



Substitute Teacher Handbook

Preparing the Next Generation to Thrive

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JOINT SCHOOL DISTRICT NO 171
Preparing The Next Generation To Thrive



Dear Substitute Teacher,

On behalf of the entire district, I'd like to extend a warm welcome to you! We are thrilled to have you join our team and are incredibly grateful for your commitment to our students and schools.

As a substitute teacher, you are an essential part of effective operations in our buildings. Your dedication ensures that learning continues seamlessly, even in the absence of our regular teaching staff. This continuity is vital for our students' academic progress and overall well-being.

We hold ourselves to high standards of conduct in this district, and we know you do too. Your professionalism, positive attitude, and ability to adapt to diverse classroom environments are invaluable. By maintaining a supportive and engaging learning atmosphere, you truly make a difference for our students every single day.

Thank you for your service and for choosing to be a part of our district. We deeply appreciate your service and the critical role you play in fostering a successful educational experience for all.

Sincerely,

Superintendent Hunter

Joint School District 171 is committed to creating a workplace free from discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, political affiliation or belief, or any other characteristic protected by federal, state, or local law.

Purpose/Disclaimer

This handbook has been developed to provide substitute teachers with information on Orofino Joint School District 171 procedures, rules, expectations, and schedules. You should read this document carefully. However, no handbook can possibly provide answers to all questions that might come up, so feel free to ask the head secretary, the principal, or superintendent when you have questions that are not answered in the following pages. You may find the full district policies at: <https://www.sd171.k12.id.us/policies>

Conduct and Responsibilities

Substitute teachers have a responsibility to conduct themselves in a professional, responsible, and ethical manner at all times when carrying out their duties. Substitutes are to adhere to all District policies and guidelines.

Substitute Teacher Employment

This handbook is not a contract of employment or an offer for a contract of employment. It is not a promise of employment for any length of time or under any conditions. Having your name on the substitute teacher list is not a guarantee of work. As at-will, temporary employees of the district whose services are utilized on an as needed basis, substitute teachers may be removed or may resign from employment and the substitute teacher list with or without cause at any time.

Human Resources Information

Hiring Process

In order to be approved as a substitute, you must complete the following:

- Classified Application
- Background investigation check
- All required payroll forms

- District required training

Upon completion of the items above, you will be eligible to be added to ReadySub (employee absence & substitute scheduling system)

Ready Sub Overview

As a substitute, you can review jobs and accept substitute jobs. Once your account is activated, you will receive a welcome email with a temporary password. Upon first log in, you can update your password.

To log in to ReadySub, enter www.readysub.com into your browser and navigate to the top right corner of the screen to select Log In. You will be redirected to the ReadySub login page where you can enter your email address and password.

To accept a job via email, open the email and click the Job ID link. If you are already logged in to readySub, you will be taken directly to the Job details page where you can review and accept jobs.

The substitute Dashboard offers direct access to your existing jobs as well as a list of all open jobs.

Substitute Pay

Certified Instructional Teacher	\$132/day
Non-Certified Instructional Teacher	\$120/day
Bus Drivers	\$20.10/hour
All other Substitutes	\$15.00/hour

Four Day Schedule

Joint School District 171 has a four day school week schedule. Substitutes will be needed to fill vacancies Monday-Thursday, excluding holidays and breaks. District calendar:

[2026-2027 Calendar](#)

Pay Periods

Payroll is paid monthly on the 26th of the month or before if the 26th falls on a weekend or holiday. Paydays and corresponding dates below.

Month	Payday	Pay Period
July*	July 24th, 2026	June 11th - July 10th
August	August 26th, 2026	July 11th - August 10th
September**	September 25th, 2026	August 11th - September 10th
October	October 26th, 2026	September 11th - October 10th
November	November 24th, 2026	October 11th - November 10th
December	December 22nd, 2026	November 11th - December 10th
January	January 26th, 2027	December 11th - January 10th
February	February 26th, 2027	January 11th - February 10th
March	March 26th, 2027	February 11th - March 10th
April	April 26th, 2027	March 11th - April 10th
May	May 26th, 2027	April 11th - May 10th
June	June 25th, 2027	May 11th - June 10th

Skyward Employee Information

Joint School District 171 uses Skyward for Human Resources/Payroll. Upon hire, you will be set up in the system and will receive login information from the District Technology Director. Your personnel and paycheck information can be found in the 'Employee' section of Skyward upon login.

To check pay stubs:

Go to Employee Access> Employee information tab >Payroll section (center)>Check History

Click on the check number and your check will display.

Substitute Teacher Training

- Onboarding training with HR at the district office. Contact HR for questions.
- School specific training provided by the building. Check in with the building secretary and administrator.
- Resources:
 - [State Department of Education Teacher Substitute Training](#)
 - [Paraprofessional Training Resources](#)

Substitute Teacher Dress

All JSD # 171 staff will abide by the dress code of Business Casual. Business Casual is defined as relating to or denoting a style of clothing that is less formal than traditional business wear, but is still intended to give a professional and businesslike impression. Parameters of business casual and expectations will be determined by the building administrator for each building based on job descriptions and duties.

Some examples of job specific dress requirements are below:

1. Gym Teachers: Gym clothing as appropriate to activity, shorts restricted to gym or outdoor P.E. areas;
2. Field Trips/Field Days: Modest clothing appropriate to the activity;
3. Special Days: Holiday clothing, school spirit clothing, and thematic clothing with Principal's permission.

Substitute Daily Activity

WHEN YOU ARRIVE AT THE SCHOOL-Substitutes should report directly to the main office upon arrival to check in with the front desk to retrieve their classroom assignment and keys.

WHEN YOU ARRIVE IN YOUR CLASSROOM- Please be sure to arrive by the specified time listed in readysub and check in at the main office. Locate the teacher's lesson plan and attendance rosters. You are expected to follow the lesson plan to the best of your ability. When the classroom teacher returns, he or she should find the instructional program has progressed as intended. However, sometimes resourcefulness is needed if something unexpected occurs please plan and develop strategies to address various scenarios. You will find some helpful websites later in this handbook.

WHEN YOU ARE TEACHING-One of the most significant things you can do to ensure a successful experience for yourself and your students is to plan and establish an effective substitute routine. Your preparedness will go a long way in setting the tone for the day. Doing so will allow you to be organized and in control.

Make a plan for how you will manage the following:

- Taking attendance
- Dealing with tardy students
- Dealing with students who lack materials
- Passing out instructional materials
- Handling equipment
- Collecting student work
- Preparing to leave at the end of class

Begin teaching the class immediately. As a guest teacher, you are expected to carry out the lesson plans and assigned duties to the best of your ability. Be sure your directions to the students are clear by checking for understanding and that supervision of the learning environment is provided.

Work to establish rapport with the students. Tell them your name and explain that you are substituting for their classroom teacher. Treat the students with respect and courtesy.

1. Notes from parents, or unusual circumstances, should be sent directly to the main office. Examples include requests for permission to be dismissed early or to be excused from an activity.

2. Student Management - Students are familiar with behavior expectations left by their teacher; please try to follow them. No school staff, including substitutes, **shall ever use corporal punishment**. Here are some tips from educational experts:

- **Use a positive approach** – Start with a positive correction. Be direct with your request for positive behavior; a direct request to a student to appropriately behave is better than a negative request to stop misbehavior. It is better to use a soft, firm voice rather than a loud voice. Making eye contact will help convey your message.
- **Give the student time to comply** - After you make a clear request for positive behavior from a student, give him/her a moment to comply. Be sure to maintain eye contact and restate the request calmly if necessary.
- **Don't take it personally** – It is important to stay emotionally detached and remain professional.

- **Common sense** should be used anytime you are working with students. Make all consequences fit the infraction.
- **Exercise self-control** by always being in control. As the adult in the classroom, the substitute teacher is expected to be the authority figure.

Treat all students with respect. Avoid any discussions that contain controversial topics, personal qualities, decisions, opinions, or judgments. If a student becomes non-compliant, there are several techniques you should try that may prevent the situation from escalating:

Proximity is a strategy that is effective for good classroom management. Standing near a disruptive student, while continuing to instruct, will often change their behavior. While coming in close proximity to students it is important to never physically redirect students or use physical contact to move them or get their attention.

- **Relocating** students may be done, but should only be done if other requests to stop the undesired action fail. Asking students to change seat locations may be disruptive and challenging.
- **Never degrade** or intimidate students. Always stick to the rules. Remember, being fair and consistent is an important feature of working with students. Refrain from assigning nicknames, using profanity and or any language that would be considered demeaning or inappropriate.
- **Avoid giving threats or ultimatums** - Try a calm, matter-of-fact approach void of emotion or sarcasm. Reinforce the idea of consequences when a student chooses to misbehave.

If a student remains non-compliant after trying all the above-mentioned techniques, you will need to implement the specific building discipline procedures outlined in the substitute plans or phone the office for assistance. In the event a student leaves your room when asked or without permission please notify the office. Always consult a school administrator for major discipline issues including when safety is being compromised.

What you can expect from school

1. If you are unfamiliar with our school, an administrator or designee will accompany you to the classroom and briefly help you get oriented to the job and the school. Please ask for any needed assistance.
2. Neighboring teachers will be glad to help you – just ask!

Before you leave

1. Secure the classroom by turning off lights and equipment, closing windows, and lock all doors.
2. Check in with an administrator or designee before you leave for the day. You need to return keys to the main office prior to leaving.
3. Sub notes. Be sure to leave detailed notes for the classroom teacher notifying them of any issues you may have had. Whenever possible, complete the ready sub feedback form.

Classroom Presence

Substitutes are expected to be present in their classrooms before the first bell rings each morning and while classes are in session.

Substitutes are encouraged to stand near their classroom door to greet students during the changing of classes.

Substitutes should **never** leave their students unattended by an adult. If a substitute needs to leave the classroom unattended for any reason, such as to use the restroom, seek medical attention from the nurse, ask questions of a staff member, or obtain equipment or supplies, **a nearby teacher should be notified or the front office contacted so that alternate arrangements can be made to supervise the classroom.**

Substitutes should remain with their students if the class relocates to other parts of the campus for reasons such as lunch, recess, restroom breaks, or afternoon transportation stations, unless otherwise directed.

Classroom Property

Items located in the classroom are district, employee, and student property. Substitutes are not to search the contents of classroom desks, cabinets, and other storage, take items for themselves, or distribute items to students, other than as directed by staff or as needed for instructional purposes. Please do not look through the teacher's desk for items. If they are not in clear sight, please ask someone to help.

Substitutes are specifically directed not to distribute food, beverage, or candy items to students without authorization, as this can pose a safety concern to students with dietary restrictions.

Safety Issues

1. First Aid. Students who are injured or sick should be sent to the office. **Under no circumstances are you to administer any medication to a student.** If a child requires medication, it should be administered through the school nurse, secretary, or other designated medical personnel.
2. Familiarize yourself with OSHA Universal Precautions for Handling Exposure to Blood/Bodily Fluids. Generally, do not touch a student who is bleeding even if you use gloves. Do not allow students who are bleeding to participate in class until the bleeding has stopped and the wound has been cleaned and completely covered.
3. Do not fall into the “band-aid” or “ice” trap, where students are constantly asking to go to the office for fake injuries. If you are uncertain, contact the office for directions.
4. Information about emergency action plans and protocol is included in your sub folder provided by the teacher. Make sure you are aware of what you are to do in the event of fire, flood, earthquake, bomb threat, etc.
5. Be sure to observe all safety rules; always keep work areas clean and orderly; immediately report all accidents to your supervisor; and operate only equipment or machines for which you have training and authorization.

Fire Drills

1. Know where your students are to go during a fire drill. Be familiar with the school's evacuation plan, in the sub plans. The plan should be posted in each classroom. If you don't see the exit plan, check with the teacher next door for information.
2. Be certain that your students know where they are to go.
3. Be sure you have your roster and keys.
4. You are to be the last person out of your classroom. Close the door as you leave.
5. Take roll immediately upon arriving at the meeting location.
6. Immediately notify the appropriate school official if a child is not at that location.

Escorting Students to the Bus

In some schools, you may be expected to escort students from the classroom to the bus. Find out exactly what is expected.

- Do you walk the entire class out and at what time?
- Do you need to stay in the bus loading area until the buses have left?

- What about students who don't ride a bus?

Every school is different, and sometimes even classes within the same school have different bus policies. Do your best to find out what you need to do from the office, neighboring teachers, or students before the end of the day.

Legal Aspects of the Job

An overall consideration when substitute teaching is your legal responsibility in the classroom and school. The following are some legal responsibilities you should be aware of. An understanding of these responsibilities will require some questioning on your part as to specific school district policies.

- **Supervision of Students** – The substitute teacher who has physical control of a classroom has a duty to keep these children safe and orderly. In Idaho, a teacher acts in loco parentis – in the place of a parent – and is allowed to use his/her judgment in a manner similar to a parent. The standard is the reasonable use of professional judgment for the safety and orderly education of students.
- **Due Care and Caution** – A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, as well as following school safety policies and procedures.
- **Release of Children** – Due to possible restraints on who may have custody of a child, children should not be allowed to leave the building during the school day without express consent from the office.
- **Administering Medication** – Medication should only be administered by the school nurse or other appropriate health personnel, not the classroom or substitute teacher. If you know of medication requirements of a student, the health professional should be notified.
- **Confidentiality** – Substitute teachers have a grave responsibility to maintain confidentiality with regard to matters pertaining to students. **What happens in class stays in class!** Student behavior, performance, and achievement levels are not topics to be discussed with family, friends, acquaintances, or any other person except authorized district personnel under any circumstances. Disclosure of such information is against

district policy, and in many cases, against state and/or federal law. Notify the building administrator of any information that causes you concern or uncertainty.

- **Anecdotal Records** – Maintaining notes on incidents in the classroom can protect you in problematic situations. If you feel that your actions might be questioned, note the date and time, the individuals involved, the choices for action considered and the actions taken.
- **Dangerous Situations** – A substitute teacher is responsible for making sure the learning environment is safe. This includes things such as the arrangement of desks so as not to block exits and proper supervision during the use of potentially dangerous classroom equipment. A teacher must also consider the potential for problems in certain kinds of classes. Planned activities in a physical education, science, shop, or home economics class may be uncomfortable for the substitute teacher. In such cases, the substitute teacher may choose to do an alternative activity which they feel they can conduct safely. **Never** leave your students unsupervised.

Drug-Free Schools Workplace Requirements

Orofino Joint School District 171 is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Substitutes who use or are under the influence of alcohol or illegal drugs during working hours will be dismissed.

Substitutes shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- ❖ Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- ❖ Alcohol or any alcoholic beverage.
- ❖ Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- ❖ Any other intoxicant, or mood-changing, mind-altering, or behavior altering drugs.

A substitute need not be legally intoxicated to be considered “under the influence” of a controlled substance.

Substitutes who violate this prohibition shall be removed from the District’s substitute list. Compliance with these requirements and prohibitions is mandatory and is a condition of substitute employment.

Smoking or using tobacco products is prohibited by law on all district-owned property. This includes all buildings, school buses, playground areas, parking facilities, and facilities used for athletics and other activities. The use of tobacco products is **strictly prohibited** at all school-related or school-sanctioned activities on or off school property.

Child Abuse Reporting

The purpose of child abuse reporting legislation is to protect the best interests of children, offer protective services to prevent harm to children, stabilize the home environment, preserve family life whenever possible, and encourage cooperation among the states in dealing with the problem of child abuse.

Any school employee (including a substitute teacher) who knows or reasonably believes that a child has been neglected, or physically or sexually abused, should immediately notify the building Principal.

It is not the responsibility of school employees to prove that the child has been abused or neglected or determine if the child needs protection. Investigations are the responsibility of the Division of Human Services. Investigations by education personnel prior to submitting a report should not go beyond what is necessary to support a reasonable belief that a reportable problem exists.

Sexual Harassment

What is sexual harassment? Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or a student's academic success
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.
- such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

What is a "yardstick" for determining what constitutes sexual harassment? Sexual harassment is behavior that:

- is unwanted or unwelcome.
- is sexual in nature or gender based.
- is severe, pervasive and/or repeated.
- has an adverse impact on the workplace or academic environment.

- often occurs in the context of a relationship where one person has more formal power than the other (supervisor/employee, faculty/student, etc.)

To whom can I talk about sexual harassment concerns?

- Your local Principal, Superintendent or Human Resources office
- Your city or state office of Anti-Discrimination
- Your state office of Equal Employment Opportunity Commission
- The Office of Civil Rights, U.S. Department of Education

Please don't hesitate to ask further questions after reading this handbook to ensure you are ready to begin your first day subbing. All questions can be directed to HR or the building principal for the building in which you are assigned.

Substitute teaching is an important part of helping students be successful. We appreciate your willingness to support our schools and positively impact students in our community!

If at any time during the school year, you are no longer able to continue substitute teaching for our district, please notify the building administrator or human resource director.