding your paycheck, please contact the Human Resources Department at the District Office: 733-6900.

**TWIN FALLS SCHOOL DISTRICT #411  
2016-2017 PAYROLL SCHEDULE**

<b>PAY PERIOD BEGINS/ENDS</b>	<b>TIMECARDS DUE AT DISTRICT OFFICE</b>	<b>CHECKS PAYABLE</b>
May 1 - May 31, 2016	June 1, 2016	June 24, 2016
June 1 - June 30, 2016	July 1, 2016	July 25, 2016
July 1 - July 31, 2016	August 1, 2016	August 25, 2016
August 1 - August 31, 2016	September 1, 2016	September 23, 2016
September 1 - September 30, 2016	October 3, 2016	October 25, 2016
October 1 - October 31, 2016	November 1, 2016	November 18, 2016
November 1 - November 30, 2016	December 1, 2016	December 16, 2016
December 1 - December 31, 2016	January 3, 2017	January 25, 2017
January 1 - January 31, 2017	February 1, 2017	February 24, 2017
February 1 - February 28, 2017	March 1, 2017	March 16, 2017
March 1 - March 31, 2017	April 3, 2017	April 25, 2017
April 1 - April 30, 2017	May 1, 2017	May 25, 2017
May 1 - May 31, 2017	June 1, 2017	June 23, 2017
June 1 - June 30, 2017	July 3, 2017	July 25, 2017
July 1 - July 31, 2017	August 1, 2017	August 25, 2017



## Elementary School Information

<b>SCHOOL CONTACTS</b>	<b>ADDRESS</b>	<b>PHONE</b>
<b>Bickel Elementary</b> Kelli Schroeder, Principal Rita Jackson, Secretary	607 2 <sup>nd</sup> Ave. E	733.4116
<b>Harrison Elementary</b> Melissa Ardito, Principal Cathi Smith, Secretary	600 Harrison St.	733.4229
<b>Lincoln Elementary</b> Beth Olmstead, Principal Tracy Underwood, Secretary	238 Buhl St. N	733.1321
<b>Morningside Elementary</b> Steve Hoy, Principal Gayle Johnston, Secretary	701 Morningside Dr.	733.6507
<b>Oregon Trail Elementary</b> Tyler Matlock, Principal Mary Doerr, Secretary	660 Park Avenue	733.8480
<b>Perrine Elementary</b> Tammy Rodabaugh, Principal Alisa Radmall, Secretary	452 Caswell Avenue	733.4288
<b>Pillar Falls Elementary</b> Nancy Murphy, Principal Sandie Beams, Secretary	3105 Stadium Blvd	732.7571
<b>Rock Creek Elementary</b> Shari Cowger, Principal Rebecca Austin, Secretary	1550 Federation Road	732.7566
<b>Sawtooth Elementary</b> Mickey Combs, Principal Carrie Lammers, Secretary	1771 Stadium	733.8454

## Secondary School Information

<b>SCHOOL CONTACTS</b>	<b>ADDRESS</b>	<b>PHONE</b>
<b>O'Leary Middle School</b> Keelie Campbell, Principal Julie Anderson, Secretary	2350 Elizabeth Blvd	733.2155
<b>Robert Stuart Middle School</b> Amy McBride, Principal Abril Guzman, Attendance Sec. Christina Matthews, Secretary	644 Caswell Avenue	733.4875
<b>South Hills Middle School</b> Ryan Ellsworth, Principal Jasmin Tello, Attendance Sec.	1550 Harrison St. S.	
<b>Bridge Academy</b> Jim Brown, Principal Tammy Mingo, Secretary	616 Eastland Dr	737.5282
<b>Twin Falls High School</b> Dan Vogt, Principal Kris Guiles, Secretary	1615 Filer Avenue E	733.6551
<b>Magic Valley High School</b> Roger Keller, Principal Tara Fiscus, Secretary	512 Main Ave. N	733.8823
<b>Canyon Ridge High School</b> Kasey Teske, Principal Lesa Long, Secretary	300 N College Rd W	732.7555

# **SAFETY FIRST!**

## **Lockdown Procedures for Guest Teachers:**

1. The building principal or secretary will announce the lockdown over the school intercom.
2. Instruct students to move away from windows and doors and stay quietly seated.
3. If you have classroom keys, lock the door. If not, call the office (Dial 0) and let them know your door is not locked.
4. Use the phone to communicate with the office. Notify the office if any students are missing or injured.
5. Answer the phone if it rings. An administrator may need to give you information.
6. Do not allow students to use cell phones.
7. Do not use the classroom phone unless necessary.
8. Do not allow any students to leave the room for any reason unless supervised by an administrator.

## **Fire Drill Procedures for Guest Teachers:**

1. The school's fire alarm will sound throughout the building.
2. Students are familiar with fire drills and will immediately begin lining up.
3. If it is cold outside, have students put their coats on (elementary students).
4. Have students exit the room toward the fire escape exit. Ensure that all students have left the classroom and then turn off the lights and shut the door.
5. Upon arriving at the designated location, take roll immediately.
6. Report missing students to administrators.
7. When given the "all clear", escort students back into the building.
8. Resume class work.

## **Site Evacuation Procedures for Guest Teachers:**

1. Site evacuations are necessary when the building is unsafe and students must be transported to another location.
2. The building principal or secretary will announce the site evacuation over the intercom.
3. If it is cold outside have students put their coats on (elementary students).
4. Take the class list with you.
5. Have students exit the room toward the doorways at the end of the hallway near the bus loading area. Ensure all students have left the classroom and then turn off the lights and shut the door.
6. Escort students to the designated exit and begin loading students on bus.
7. Upon arriving on the bus, take roll immediately. Report missing students or injuries to the administrator.
8. Keep students informed and calm.
9. Do not allow students to use cell phones.

# PARKING

## **Bickel**

Parking is on a first-come, first serve basis. Twenty parking spaces are available on 6<sup>th</sup> Street East with four spaces available on 3<sup>rd</sup> Avenue East. Please do not park in areas designated as student or bus loading zones. Use spaces in front of private residences only if spaces along the building are full.

## **Harrison**

Parking is available in the church parking lot or on the north side of the building.

## **Lincoln**

Parking is available in the northwest lot adjacent to Addison Avenue.

## **Morningside**

Park along the side road on the north side of the building. Front spaces are reserved for parents; please use only if others are full.

## **Oregon Trail**

Parking is available in front of the building.

## **Perrine**

Parking is available at the rear of the building.

## **Pillar Falls**

Parking is available on the west side of the building.

## **Rock Creek**

Parking is available on the west side of the building.

## **Sawtooth**

Parking is available in the lot on the southwest side of the school or along Stadium Blvd.

## **O'Leary Middle School**

Parking is on a first-come, first-serve basis in the teachers' parking lot on the east side of the main building.

## **Robert Stuart Middle School**

Parking is available in front of the building.

## **South Hills Middle School**

Parking is available in front of the building.

## **Bridge Academy**

Please park in the designated parking spaces facing north on the side of module #1.

## **Twin Falls High School**

Parking information is available from Kris Guiles, secretary (733-6551 x 3026).

## **Canyon Ridge High School**

Please call the secretary at 732-7555 for parking information.

# BELL SCHEDULES

<b>Bickel Elementary</b>			
7:45		Breakfast	
7:30		Teachers Arrive	
8:15		Rooms Open (First Bell)	
8:20		Tardy Bell	
Morning Recess			
10:15 – 10:30		Kindergarten, 1 <sup>st</sup>	
10:30 – 10:45		2 <sup>nd</sup> , 3 <sup>rd</sup>	
10:45 – 11:00		4 <sup>th</sup> , 5 <sup>th</sup>	
11:15 Morning Kindergarten Dismissal			
Lunch			
11:30	1 <sup>st</sup>	Recess until	12:15
11:40	2 <sup>nd</sup>	Recess until	12:25
11:50	3 <sup>rd</sup>	Recess until	12:35
12:00	4 <sup>th</sup>	Recess until	12:45
12:10	5 <sup>th</sup>	Recess until	12:55
12:15 Afternoon Kindergarten Begins			
Afternoon Recess			
1:15 – 1:30		Kindergarten, 1 <sup>st</sup>	
1:30 – 1:45		2 <sup>nd</sup> , 3 <sup>rd</sup>	
1:45 – 2:00		4 <sup>th</sup> , 5 <sup>th</sup>	
3:15		Student Dismissal	
3:40		Teachers Leave	

<b>Lincoln Elementary</b>			
7:50		Breakfast	
7:50		Teachers Arrive	
8:15		Rooms Open (First Bell)	
8:20		Tardy Bell	
Morning Recess			
10:00 – 10:15		1 <sup>st</sup> , 3 <sup>rd</sup>	
10:15 – 10:30		K, 2 <sup>nd</sup>	
10:30 – 10:45		4 <sup>th</sup>	
11:15 Morning Kindergarten Dismissal			
Lunch			
11:15	K	Recess until	11:55
11:25	1 <sup>st</sup>	Recess until	12:05
11:35	2 <sup>nd</sup>	Recess until	12:15
11:45	3 <sup>rd</sup>	Recess until	12:25
11:55	4 <sup>th</sup>	Recess until	12:35
12:05	5 <sup>th</sup>	Recess until	12:45
12:15 Afternoon Kindergarten Begins			
Afternoon Recess			
1:30 – 1:45		Kindergarten, 4 <sup>th</sup>	
1:45 – 2:00		1 <sup>st</sup> , 2 <sup>nd</sup>	
1:55 – 2:10		3 <sup>rd</sup>	
2:00 – 2:15		5 <sup>th</sup>	
3:15		Student Dismissal	
4:00		Teachers Leave	

<b>Harrison Elementary</b>			
7:50		Breakfast	
7:50		Teachers Arrive	
8:15		Rooms Open (First Bell)	
8:20		Tardy Bell	
Morning Recess			
9:45 – 10:00		3 <sup>rd</sup> , 5 <sup>th</sup>	
10:00 – 10:15		K, 1 <sup>st</sup> , 2 <sup>nd</sup> , 4 <sup>th</sup>	
11:20 Morning Kindergarten Dismissal			
Lunch			
11:15	1 <sup>st</sup>	Recess until	11:55
11:25	2 <sup>nd</sup>	Recess until	12:05
11:35	3 <sup>rd</sup>	Recess until	12:15
11:45	4 <sup>th</sup>	Recess until	12:25
11:05	5 <sup>th</sup>	Recess until	11:45
12:15 Afternoon Kindergarten Begins			
Afternoon Recess			
1:15 – 1:30		5 <sup>th</sup>	
1:30 – 1:45		K, 1 <sup>st</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup>	
1:45 – 2:00		2 <sup>nd</sup>	
3:15		Student Dismissal	
4:00		Teachers Leave	

<b>Morningside Elementary</b>			
7:45		Breakfast	
7:50		Teachers Arrive	
8:15		Rooms Open (First Bell)	
8:20		Tardy Bell	
Morning Recess			
9:45 – 10:00		K, 1 <sup>st</sup>	
10:00 – 10:15		2 <sup>nd</sup> , 3 <sup>rd</sup>	
10:15 – 10:30		4 <sup>th</sup> , 5 <sup>th</sup>	
11:25 Morning Kindergarten Dismissal			
Lunch			
11:45	1 <sup>st</sup>	Recess until	12:30
11:35	2 <sup>nd</sup>	Recess until	12:20
11:55	3 <sup>rd</sup>	Recess until	12:40
12:05	4 <sup>th</sup>	Recess until	12:50
12:15	5 <sup>th</sup>	Recess until	1:00
12:05 Afternoon Kindergarten Begins			
Afternoon Recess			
1:35 - 1:50		K, 1 <sup>st</sup>	
1:50 – 2:05		2 <sup>nd</sup> , 3 <sup>rd</sup>	
2:05 – 2:20		4 <sup>th</sup> , 5 <sup>th</sup>	
3:15		Student Dismissal	
4:00		Teachers Leave	

### **Oregon Trail Elementary**

7:45 Breakfast  
7:30 Teachers Arrive  
8:15 Rooms Open (First Bell)  
8:20 Tardy Bell

#### Morning Recess

9:50 – 10:10	Kindergarten
9:55 – 10:10	1 <sup>st</sup> , 3 <sup>rd</sup>
10:10 – 10:25	2 <sup>nd</sup> , 5 <sup>th</sup>
9:40 – 9:55	4 <sup>th</sup>

11:15 Morning Kindergarten Dismissal

#### Lunch

11:15	1 <sup>st</sup>	Recess until	12:00
11:25	2 <sup>nd</sup>	Recess until	12:10
11:35	3 <sup>rd</sup>	Recess until	12:20
11:45	4 <sup>th</sup>	Recess until	12:30
12:00	5 <sup>th</sup>	Recess until	12:45

12:15 Afternoon Kindergarten Begins

#### Afternoon Recess

1:20 – 1:30	K
1:20 – 1:35	1 <sup>st</sup>
12:50 – 1:05	2 <sup>nd</sup>
1:10 – 1:25	3 <sup>rd</sup>
1:30 – 1:45	4 <sup>th</sup>
1:40 – 1:55	5 <sup>th</sup>

3:15 Student Dismissal  
3:40 Teachers Leave

### **Perrine Elementary**

7:45 Breakfast  
7:50 Teachers Arrive  
8:15 Rooms Open (First Bell)  
8:20 Tardy Bell

#### Morning Recess

9:00 – 9:15	Kindergarten	Afternoon Recess
9:55 – 10:10	1 <sup>st</sup> Grade	12:45 – 1:00
9:40 – 9:55	2 <sup>nd</sup> Grade	2:15 – 2:30
9:10 – 9:25	3 <sup>rd</sup> Grade	1:45 – 2:00
9:25 – 9:40	4 <sup>th</sup> Grade	1:00 – 1:15
	5 <sup>th</sup> Grade	2:00 – 2:15
		1:30 – 1:45

11:15 Morning Kindergarten Dismissal

#### Lunch

11:40	1 <sup>st</sup>	Recess until	12:20
11:00	2 <sup>nd</sup>	Recess until	11:40
11:20	3 <sup>rd</sup>	Recess until	12:00
12:00	4 <sup>th</sup>	Recess until	12:40
10:40	5 <sup>th</sup>	Recess until	11:20

12:15 Afternoon Kindergarten Begins

3:15 Student Dismissal  
4:00 Teachers Leave

### **REMEMBER TO:**

Escort your class to the proper outside door for recess. Make sure students have proper clothing for the weather.

Prepare for lunch by having younger students wash their hands, collect their lunches, and pass out lunch tickets.

Accompany students to the lunch room and stay until most of the students have been served.

### **Pillar Falls Elementary**

7:50 Breakfast  
7:30 Teachers Arrive  
8:15 Rooms Open (First Bell)  
8:20 Tardy Bell

#### Morning Recess

9:50 – 10:05	Kindergarten, 1 <sup>st</sup>
10:05 – 10:20	2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>

11:15 Morning Kindergarten Dismissal

#### Lunch

11:30	1 <sup>st</sup>	Recess until	12:15
11:20	2 <sup>nd</sup>	Recess until	12:05
11:40	3 <sup>rd</sup>	Recess until	12:25
11:50	4 <sup>th</sup>	Recess until	12:35
12:00	5 <sup>th</sup>	Recess until	12:45

12:15 Afternoon Kindergarten Begins

#### Afternoon Recess

1:10 – 1:25	2 <sup>nd</sup> , 4 <sup>th</sup>
1:25 – 1:40	Kindergarten, 1 <sup>st</sup>
1:40 – 1:55	3 <sup>rd</sup> , 5 <sup>th</sup>

3:15 Student Dismissal  
3:40 Teachers Leave

**Rock Creek Elementary**

7:55 Breakfast  
7:30 Teachers Arrive  
8:15 Rooms Open (First Bell)  
8:20 Tardy Bell

**Morning Recess**

9:50 – 10:05 Kindergarten, 3<sup>rd</sup>  
10:05 – 10:20 1<sup>st</sup>, 2<sup>nd</sup>  
10:15 – 10:30 4<sup>th</sup>  
10:30 – 10:45 5<sup>th</sup>

**11:15 Morning Kindergarten Dismissal**

Lunch		Recess	
12:10 – 12:35	1 <sup>st</sup>	11:50 – 12:10	
12:00 – 12:25	2 <sup>nd</sup>	11:40 – 12:00	
11:40 – 12:05	3 <sup>rd</sup>	11:20 – 11:40	
11:50 – 12:15	4 <sup>th</sup>	11:30 – 11:50	
12:20 – 12:45	5 <sup>th</sup>	12:00 – 12:20	

**12:15 Afternoon Kindergarten Begins**

**Afternoon Recess**

1:30 – 1:45 K  
1:45 – 2:00 1<sup>st</sup>  
1:30 – 1:45 2<sup>nd</sup>  
1:15 – 1:30 3<sup>rd</sup>  
1:45 – 2:00 4<sup>th</sup>

3:15 Student Dismissal  
3:40 Teachers Leave

**Sawtooth Elementary**

7:45 Breakfast Begins  
7:50 Teachers Arrive  
8:15 School Begins  
8:20 Tardy Bell

**Morning Recess**

9:45 – 10:00 Kindergarten  
9:50 – 10:05 1<sup>st</sup>, 2<sup>nd</sup>  
10:10 – 10:25 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>

**11:15 Morning Kindergarten Dismissal**

Lunch		Recess until	
11:25	1 <sup>st</sup>		12:10
11:15	2 <sup>nd</sup>		12:00
11:35	3 <sup>rd</sup>		12:20
11:45	4 <sup>th</sup>		12:30
11:55	5 <sup>th</sup>		12:40

**12:15 Afternoon Kindergarten Begins**

**Afternoon Recess**

1:10 – 1:25 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>  
1:30 – 1:45 K, 3<sup>rd</sup>, 5<sup>th</sup>

3:15 Student Dismissal  
4:00 Teachers Leave

## O'Leary Middle School

Each teacher has a red Guest Teacher Folder with special instructions and lesson plans.

Student lockers can be used anytime. Students are not allowed to bring backpacks into classrooms – they must be kept in their lockers.

Primetime (roll room) is before the 1<sup>st</sup> period. Please read the daily bulletin to the students. Guest teachers can pick up a copy of the bulletin in the office.

Students who arrive late for Primetime need a slip from the office. Students who arrive 10 minutes or less after the tardy bell are marked tardy. If they are more than 10 minutes late, they are marked absent. Students who are more than 10 minutes late to any period need a slip from the office.

Students who leave during class time, for any reason, need a hall pass.

Please dismiss students by the bells at lunch time – not at students' suggestions.

7:30 – 7:53	Primetime
7:57 – 8:47	1 <sup>st</sup> period
8:51 – 9:41	2 <sup>nd</sup> period
9:45 – 10:35	3 <sup>rd</sup> period
<b>10:39 – 12:57</b>	<b>4<sup>th</sup> period/5<sup>th</sup> period/lunch</b>
1:01 – 1:51	6 <sup>th</sup> period
1:55 – 2:45	7 <sup>th</sup> period

10:39 – 11:09	6 <sup>th</sup> Grade Lunch
11:13 – 12:03	4 <sup>th</sup> period – 6 <sup>th</sup> Grade
12:07 – 12:57	5 <sup>th</sup> period – 6 <sup>th</sup> Grade
10:39 – 11:29	4 <sup>th</sup> period – 7 <sup>th</sup> Grade
11:33 – 12:03	7 <sup>th</sup> Grade Lunch
12:07 – 12:57	5 <sup>th</sup> period – 7 <sup>th</sup> Grade
10:39 – 11:29	4 <sup>th</sup> period – 8 <sup>th</sup> Grade
11:33 – 12:23	5 <sup>th</sup> period – 8 <sup>th</sup> Grade
12:27 – 12:57	8 <sup>th</sup> Grade Lunch

On days where there is an early release, please follow this schedule:

7:30 – 7:46	Primetime
7:50 – 8:22	1 <sup>st</sup> period
8:26 – 8:58	2 <sup>nd</sup> period
9:02 – 9:34	3 <sup>rd</sup> period
9:38 – 10:10	4 <sup>th</sup> period
10:14 – 10:46	5 <sup>th</sup> period
<b>10:50 – 12:34</b>	<b>6<sup>th</sup> period/7<sup>th</sup> period/lunch</b>

10:50 – 11:22	6 <sup>th</sup> Grade Lunch
11:26 – 11:58	6 <sup>th</sup> period – 6 <sup>th</sup> Grade
12:02 – 12:34	7 <sup>th</sup> period – 6 <sup>th</sup> Grade
10:50 – 11:22	6 <sup>th</sup> period – 7 <sup>th</sup> Grade
11:26 – 11:58	7 <sup>th</sup> Grade Lunch
12:02 – 12:34	7 <sup>th</sup> period – 7 <sup>th</sup> Grade
10:50 – 11:22	6 <sup>th</sup> period – 8 <sup>th</sup> Grade
11:26 – 11:58	7 <sup>th</sup> period – 8 <sup>th</sup> Grade
12:02 – 12:34	8 <sup>th</sup> Grade Lunch



## **Robert Stuart Middle School**

Please sign in on the sheet provided in the front office and pick up a guest teacher packet.

During first period, read the daily bulletin to the students; take lunch count for all three menu lines and send the count to the office.

You will need to take roll each period. Mark absentees and tardies on attendance sheets in packet and send the note to the office.

Discipline: Use positive messages whenever possible. Compliments, free time, and special privileges work well. Politely try to redirect student behavior by telling them the expectations. Please call the office or send another student to the office if a student is defiant, disrespectful, or uncooperative. If a student is being disruptive, try talking to them in private about their behavior before sending them to the office. If they still are being disruptive, send them to our PASS room to complete a reflection. Do not send them alone to the office or PASS room without contacting someone. Always discipline individual students for individual acts. Don't discipline the entire class or make threats you cannot keep.

7:35 – 8:21	1 <sup>st</sup> period
8:25 – 9:10	2 <sup>nd</sup> period
9:14 – 9:59	3 <sup>rd</sup> period
10:03 – 10:48	4 <sup>th</sup> period
10:48 – 12:18	Lunch/SSC
12:22 – 1:07	5 <sup>th</sup> period
1:11 – 1:56	6 <sup>th</sup> period
2:00 – 2:45	7 <sup>th</sup> period

10:48 – 11:18	A Lunch
11:18 – 11:48	A Advisory
11:48 – 12:18	A Study Hall
10:48 – 11:18	B Advisory
11:18 – 11:48	B Lunch
11:48 – 12:18	B Study Hall
10:48 – 11:18	C Advisory
11:18 – 11:48	C Study Hall
11:48 – 12:18	C Lunch

## **Bridge Academy**

Please sign in on the sheet provided in the front office and pick up a guest teacher packet.

During first period, Pledge of Allegiance will take place school-wide, take lunch count, attendance and send to office. (Para will assist with this)

Classroom Management Plan:

- 1- Warning
- 2- Refocus
- 3- Write-up
- 4- Passroom

Note – Para will assist with this as well while enforcing desired behaviors.

<b>Regular Bell Schedule (M, T, W, R)</b>	
7:45 – 8:38	1 <sup>st</sup> period
8:40 – 9:33	2 <sup>nd</sup> period
9:33 – 9:48	Breakfast
9:51 – 10:44	3 <sup>rd</sup> period
10:46 – 11:39	4 <sup>th</sup> period
11:41 – 12:34	5 <sup>th</sup> Period
12:34 – 1:07	Lunch
1:07 – 2:00	6 <sup>th</sup> period
2:02 – 2:30	Advisory

<b>Regular Bell Schedule (Friday)</b>	
7:45 – 8:12	Breakfast
8:15 – 8:49	1 <sup>st</sup> period
8:51 – 9:25	2 <sup>nd</sup> period
9:27 – 10:01	3 <sup>rd</sup> period
10:03 – 10:37	4 <sup>th</sup> period
10:39 – 11:13	5 <sup>th</sup> Period
11:15 – 11:49	6 <sup>th</sup> period
11:49 – 12:28	Lunch
12:30 – 1:04	7 <sup>th</sup> period
1:06 – 1:30	Guest Speaker/Teaming
1:30 – 2:30	Electives

**Twin Falls High School and Canyon Ridge High School**

Substitute teachers will be provided the information necessary for you to use the teacher’s computer, if required. If you need to get on the computer to check e-mail, please use a computer located in the computer lab in the library. You may use these computers during your prep time or before or after school.

Please do not spend time on cell phones or lap top computers during class time.

Students are expected to bring their books and necessary supplies to class. Do not excuse them to go get these materials. Do not issue hall passes to students.

Discipline: You may refer students to the Principal or Vice-Principals. Please send a discipline report to the vice-principals at the end of the day.

Classroom doors should be locked whenever you leave the classroom – lunch and the end of the day. Please stand by your door during the passing period between classes.

<b>Regular Bell Schedule</b>	
8:00	Warning Bell
8:05 – 8:55	1 <sup>st</sup> period
9:00 – 9:50	2 <sup>nd</sup> period
9:55 – 10:45	3 <sup>rd</sup> period
10:50 – 11:40	4 <sup>th</sup> period
11:40 – 12:10	A Lunch
12:15 – 12:40	5 <sup>th</sup> Period (A Advisory)
11:45 – 12:10	5 <sup>th</sup> Period (B Advisory)
12:15 – 12:40	B Lunch
12:45 – 1:35	6 <sup>th</sup> period
1:40 – 2:30	7 <sup>th</sup> period
2:35 – 3:25	8 <sup>th</sup> period

<b>Wednesday – Late Start</b>	
8:30	Warning Bell
8:35 – 9:25	1 <sup>st</sup> period
9:30 – 10:20	2 <sup>nd</sup> period
10:25 – 11:15	3 <sup>rd</sup> period
11:15 – 11:45	A LUNCH
11:50 – 12:40	4 <sup>th</sup> period
11:20 – 12:10	4 <sup>th</sup> period
12:10 – 12:40	B LUNCH
12:45 – 1:35	6 <sup>th</sup> period
1:40 – 2:30	7 <sup>th</sup> period
2:30 – 3:25	8 <sup>th</sup> period

**Magic Valley High School**

Classes are held from 8:30 a.m. – 2:30 p.m. The teacher’s day is from 7:30 a.m. to 3:30 p.m. Please check with the secretary for attendance sheets and explanation of the tardy policy.

**Discipline:** Refer to the teacher’s classroom guidelines. If you need further assistance, students may be referred to Mr. Keller. Students are expected to bring their books and necessary supplies to class. Students who want to go to their cars or leave the campus for any reason need to check out through the office.

7:45	Breakfast
8:15 – 11:20	Class
10:00 – 10:05	5 minute break
11:20 – 11:40	Lunch
11:40 – 2:30	Class
1:10 – 1:15	5 minute break

# TIPS FOR GUEST TEACHERS

Aesop has simplified the way guest teachers fill their days. You can search for and accept available jobs by visiting Aesop on the internet at <http://www.frontlinek12.com/aesop>. You may also interact with Aesop using the toll-free, automated voice instruction menu at 1-800-942-3767. Aesop will make calls from 5:30 a.m. through 11:59 a.m. and 5:50 p.m. through 9:30 p.m. for last minute job openings. Please keep a pencil and note paper by the telephone. When you get that call make a note of which school, which teacher, and other information which may be pertinent.

Make necessary arrangements for a day at work. If you prefer, pack a lunch, as time may be short. Feel free to bring your own coffee cup.

Arrive at school early. Parking information is available in this handbook or from the school secretary.

Check in at the school office to:

- ✓ Pick up a substitute teacher folder, if one is available.
- ✓ Double check your assignment: teacher's name, room number, etc.
- ✓ Check the teacher's mailbox; pick up keys, daily bulletin, etc.
- ✓ Find the staff lounge, put your lunch in the refrigerator, get a cup of coffee if you like or have time.
- ✓ Stop by the principal/vice-principal's office. Ask that one of them drop by during the day, if possible.

Find your classroom; locate the lesson plan, teacher's notes, and seating charts. Figure out exactly what you'll be doing first, second, third... When no lesson plan is available, use audio-visual materials. Remember to outline the purpose of viewing the film or video. Follow up activities are imperative.

Double-check classroom procedures (often listed in front of the lesson plan book). Do you have duty during recess, lunch, detention?

Write your name on the blackboard. Please refer to yourself as "Mr., Ms., or Mrs."

Introduce yourself to the neighboring teachers.

When you are ready to start class, these openings may help:

- My name is Mr. (Ms., Mrs.) \_\_\_\_\_.
- I'm not your everyday teacher, and I'll do some things differently ...
- I expect your help, cooperation, and courtesy...
- I'll be letting your teacher know how things go today...

Please follow the teacher's plans as closely as possible. If required, collect the day's work at the end of class.

After school:

- ✓ **Guest teachers are "on duty" for 30 minutes after the last bell rings or as specified by the building principal.**
- ✓ Complete notes for teacher – changes from lesson plan, details of any unusual circumstances and how you dealt with them, and names of any troublemakers.
- ✓ Correct daily work.
- ✓ Tidy up the classroom; line up desks, clean up trash, erase blackboard.
- ✓ Leave keys at the office when you check out.
- ✓ When you return home, make a note on your calendar where you substituted and for whom.

## TIPS FROM THE PROS...

Take along some busy work to offer when class work is completed (e.g., magazines, coloring books, word puzzles, brain teasers, a guitar, show and tell items, art projects, classroom games, a tape recorder with music-game-story on tape).

Check the library, bookstores and internet for idea books, projects, games, songs, stories, activities, or rewards.

Study time should not be a free-for-all. Offer to give disruptive students an assignment – due at the end of class.

Remember that kids enjoy end-of-the-day rewards and awards... for good listening, cooperation, citizenship, sharing, and friendship.

Reward good behavior with praise, attention, and awards. Discipline negative behavior by having problem students stay in from recess or lunch for 5 minutes or putting the student's name on the board.

Use positive attention whenever possible to discipline students. You may have to "sit on" some kids, but know what your options are ahead of time – especially for extreme situations.

Busy kids are rarely troublemakers. Have plenty for everyone to do.

When you sub for an activity class, follow the lesson plans as closely as you can. Talk with the other teachers in that department.

P.E. guest teachers should wear comfortable clothes and gym shoes. Follow the lesson plans and talk with other P.E. teachers. Include time for warm-up exercises and showers if you can.

Adapt! School environments are constantly changing with the variety of students' personalities and to teaching a wide range of subjects and skills.

Know your own personal teaching style and use it consistently... do not try to be like the teacher.

Memorize the names of at least three students in an elementary class or two names in each secondary class. Students will feel you are more in control if you can occasionally call someone by name.

Use the power of the unknown to establish how the class will proceed. What you do in the first minutes often determines success or failure in lesson plans and in discipline.

Establish personal standards of classroom control. Write them down and stick to them.

Recognize and deal with attention-getting antics; do not get into power struggles with students.

Establish consequences for those who do not choose to follow rules and regulations. Consequences must be consistent with building practices, reasonable, fairly administered, and consistently enforced.

Use positive reinforcement as a way to build cooperation with students.

Promote class cooperation by assigning paired or group work. To facilitate discussion, use student leaders, brainstorm topics, categorize topics, or debate opposing sides.

Be Prepared! No matter how much notice you have, your classroom responsibilities will require as much patience, versatility, and professionalism as you can muster!

## **Desirable Professional Attributes**

- ✓ Respect each individual student
- ✓ Respect personal property and privacy of teacher
- ✓ Adhere to school rules and procedures
- ✓ Respond favorably to supervision and suggestions for improvement

## **Necessary Personal Characteristics**

- ✓ Be enthusiastic and understanding
- ✓ Possess the judgment necessary to handle an emergency and/or disruptive behavior
- ✓ Respect confidential information
- ✓ Be dependable and punctual
- ✓ Handle routines effectively
- ✓ Be patient, firm, and tactful

## **Suggested Teaching Standards**

- ✓ Arouse pupil interest and enthusiasm by encouraging discussion, asking questions, promoting inquiry
- ✓ Recognize and attempt to provide for individual differences
- ✓ Use appropriate independent and small group instruction
- ✓ Use multi-sensory teaching methods

## **Some Final Considerations**

- ✓ Expect the unexpected
- ✓ Possess the ingenuity to make sense out of chaos
- ✓ Arrive as early as possible to ask questions or find materials
- ✓ Begin each day with a positive attitude. A sense of humor is important – warmth can avoid conflict
- ✓ Set firm yet practical ground rules to help maintain discipline
- ✓ Provide positive reinforcement
- ✓ Encourage students to assume responsibility
- ✓ The Twin Falls School District wants every employee to go home at the end of the day as safe and healthy as they were when they arrived. Please work safely!

# THE BASICS ...

## Audiovisual

- ✓ Seek assistance if you are not sure how to run the machine
- ✓ Put away equipment in proper place when finished

## Library

- ✓ Don't send anyone to the library unless you're sure it's okay
- ✓ If your class is scheduled for library time, check to see if students meet in the library or classroom and monitor their library behavior

## Fire Drills

- ✓ Take class list or roll book so that you can check that all students are outside and/or haven't wandered off
- ✓ Students should line up at the door. Have a reliable student lead them out. Teacher should follow to ensure everyone is out

## Messes

- ✓ Have students clean the mess immediately, if practical, or wait until between classes
- ✓ If necessary, send for a custodian by using the intercom or send a student to the office to ask for help

## Sick Kids

- ✓ Talk with student quietly and calmly, checking symptoms
- ✓ Don't hand out aspirin, band-aids, antacids or other supplies
- ✓ If a student is too sick to remain in class, send to the office with a note or ask another student to escort

## Assemblies

- ✓ Classes are usually dismissed by intercom or according to a special schedule
- ✓ Follow regular procedures until class is dismissed and/or during any class time after the assembly.

# DISTRICT POLICIES

## At Work Accidents

All accidents occurring at work must be reported immediately to the administrator of the building in which you are serving as a substitute teacher, regardless of the severity of the accident or possible injury. All employees requiring medical attention for work-related injuries must first report to the Occupational Health Center at St. Luke's Magic Valley Regional Medical Center, the district's designated initial service provider (208-814-8100). If after-hours care is needed, please report to St. Luke's Magic Valley Regional Medical Center Quick Care at 775 Pole Line Road, Suite 103. Report to the emergency room only if the St. Luke's Occupational Health Center and Quick Care are both closed. Be sure to identify yourself as a Twin Falls School District guest teacher. To return to guest teaching, you must provide the Human Resources department with a return to work release authorized by a physician.

## Background Checks/Employee Badges

In accordance with Idaho Code 33-130, criminal history checks (including fingerprinting) for school district employees will be conducted on all employees who started their employment with the Twin Falls School District after July 1, 1991. Background checks must be submitted no later than 5 days after employment date. Employees are responsible for having their fingerprinting completed and for the fingerprinting fee. All fingerprinting takes place at the District Office.

Staff members are encouraged to wear identification badges. Please contact your supervisor or building administrator if you need an identification badge. If you visit another building please remember to check in at the office and pick up a visitor badge, if you do not have an employee badge.

## Dress Code

The Dress for Success dress code supports workplace norms for professional attire. It is the desire and intent of the Twin Falls School District to adopt a dress code to create a professional environment in our schools that is conducive to learning and free of potential distraction or danger. Employees are to observe the following guidelines regarding attire:

- ✓ Clothes must conceal undergarments and undergarment straps at all times. No see-through, worn, faded, torn, excessively tight or revealing attire is permitted. Shirts must have a modest neckline and be long enough to cover the midriff (front and back). No spaghetti straps, tank tops, tube tops, halter tops, off-the-shoulder or muscle shirts, backless, strapless or half tops are allowed.
- ✓ Skirts and dress shorts must be no shorter than just above the knee in length. No sleepwear or loungewear clothing allowed.
- ✓ Pants must be worn at hip-level or higher.
- ✓ Hats or head coverings (including sunglasses) of any kind are not to be worn inside the school buildings.
- ✓ Professional and appropriate footwear must be worn at all times.
- ✓ Employees are prohibited from wearing or carrying clothing, accessories or jewelry or displaying piercings or tattoos, which by picture, symbol, or word, depict or allude to any of the following: drug usage, including alcohol and tobacco; controlled substances or any kind; drug paraphernalia; gangs; violence, hate groups, racial separation; sexually explicit, lewd, indecent, or offensive material; or illegal acts.

- ✓ Visible body piercing or magnetic/glued jewelry on face, eyes, arms, hands, tongue, feet is prohibited. Earrings and nose studs are allowed. Spikes, chains, wallet chains, studs, bolts, dog collars, needles, pins, sharp objects or other jewelry deemed unsafe is not allowed at school.
- ✓ It is not the practice of the Twin Falls School District to support “dress down Fridays.”

## **Drug Free Workplace Policy**

The Twin Falls School District recognizes drug and alcohol dependency as a serious problem and as a health, safety and security threat. To comply with Idaho Code, the district has established a Drug Free Workplace policy. As part of this policy, the district will not hire anyone who tests positive for alcohol or drugs. All employees, prospective employees, and on-site contract personnel are subject to the conditions and terms of the policy while conducting Twin Falls School District business. District employees will not be permitted to work with a detectable level of prohibited drugs in their system (i.e. a positive test result for drugs and/or alcohol concentration of .02 or more). Prohibited drugs include both legal and illegal substances that have not been specifically prescribed and used as prescribed by a physician (reasonable accommodations will be made for any employee who uses a prescribed medication). The illegal use, sale, possession, distribution, manufacture, or transfer of controlled substances at the workplace or elsewhere during work hours is strictly prohibited. The district further prohibits all employees on official business, on or off the workplace from being under the influence of alcohol (i.e., .02 alcohol concentration or more). Specifically prohibited under this policy is the use, sale, possession, distribution, manufacture, or transfer controlled substances or being under the influence of alcohol during working hours or on nonworking time, and on or off company or district property to the extent that such use impairs an employee’s ability to perform his or her job, or when such activities negatively affect the reputation of the Twin Falls School District to the general public or threaten the integrity of the district. Any illegal substance that is found in the possession of an employee or on the premises will be turned over to appropriate law enforcement agencies and may result in criminal prosecution. All employees must report any citations and/or violations of this policy to an administrator or supervisor.

Employees who need help overcoming a dependency may contact supervisors on a voluntary basis, seeking help through community resources. They are also encouraged to voluntarily contact and/or enroll in a treatment program. While voluntary enrollment in a substance abuse program may not adversely affect employment, continued unacceptable job performance, attendance, and/or behavioral problems will result in disciplinary action, up to and including termination.

The district’s drug testing program includes:

- ✓ Pre-employment testing: All applicants being seriously considered for any position must test free of drugs and alcohol as a condition of employment. No applicant will be employed until a negative drug and/or alcohol test is reported. Individuals testing positive for drugs and/or alcohol during the pre-employment testing shall be precluded from applying for another position within the Twin Falls School District for a period of two years and remain subject to successful passage of the pre-employment testing.
- ✓ Reasonable Suspicion Testing: Any employee will be required to submit to a drug and/or alcohol test when at least one designated/trained supervisor has reasonable suspicion to believe that an employee is under the influence of drugs and/or alcohol.



- ✓ Post-Accident Testing: Any employee whose performance either contributed to an accident (or cannot be completely discounted as a contributing factor to an accident) will be tested if injuries requiring medical attention or significant property damage were incurred.
- ✓ Follow-up: Employees referred to counseling or treatment programs may be subject to follow-up testing.

The district has the option of disciplinary action up to and including termination for a positive test. The employee may return to work when specific conditions set forth in the policy have been met. Although the employee has the right to refuse to be tested or have personal property searched, refusal may be grounds for disciplinary action up to and including termination. A complete copy of the Drug Free Workplace Policy (5846) is in the policy manual.

## **Safe and Secure Environment**

The district recognizes the need for a well-planned, emergency, disaster, and anti-violence preparedness program. A Crisis Manual has been prepared to address safety policies and procedures to follow in case of an emergency. In addition, a copy of the district's Quick Tips (a brochure outlining the district's emergency procedures) may be available in each classroom. This guide lists procedures to follow in case of emergency, as well as a list of building staff assigned to specific emergency areas. If you have questions about this information, you are encouraged to visit with the building administrator for additional assistance. A safe and secure environment also includes maintaining a work environment free of violence. As such, use of intimidation in the workplace (including verbal harassment, threats or acts of violence and/or physical acts of violence against students and/or employees) is grounds for disciplinary action, up to and including termination.

## **Smoke Free Buildings**

In order to protect the health of students, staff, and the general public who use our facilities, provide a healthy working environment, and promote good health habits, tobacco use will not be allowed in school district buildings or grounds. Tobacco use is defined as smoking any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment or material, or chewing or sniffing a tobacco product.