

Clark County School District  
Human Resources Division

# Substitute/Guest Teacher Handbook



BOARD OF SCHOOL TRUSTEES

OFFICE OF THE SUPERINTENDENT

HUMAN RESOURCES

SUB CENTRAL

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## *HANDBOOK OVERVIEW*

Substitute/Guest teachers are a very important part of the Clark County School District (CCSD) workforce and make it possible for schools to carry out the educational program in the absence of the contracted teacher. This handbook has been designed and prepared for the purpose of providing all concerned personnel with pertinent information regarding regulations, policies, procedures, and work site rules, of the District and Sub Central. This handbook is continually evolving; therefore; it does not contain all of the information you will be required to know during the course of your tenure as a substitute/guest teacher. It is not intended to change or create any contractual rights in favor of substitute/guest teachers, the District, or Sub Central.

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment. Under the provisions of the Americans with Disabilities Act of 1990, as amended, qualified applicants and employees with disabilities will not knowingly be discriminated against employment.

The Board of School Trustees believes respect, responsibility, and integrity are fundamental qualities expected of all CCSD employees. Substitute/guest teachers, as role models for students, should exhibit these qualities. Effective communication is vital so that substitute/guest teachers can deliver the best customer service possible.



## SECTION I

### SUBSTITUTE/GUEST TEACHING PROCEDURES

#### EDTRAININGCENTER

##### PROFESSIONAL DEVELOPMENT

An online program titled "Introductory Teacher Training" from The EDTrainingCenter is part of professional development for serving as a substitute/guest teacher. The training consists of five individual courses which cover the fundamental knowledge, the skill and techniques, and the best practices needed to work ethically, effectively, and professionally with all stakeholders in a school community. Substitutes will have access to training information for one year. (Appendix p. 40)

##### SUBSTITUTE/GUEST TEACHER ORIENTATION

Completion of an online orientation (October 1, 2014) is mandatory. You will be notified, via email, to view the online orientation training, submit completion notification document, and other required documents prior to hire.

##### SUBSTITUTE TEACHING LICENSE

All substitute/guest teachers must hold a valid substitute license granted by the Nevada Department of Education (NDE). Nevada Administrative Code 391.025 places responsibility of proper licensing, at all times, upon the license holder.

It is the sole responsibility of the substitute/guest teacher to submit a copy of his/her license to Sub Central within 90 days of beginning an assignment. A copy of the receipt to license from the NDE will be accepted by the InTake Center as valid during this 90 day period.

It is the responsibility of the substitute/guest teacher to be certain that all license provisions are removed in a timely manner and to ensure that the license is renewed prior to the expiration date. If the license expires and/or provisions are not removed by the expiration date, the substitute/guest teacher will be made unavailable until evidence of the renewed license is provided to Sub Central. Any substitute/guest teacher, whose license has expired, may apply to work as a support staff/paraprofessional substitute (instructional assistant, SPTA, or school aide) until the renewal of his/her license. (Appendix p. 41)

##### INTERACT (DISTRICT EMAIL SYSTEM)

Within 7 days of hire, the District will provide an InterAct account for all substitute/guest teachers, free of charge. InterAct can be accessed via [www.ccsd.net](http://www.ccsd.net). You may also want to download the InterAct software to your phone, laptop, or home computer so you can access InterAct directly. Directions are available at [www.ccsd.net](http://www.ccsd.net). Click on the InterAct link. Your user ID will be your first initial, middle initial, last name, all lowercase and no spaces (cjbrown). Your password will be the first 4 letters of your last name followed by the last 4 digits of your social security number (brow1234).

InterAct is the primary mode of communication between substitute/guest teachers and Sub Central. All substitute/guest teachers have access to the Sub Central icon, an apple, on the desktop of InterAct. In order to locate the icon, go to InterAct Desktop>District Link>Sub Central. As a professional responsibility, the District expects that substitute/guest teachers will regularly access InterAct and the Sub Central icon for pertinent information.

Once hired, your CCSD Personal ID (this is the same number as your SmartFind Access ID).

**NOTE:** If your account has not been established or should you have any questions regarding your account, please call the CCSD InterAct Help Desk at 702-799-3300.

##### SMARTFIND: REGISTRATION

All substitute/guest teachers must register with SmartFind, Sub Centrals' automated calling and tracking system, prior to accepting any assignments. After the completion of the EdTrainingCenter training and Substitute/Guest Teacher Orientation, he/she will be hired and mailed an access identification (ID) required to register with SmartFind. In order to register, call the automated line, and follow the prompts to create a personal identification number (PIN) required to utilize SmartFind. Please refer to the "Quick Reference Card" received at Orientation for detailed information. Once you have registered, please view all tutorials (via Help Tab) to familiarize yourself with SmartFind. (Appendix p. 42)

### **SMARTFIND: ACCEPTING ASSIGNMENTS**

Substitute/guest teacher assignments are generated through SmartFind only. SmartFind automatically calls substitute/guest teachers for assignments up to twenty days in advance of a known absence. In order to receive calls, a substitute/guest teacher must have a landline telephone and a local call back telephone number. Voicemail and answering machines cannot be used with SmartFind. Calls are made on weekdays beginning at 5:00 am for same day assignments, and from 5:00 pm - 10:00 pm for future assignments. Calls are also made on holidays and Sundays from 5:00 pm – 10:00 pm. No calls are made on Saturdays. During the morning call-out, if an assignment is declined, or there is no answer after three separate calls, the substitute/guest teacher will not be called again during that call-out period on that day. The substitute/guest teacher will have the option of searching online for assignments.

When a substitute/guest teacher accepts an assignment, SmartFind will state:

- the name of the school
- the starting and ending time of the school day
- the subject/class to be covered
- the date(s) of the assignment
- the contracted teacher's name
- any special instructions

Please listen carefully to any special instructions, if applicable. If the particular assignment has unique requirements that the substitute/guest teacher does not meet, he/she cannot accept the assignment:

- if called for a multi-day assignment and cannot work all days
- if the assignment is for physical education and the substitute/guest teacher is the opposite gender
- if the assignment requires the ability to speak another language

Other unique requirements a substitute/guest teacher must know prior to accepting an assignment:

- All physical education assignments require the substitute/guest teacher hold a valid Cardio-Pulmonary Resuscitation and Automatic Defibrillator card (CPR/AED) and must be shown to the office manager when reporting for the physical education assignment. If he/she does not hold a valid CPR/AED card, he/she will be sent home without pay.
- Assignments for two half-days on the same day may be accepted. However, the afternoon school must be notified by the substitute/guest teacher that he/she may arrive late.
- A substitute/guest teacher may accept an assignment after the start time of the school day. He/she must call the school to indicate that the assignment was just received and give an approximate arrival time. The Office Manager will determine pay based on time worked.

If an administrator, teacher, or other employee requests a specific substitute/guest teacher, every effort will be made to accommodate that request. However, the assignment is not official until confirmed by SmartFind and a job number has been issued to the substitute/guest teacher. If SmartFind is unable to contact the requested substitute/guest teacher, it will then start calling from the preferred school list, and then the district-wide substitute/guest teacher pool. Substitute/guest teachers who are requested may access SmartFind to accept that assignment rather than wait for SmartFind to call them. Substitute/guest teachers must review SmartFind the day of the assignment to be assured that the assignment is still active. If no assignment exists in SmartFind, the substitute/guest teacher cannot be paid.

In instances when a substitute/guest teacher is requested to stay in the same assignment for a longer period of time than expected, it is the responsibility of the office manager at the school to change the information through SmartFind. If the substitute/guest teacher is requested to stay at the same school, but for another assignment, the contracted teacher who needs the substitute/guest teacher must make the request in SmartFind and notify the substitute/guest teacher of the job number. The substitute/guest teacher may refuse assignments such as these if he/she has made a previous commitment to be a substitute/guest teacher for another contracted teacher.

On occasion, another member of a substitute/guest teacher's household has answered and accepted an assignment on behalf of the substitute/guest teacher. If, for whatever reason, the substitute/guest teacher is not told of the assignment by the household member, and subsequently does not report to the school, the substitute/guest teacher will be held accountable for not reporting to the school.

Every effort is made to offer assignments based on substitute/guest teachers' geographic and teaching preferences. There are times however, when preferences become secondary to the necessity of the District. On days when there are a large number of contracted teachers absent, it may be necessary to offer assignments outside of the substitute/guest teachers specified preferences. In order for SmartFind to run effectively day-to-day, substitute/guest teachers are asked to make themselves unavailable in SmartFind when they are not able to accept assignments.

Repeated refusals to accept assignments, repeated failure to answer the telephone, repeated tardiness, and/or failure to report to a school, may jeopardize substitute/guest teachers' active status. The District recognizes that personal issues may occur however, substitute/guest teachers must recognize the importance of protecting the academic environment for all students.

Substitute/guest teachers are considered day-to-day employees and are not guaranteed an assignment each day. The frequency of assignments is based on the District's need due to the absence of contracted teachers. Substitute/guest teachers are active throughout the nine-month school calendar. Substitute/guest teachers are automatically made unavailable on the last student day of the nine-month school year and have reasonable assurance to return in the fall.

If a substitute/guest teacher has any questions and/or concerns, please call Sub Central at 702-799-5420 from 6:00 am - 5:00 pm.

### **SMARTFIND: CANCELING ASSIGNMENTS**

After accepting an assignment, if a substitute/guest teacher does not report to the school, or cancels less than 24 hours in advance, he/she puts the academic environment for students at risk. Therefore, canceling assignments should be avoided if at all possible. Substitutes are discouraged from canceling a job at one school so they can accept a job at another school. If the cancellation cannot be avoided, the substitute/guest teacher is expected to notify and contact the office manager at the school. A substitute/guest teacher who cancels an assignment within 24 hours will not be able to accept another assignment for that particular day.

### **EMPLOYEE IDENTIFICATION CARDS**

Due to safety and security reasons, substitute/guest teachers must obtain a photo identification card issued by the District, which is to be renewed yearly and prominently displayed while at a school or the District office.

Required paperwork for the photo identification card is available at Sub Central, Room 403, located in the Greer Education Center, 2832 E. Flamingo Road, Las Vegas, NV 89121. Photo identification pictures are taken on Tuesdays and Thursdays between the hours of 7:00 am and 5:00 pm.

### **PARKING**

A substitute may request a parking pass from Sub Central, which allows him/her to park in faculty parking at a school.

### **FOOD SERVICES**

Substitute/guest teachers are welcome to purchase breakfast and/or lunch from the school cafeteria at special adult meal prices.

## **SECTION II**



## SALARY AND PAYROLL INFORMATION

### SALARY SCHEDULE

Substitute/guest teachers are paid at the prevailing rate approved by the Board of School Trustees. Any modification to this rate also requires the approval of the Clark County School District Board of School Trustees.

The following pay rates apply:

	<u>Daily</u>	<u>Hourly</u>
• R Day-to-Day	\$ 90.00	\$12.50
• L Long-term (starting the eleventh day)	\$100.00	\$13.89
• S Vacancy	\$110.00	\$15.28

The following pay rates apply for select schools. Please see substitute information at CCSD website <http://www.ccsd.net>.

	<u>Daily</u>	<u>Hourly</u>
• R Day-to-Day	\$110.00	\$15.28
• L Long-term (starting the eleventh day)	\$120.00	\$16.67
• S Vacancy	\$120.00	\$16.67

Substitutes who work less than a full day will be paid for time worked as determined by school office manager.

### ASSIGNMENTS DEFINED

#### DAY-TO-DAY (R)

An assignment is considered day-to-day if a substitute/guest teacher is not teaching for the same contracted teacher for more than ten (10) continuous days. Day-to-day assignments do not include a preparation period.

#### LONG TERM (L)

An assignment is considered long-term if it is more than ten (10) continuous days of teaching for the same contracted teacher. Assignments for long-term substitute/guest teachers are made by the school administrator with consultation and approval of Sub Central. Substitute/guest teachers assigned to long-term vacancies must be licensed in the respective area of assignment, unless no licensed substitute/guest teacher is available, or unless authorized differently by Sub Central.

At the beginning of the school year, school administrators may request that long-term substitute/guest teachers report up to three days prior to the arrival of the students. A one-day overlap may be granted when a substitute/guest teacher fills a long-term assignment during the school year. Prior approval with Sub Central is required.

A substitute/guest teacher in a long-term position will be paid for his/her preparation period beginning on the eleventh (11) day only if required to teach during that time. Long-term substitute/guest teachers are not compensated for extra time when required to work for other supervisory activities (bus duty, hall duty, playground supervision, etc.)

If the substitute/guest teacher is absent a day during the first ten (10) days of a long-term assignment, the office manager must contact Sub Central to determine if long-term pay will continue. Only a Sub Central administrator may determine if the substitute/guest teacher will continue with the long-term pay. Obtaining the substitute/guest teacher's assignment records and determining if the substitute/guest teacher is absent on an excessive basis is a part of making this determination. Absences are considered excessive if the substitute/guest teacher is absent more than one day per month for the long-term assignment.

If a long-term substitute/guest teacher is absent he/she must contact Sub Central as soon as possible after 6:00 a.m., so a job can be entered into SmartFind to replace him/her for the day. The substitute/guest teacher will obtain a job number from Sub Central for the person replacing him/her for the day. The substitute/guest teacher in the long-term assignment is responsible for contacting the school and giving the office manager the job number for that day's replacement.

## **VACANCY (S)**

A vacancy assignment is one in which there is not an assigned contracted teacher to the position. A vacancy assignment may last for a few days or as long as the entire school year. The goal of the District is to fill vacant positions with contracted teachers as soon as possible.

Assignments of substitute/guest teachers to vacancies are made by the school administrator in consultation with Sub Central and with approval from the Executive Director, Human Resources Division. Substitute/guest teachers assigned to vacancy positions must be licensed in the respective area of the assignment, unless no licensed substitute/guest teacher is available, or unless authorized differently by the Human Resources Division.

At the beginning of the school year, school administrators may request that substitute/guest teachers for vacancies report up to three days prior to the arrival of the students. Prior approval of Sub Central is required.

Substitute/guest teachers in vacancy assignments will obtain the vacancy rate of pay starting the first day of the assignment. Unless the substitute/guest teacher has a regular teaching license in the subject area for which the assignment is made, the District is restricted, by law, to limit the assignment to sixty (60) working days for vacancy substitute/guest teachers. Upon the request of the District, the State Superintendent of Instruction may allow an additional thirty (30) working days for vacancy assignments.

A substitute/guest teacher in a vacancy assignment, who is required to teach during his/her preparation period, will be paid for his/her preparation period beginning on the first day of the assignment. Vacancy substitute/guest teachers are not compensated for extra time when required to work for other supervisory activities (bus duty, hall duty, playground supervision, etc.). Substitute/guest teachers in a vacancy position are paid to attend Open House and parent teacher conferences up to two hours beyond their assigned day. Prior approval must be obtained from the administration before parent conferences are scheduled beyond the assigned day.

During the vacancy assignment, when a substitute/guest teacher is absent, the administrator's secretary must contact Sub Central to create an assignment to replace the current long-term vacancy substitute/guest teacher. Only the Sub Central administrator may determine if the substitute/guest teacher will/will not continue with the vacancy rate of pay. Obtaining the substitute/guest teacher's assignment records and determining if the substitute/guest teacher is absent on an excessive basis will make this determination. If the administrator of Sub Central determines that excessive absences have occurred during the substitute/guest teacher's vacancy assignment, the substitute/guest teacher's daily pay will be reduced to the regular pay for ten (10) days. On the eleventh (11) day the substitute/guest teacher will again receive the vacancy rate of pay.

If the Sub Central administrator or school administrator determines that the substitute/guest teacher's continued excessive absenteeism is creating a negative impact on the students, the substitute/guest teacher will be removed from the vacancy assignment.

If a vacancy substitute/guest teacher is out because of illness or other reasons, the substitute/guest teacher must contact Sub Central at 702-799-5420 as soon as possible after 6:00 am so a job can be entered to replace him/her for the day. The substitute/guest teacher will obtain a job number from Sub Central for the person replacing him/her for the day. The substitute/guest teacher in the vacancy assignment is responsible for contacting the school and giving the office manager the job number for that day's replacement substitute/guest teacher.

Substitute/guest teachers may be paid for extra time when they are required to teach a class beyond the seven hour, eleven minute day (early bird or late bird plus a regular schedule).

Day-to-day substitute/guest teachers are not compensated for extra time when required to work during a teacher's preparation period, site-based administrator request, or other supervisory duties (bus duty, hall duty, playground supervision, etc.).

## **PAYROLL PROCEDURES**

Payroll checks are issued bi-weekly (every other Wednesday) and are based on the number of days/hours worked. Checks may be mailed directly to the substitute/guest teacher's home address or may be deposited directly into the

substitute/guest teacher's bank account. All substitute/guest teachers are eligible to take advantage of the bank direct deposit option and may do so after receiving their first paycheck. The request for direct deposit must be completed by the substitute/guest teacher and then personally submitted to the Payroll Department. This form is also used when the substitute/guest teacher changes account numbers, changes financial institutions, and/or stops direct deposit. All substitute/guest teachers are encouraged to take advantage of direct deposit. Payroll information is available online via Employee Self Service (ESS) <http://ess.ccsd.net>. (Appendix p. 43)

The school office manager reports all records to the Payroll Department based on the assigned job numbers. Substitute/guest teachers are not required to report hours worked. However, it is recommended to keep track of hours worked and job numbers in case of a discrepancy. Substitute/guest teachers in long-term and/or vacancy assignments may be required to attend specific trainings. Payment for attending trainings is to be completed by office managers and submitted to Sub Central.

Compulsory deductions are Federal Income Tax and Social Security, including Medicare.

General questions concerning payroll procedures should be directed to the Sub Central PayData 702-799-2812. Questions pertaining to a specific paycheck should be directed to the Payroll Department at 702-799-5351.

### **MILEAGE REIMBURSEMENT**

Mileage (current rate per mile) will be paid for travel to all schools located in Laughlin, Indian Springs, Mount Charleston, Moapa Valley, Virgin Valley, Searchlight, Sandy Valley, Goodsprings, Logandale, Mesquite, Bunkerville, Overton, and Glendale. Additionally, substitute/guest teachers will be paid for two hours of travel time (one hour each way) for assignments accepted at schools located in Laughlin, Moapa Valley, Virgin Valley, Searchlight, Logandale, Overton, Mesquite, Bunkerville, and Glendale.

**Note:** Mileage and travel time will only be reimbursed if the substitute/guest teacher's starting point is from Las Vegas, Henderson, Blue Diamond, or Boulder City. **For example:** A substitute/guest teacher who lives in Laughlin will not be reimbursed if he/she accepts an assignment in Sandy Valley.

The District does not reimburse mileage for schools located in Las Vegas, Henderson, Blue Diamond or Boulder City. However, the District will reimburse mileage if the assignment requires travel between two or more schools with the same assignment number on the same day. Mileage reimbursement is for travel from one school to the other school. Upon completion of the assignment, the substitute/guest teacher and the site-based administrator must sign a "Travel and Other Expense Claim" (CCF-174) prepared by the office manager. The office manager then forwards the form to Sub Central via school mail.

**Example:** An adaptive physical education assignment requires the substitute/guest teacher report to Miller Elementary School from 9:00 am to 12:00 pm and then to Variety Elementary School (same assignment number) from 1:00 pm to 3:20 pm. The mileage between these schools will be reimbursed.

### **UNEMPLOYMENT**

Substitute/guest teachers are not eligible to receive unemployment benefits. If you are not working because the school year has ended and you have "**reasonable assurance**" to return to work when the school year resumes, you are not considered unemployed for purposes of Unemployment Insurance benefits. (NRS 612.434)

"**Reasonable assurance**" is what CCSD gives its employees so that they know they are expected to and will be allowed to continue working after any break or holiday in the school year.

## **SECTION III**

### **STATUS CHANGE**

#### **UPDATING PERSONAL INFORMATION**

Substitute/guest teachers must make certain that all personal data (i.e., address, telephone number, etc.) is current at both the work site and the Human Resources Division. Changes/corrections must be submitted in writing (form online via Interact/Sub Central Icon) to Sub Central either in person at 2832 E. Flamingo Road or electronically to

Sub Central 031. If personal data is not current, SmartFind may not be able to make contact, pertinent information from Sub Central may not be received, and/or payroll may be delayed.

### **AVAILABILITY**

A substitute/guest teacher must work a minimum of four or more days a month. If he/she cannot work the minimum requirement due to extenuating circumstances, it is necessary to contact Sub Central. The letter of unavailability request is located in Interact under the Sub Central icon. Complete fully and submit to Sub Central. The District assumes that a substitute/guest teacher is available unless otherwise notified.

### **RESIGNATION**

If a substitute/guest teacher decides that he/she no longer wishes to substitute, Sub Central must be notified in writing as soon as possible. The form is located in Interact under the Sub Central icon.

### **DISCIPLINE/TERMINATION**

All substitute/guest teachers are expected to protect the academic environment and ensure the safety of all students in the classroom. Also, it is imperative that substitute/guest teachers remain professional with staff members, students, and parents. Courtesy and respect should be modeled at all times. When an incident occurs at a school that results in a Do Not Use, the sub will be notified. The school administrator may discuss the issue(s) in person, telephone, or email. Sub Central will review frequency and severity of Do Not Use reports on each substitute. Based upon the incident, a determination will be made as to your status as a substitute/guest teacher. The issue may result in additional EDTraining professional development.

A substitute/guest teacher may be removed from active status if he/she:

- does not work four full days per month or accepts assignments and does not work
  - consistently arrives late for assignments;
  - leaves an assignment without securing coverage and permission through the site-based administrator;
  - receives a "Do Not Use" from a school;
  - does not complete annual Pathlore training requirement
- 
- fails to submit a valid Nevada substitute teaching license within 90 days of employment;
  - does not adhere to the District's and/or school site's procedures, policies, and/or regulations.

## **SECTION IV**

### **ESSENTIAL DUTIES, RESPONSIBILITIES AND PROFESSIONAL ETHICS**

#### **PROFESSIONAL CONDUCT**

Substitute/guest teachers have opportunities to observe various situations and modes of school operation. Substitute/guest teachers are encouraged to remember that all employees do not work in the same manner. Understanding, not criticism, will go far to make a substitute/guest teacher's assignment successful. Disparaging remarks, inappropriate language, comparisons, or spreading rumors by a substitute/guest teacher are disruptive and not professional. Substitute/guest teachers are perceived as professionals just as regular employees, and therefore, are expected to observe the same professional ethics. A friendly, cheerful, and cooperative attitude toward school personnel, students, and community members is essential and will contribute substantially to the success of a substitute/guest teacher.

#### **CONFIDENTIALITY**

All school records and reports must be handled with care. Most school records are confidential. They are maintained to provide information regarding student growth and development to the contracted staff. It is essential

that a substitute/guest teacher not divulge to others any confidential information, which has been received from contact with students or other staff members.

### **SEVEN HOUR, ELEVEN MINUTE DAY**

The typical workday for a substitute/guest teacher is seven hours and eleven minutes. This includes the preparation period or the full length of the day for schools that are on alternative schedules. The seven hour and eleven minute workday includes the required thirty minutes prior to the start time of an assignment for which substitute/guest teachers are required to report. If a substitute/guest teacher is required to work an early bird class, he/she is not required to report thirty minutes early. When a substitute/guest teacher has a first period preparation or a last preparation period, he/she must remain at the school for the full seven-hours and eleven-minutes. Substitute/guest teachers cannot use this preparation period to arrive late or leave early. No substitute/guest teacher may leave the school before his/her regular day ends. Substitute/guest teachers must follow the same hours as the contracted staff.

### **PREPARATION PERIODS**

Day to day assignments for substitute/guest teachers does not include a preparation period. If a substitute/guest teacher is requested by the administration of the school to assist in another class, in the office, etc., during the assigned preparation period, the substitute/guest teacher is expected to do so as part of his/her assignment at no additional pay. However, substitute/guest teachers who are working in a vacancy and/or long-term assignment (10 consecutive days or longer) will be afforded a preparation period or paid for prep time.

### **REPORTING TO SCHOOL**

All substitute/guest teachers must report to a school at least thirty minutes prior to the official start time of the assignment specified by SmartFind. The substitute/guest teacher is paid for these thirty (30) minutes as part of the seven-hour and eleven-minute workday. If a substitute/guest teacher arrives late for an assignment when the assignment was received within a reasonable time period (one or more days prior to the start of the assignment), he/she may be subject to discipline. Items such as keys, school maps, schedules, and school procedures may be obtained from the office manager.

In the event an error has been made and two substitute/guest teachers have been called for the same assignment (one by SmartFind and one by the contracted teacher), the substitute/guest teacher who is identified on the SmartFind job number will remain in the assignment. Office managers must call Sub Central to clarify which substitute/guest teacher will remain.

If a substitute/guest teacher arrives at a school with a job number generated through SmartFind, and the office manager indicates he/she is not needed, contact Sub Central prior to leaving the school.

### **LESSON PLANS**

Lesson plans provided by the contracted teacher must be followed. If for some reason there are no lesson plans left for a particular day, the substitute/guest teacher must notify the administrator and determine if emergency lesson plans are available. If none are available, talk to another teacher, department or grade level chair, or team leader for instructions and/or ideas. Every substitute/guest teacher should have a file of contingency plans, as well as a variety of instructional activities to use in the classroom in the event there are no lesson plans. Refer to the Substitute/Guest Teacher's Guide. Videotapes/CDs are not to be taken to school and shown in lieu of lesson plans left by the contracted teacher.

### **ATTENDANCE KEEPING**

A substitute/guest teacher must keep accurate records of daily attendance, tardiness, transfers, and/or withdrawals. Attendance must be taken for each class period. It is a good idea to compare the list of absences with the seating chart, if available, before recording the absence. If an attendance register does not appear to be in the classroom, contact the office manager. Always use a pencil when recording anything in the contracted teacher's attendance register.

### **CONDUCTING CLASS**

A substitute/guest teacher should place his/her name on the board before class begins and make a good first impression. Students should be met at the classroom door or designated area of the playground with a warm, friendly, receptive greeting.

Eye contact with students should be maintained and a low speaking voice used. Talking over the voices of the students should be avoided. After introductions are made, quickly begin the lesson. Instructions should be brief and concise.

Positive rapport with the students should be established quickly. A helpful, pleasant, sincere, but firm approach and adherence to the established routine of the classroom will help ensure a relationship of mutual respect. Substitute/guest teachers should be enthusiastic while keeping activities moving. Use praise when appropriate. Involve students who appear to be disinterested by finding related activities for them to complete. This will help set a positive tone in the classroom.

Substitute/guest teachers are responsible for teaching lessons that are in accordance with district and school policy. Any written work assigned by the substitute/guest teacher, beyond what was specified by the contracted teacher, should be assessed and left for the contracted teacher to use.

### **CLASSROOM MANAGEMENT**

Substitute/guest teachers are responsible for the conduct and safety of children under their supervision and must see that children observe safety rules at all times. The discipline techniques used must be in accordance with the policies and regulations of the District and the procedures of the specific school.

By law, corporal punishment is never to be used. A substitute/guest teacher may not use physical contact (pats, pushes, pokes, etc.) to gain a student's attention or correct behavior. At no time should a substitute/guest teacher place his/her hands on students for discipline purposes. A substitute/guest teacher must report any and all instances of physical contact or restraint to the school administration. Exceptionally difficult problems involving student behavior must be referred to the site-based administrator. A written statement of any specific incidents is recommended. Referral forms are available at each school. Please adhere to each school/classroom management procedures.

Should an injury or illness of one of the students occur while under the supervision of a substitute/guest teacher, the school office should be notified immediately so medical attention may be provided. No group of students, either in the classroom, or on the playground should be left unattended by a substitute/guest teacher. If for any reason a substitute/guest teacher must leave the classroom or playground, the school administrator must be contacted to ensure appropriate supervision is in place at all times.

### **SUPERVISORY DUTIES**

Supervisory duties may include such responsibilities as before or after school duty, lunchroom duty, hall duty, playground duty, bus duty, extra-curricular duty, or coverage of another class. The prompt and courteous performance of these duties is necessary for the smooth and safe operation of the school. A substitute/guest teacher takes the place of a contracted teacher in all respects and is responsible for being on duty at the assigned location and time. As a precaution, when leaving an area always double check ensuring NO students remain. At no time are students to be unsupervised.

### **PROPER USE OF MATERIALS/EQUIPMENT**

The office manager/secretary may issue keys to a substitute/guest teacher. Under no circumstances should keys be given to students. Substitute/guest teachers must never open doors to another teacher's room unless authorized to do so by the contracted teacher, or school administrator.

A substitute/guest teacher may only use equipment he/she is qualified to operate. If damage occurs, it must be reported to the school administrator. Under no circumstances may substitute/guest teacher use district equipment for personal use (copy machine, fax machine, etc.).

Classroom materials (textbooks, workbooks, physical education materials, etc.), which are used by the students in order to complete a lesson, must be returned by students to the substitute/guest teacher and placed in the storage area designated by the contracted teacher.

## **SOCIAL/CYBERBULLYNG**

Social bullying is deliberate, repetitive and aggressive [social behavior](#) intended to hurt others. This type of behavior generally includes verbal abuse, gossip or other actions that cause mental and emotional harm and [social isolation](#) for the victim. Schools and sports activities are some of the places in which this type of bullying occurs.

Cyberbullying is [bullying](#) that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

## **SOCIAL MEDIA**

We recommend no ipads, laptops, phones or other electronic devices be brought into schools. Do not use the computer or network/Internet for professional/private use, unless specified by the classroom teacher for daily use.

## **FIELD TRIPS**

Substitute/guest teachers may not take a class on a field trip unless a contracted teacher accompanies them on the same field trip.

## **ENDING THE DAY**

At the end of day, the substitute/guest teacher should write a brief report of the day's activities. Notes should be made regarding the assignments that have been completed as well as any assignments that may have been added. Comments on the behavior of the students should also be included. Before the end of the day, students should be expected to assist with cleaning and straightening the room.

A substitute/guest teacher, who is issued keys to a classroom/work area, etc., is responsible for the keys and must return them at the end of an assignment, or as directed. A substitute/guest teacher is responsible for lost keys and may assume financial responsibility for key replacement or lock changes.

## **PERSONAL ILLNESS**

A substitute/guest teacher assumes responsibility for informing an administrator of personal illness while on assignment. The office manager will notify Sub Central of an illness so that arrangements can be made as soon as possible to place another substitute/guest teacher in the assignment with minimal disruption.

## **SECTION V**

### **SUBSTITUTE/GUEST TEACHER EVALUATION**

#### **EVALUATIONS**

Substitute/guest teacher evaluations are used to assess his/her teaching performance. The contracted classroom teacher, as well as the school administrator, may evaluate substitute/guest teachers. A CCF-35 form, "Substitute/Guest Teacher Evaluation", is used for substitute/guest teacher evaluation purposes. (Appendix p. 45)

Substitute/guest teachers can be evaluated if he/she:

- fulfilled a long-term assignment (vacancy or absence);
- made a request to the site-based administrator as a way to document his/her exceptional performance;
- has been involved in a unique situation which, by its nature, deserves or requires a specific notification;
- has frequently been requested or called to the same school for a number of day-to-day assignments; and/or
- does not perform at a satisfactory level.

#### **UNSATISFACTORY PERFORMANCE**

If a substitute/guest teacher's performance is not satisfactory, the school administrator may write a Substitute/Guest Teacher Evaluation. The school administrator may schedule a conference with the substitute/guest teacher and/or forward the evaluation to the administrator of Sub Central.

An appointment may be made with the substitute/guest teacher to attend a conference with the school administrator and/or the administrator of Sub Central if a conference is not held at the school. Depending on the content of the evaluation, the substitute/guest teacher may be removed from active status after the evaluation is conducted.

## SECTION VI

### SAFETY AND HEALTH AWARENESS

#### FIRE AND SHELTER-IN-PLACE DRILLS

Fire drills are conducted monthly by the local fire department to ensure that all staff and students are familiar with evacuation plans.

Shelter-In-Place is a drill to ensure that adequate precautions are taken to protect students and staff during an area-wide emergency caused by a release of toxic gas when a timely evacuation is not possible. The 1993 State Legislature passed a law (NRS 392.450), which mandates that this drill be conducted once during each quarter of the school year in lieu of a fire drill. A hazardous concentration of toxic gas can occur during an industrial accident, fire, or transportation accident. Some types of compressed or liquid gases can produce a concentration of toxic or hazardous gas for many hours.

The intent of Shelter-In-Place is to provide an interior "bubble" of clean air until the contaminated exterior air is dispersed by air movement. Each facility will develop a plan to identify openings that outside "contaminated" air may enter and contaminate inside areas. The plan will assure these openings have been sealed and that students and staff are safe during the drill. Seldom does this type of emergency last for more than two to four hours.

During a Shelter-In-Place drill the entire campus will be locked down. A command center will be set up in the office. The campus will be sealed off, secured, and no exit or entry will be permitted.

The following supplies are needed for the drill and should be in the classroom:

- Two inch tape to seal all non-sealed doors, windows, and vents
- Plastic material
- Staple gun and staples for plastic material
- Scissors

Following are the basic procedures for a Shelter-In-Place drill:

- Keep students in your room and immediately take roll.
- Lock classroom doors.
- Place a short piece of tape on all doors, windows, vents, and similar areas to be sealed so that drill officials can conduct a visual inspection.
- Any missing students must be reported to the office.
- Look for any students wandering outside your room, bring them into your room, and notify the office.
- Once classroom doors are locked, they are not to be opened unless an administrator directs or unless a student is outside the door.
- Conduct quiet student activities.
- No one is to leave the school grounds without permission of an administrator.
- If students are in the multipurpose room for lunch, assemblies, or similar activities, send the students to their homerooms the moment the shelter-in-place command is announced.

If there are questions regarding either drill, please contact your principal, administrative supervisor, or the Facilities Division at 702-799-7598.



## **BLOODBORNE PATHOGENS**

The Occupational Safety and Health Administration (OSHA) issued regulations on employee exposure to Bloodborne Pathogens and has instructed the District to develop a plan for dealing with such exposures. According to OSHA, Bloodborne Pathogens are bacteria and viruses present in human blood and body fluids that can cause disease in humans. OSHA has determined that employees are at risk when they are exposed to blood and other specific body fluids that may cause infection. Infectious materials may contain certain pathogens or germs. These pathogens include hepatitis B virus (HBV) which causes hepatitis B, hepatitis C (HCV), and human immunodeficiency virus (HIV). Infection with HBV or HCV may result in liver disease and HIV infection may result in AIDS.

OSHA has also concluded that the Clark County School District can reduce or remove this hazard from the workplace. This can be done by using a combination of engineering and work place practice controls; by providing and requiring the use of personal protective clothing and equipment; and providing training, medical surveillance, hepatitis B vaccination, and warning signs and labels.

The Clark County School District has an Exposure Control Plan that is updated yearly. The plan is posted on the District's website under *Employee Health*, and provides detailed information about procedures, practices, and methods that are capable of protecting employees from exposures to Bloodborne Pathogens (needle sticks, human bites). In addition, the Employee Health Nurse, 702-799-0767, is available to assist with questions or concerns on these issues.

Clark County School District may require annual Bloodborne Pathogen training for all employees, including substitute/guest teachers, your initial training was met upon completion of your online professional development training. Channel 10 schedules training through ITV in the fall. Individual tapes can be requested by calling Risk Management Department at 702-799-2967.

## **FIRST AID/EMERGENCY CARE AND CONTAGIOUS AND INFECTIOUS DISEASE**

The Clark County School District Health Services Department publishes First Aid Emergency Care Guidelines for Handling Accidents and Illnesses Occurring at School (PUB-648). Every work site should have a copy of this manual, and all staff should be familiar with its contents.

Substitute/guest teachers are to follow the guidelines when rendering first aid to ill or injured students, employees, or substitute/guest teachers. Compliance will help ensure a safe standardized approach to first aid treatment. First aid kits are available at each work site and should be used for routine first aid.

Additionally, the Health Services Department publishes a Contagious and Infectious Disease Procedures Manual (PUB-650). This manual contains guidelines for handling body fluids. All CCSD employees and substitute/guest teachers should become familiar with this document and adhere to universal precautions when handling any body fluid. Both manuals are available at work sites or <http://graphics.ccsd.net/>.

## **SECTION VII**

### **GENERAL INFORMATION**

#### **WORKER'S COMPENSATION BENEFITS/INSURANCE**

Substitute/guest teachers who are injured on the job may be eligible for worker's compensation benefits. All accidents or injuries, which occur on an assignment, no matter how minor, must be reported on the appropriate forms available in all schools. Failure to report an injury/accident in a timely manner may negatively impact eligibility for benefits. To receive benefits, the substitute/guest teacher must report any claim to the site-based administrator within five (5) working days on a C-1 form (Notice of Injury or Occupational Disease).

The District provides liability insurance coverage for all personnel in the event they are sued as the result of actions taken by employees in the course and scope of their employment.

Claims for damage to a substitute/guest teacher's personal property may be submitted to the Risk Management Office. However, if clothing is damaged while on an assignment, there is no reimbursement.

Substitute/guest teacher employees are not eligible for district medical insurance unless they are a dependent of a full time employee.

### **CCSD ENERGY CONSERVATION GOALS AND EXPECTATIONS**

The District has initiated an Energy Conservation Program which includes all schools and district buildings. The program has the potential for tremendous dollar savings, which can benefit our educational programs and the students we serve. It is the goal of the program to make all facilities energy efficient while providing a comfortable learning environment during the school day.

The Energy Conservation Program is designed to eliminate energy waste and promote employee conservation habits. All employees, substitute/guest teachers are expected to develop energy efficient routines and constantly look for ways to reduce energy use. On weekends and holidays, where schedules permit, buildings will be maintained with a minimum energy level. Heating and cooling will be placed at temperatures to comply with the energy savings program.

Every effort should be made to conserve energy and our natural resources. We also believe that this commitment will be beneficial to our students and taxpayers in prudent financial management and the saving of energy. The fulfillment of this expectation is the joint responsibility of the Trustees, administrators, contracted teachers, students, police, support personnel, and substitute/guest teachers of the District. Energy audits will be conducted at all facilities to encourage compliance. Cooperation is necessary at all levels for the success of this program.

### **TELEPHONES/EQUIPMENT**

District equipment (copy machine, fax, computers, etc.) is for school business only and may not be used for the personal needs or benefits of substitute/guest teacher. School telephones are maintained for the primary purpose of conducting school business. Telephone calls to a substitute/guest teacher during the school day should only be made in case of an emergency. Substitute/guest teachers may be contacted through Sub Central only in an extreme emergency.

### **A SUBSTITUTE/GUEST TEACHER'S RIGHT TO KNOW**

This information is intended for informational purposes only. It is not intended to change or create any contractual rights in favor of you or the District. The District's regulations, policies, procedures, work site rules are continually evolving and not included; therefore, this handbook does not contain all of the information you will need to know. As a substitute/guest teacher, it is your obligation and "Right to Know" this information.

### **EMPLOYMENT AND PAYROLL VERIFICATION**

Employment and payroll verification are now automated. This service offers secure, confidential telephone and Internet access 24 hours a day, 7 days a week. This information can be obtained by following these easy steps.

Obtain a Salary Key by accessing one of the options:

[www.theworknumber.com](http://www.theworknumber.com) 1 800-367-2884

Select to Obtain a Salary Key and write it down

Enter the following information:

Clark County School District Employer Code: 11519

Your Social Security number --- -- ----

Your PIN number: (enter birth month and last 4 of SSN and last 2 digits of birth year)

The Work Number Options for Verifiers

[www.theworknumber.com](http://www.theworknumber.com) 1 800-367-5690

Customer Service 800-996-7566 (voice), 800-424-0253 (TTY-Deaf)

**SECTION VIII  
POLICIES AND REGULATIONS**

**CLARK COUNTY SCHOOL DISTRICT REGULATION 3912  
COPYRIGHTED COMPUTER SOFTWARE CONTROL**

The Clark County School District acquires licenses to use copyrighted computer software from a variety of software publishing companies. Use of the software by district employees will be in accordance with the terms and conditions of the license agreement and the federal copyright law. Employees who make or use unauthorized copies of copyrighted computer software may be subject to discipline.

Review Responsibility: Technology and Information Systems Services  
Adopted: [3630:2/11/92]  
Pol. Gov. Review: 3912:6/28/01

**CLARK COUNTY SCHOOL DISTRICT REGULATION 3990  
TECHNOLOGY NETWORK RESOURCES**

- I. The Board recognizes that technology networks are integral to the manner in which information may be accessed, communicated, and transferred by staff and students of the Clark County School District.

The Board supports:

- A. Access for educators and students to instruction technology networks to conduct research and communicate with others in support of curriculum and instructional goals.
  - B. Staff development to assure the development of needed skills to successfully integrate electronic technologies into the curriculum.
  - C. Staff to analyze and evaluate information resources to successfully integrate electronic technologies into the curriculum.
  - D. Use of the technology networks for professional and educational purposes.
- II. The selection of and provision for technology networks within the Clark County School District shall be consistent with the Ends of the Board of School Trustees.
  - III. Instructional technology networks open classrooms to global electronic information which may or may not have been screened by educators. Staff will be intimately involved in providing guidance and instruction to students in the use of resources.
  - IV. All Clark County School District staff are expected to adhere to ethical and responsible behavior when using technology networks and abide by the Acceptable Use Policy agreement.
  - V. All students are required to sign and abide by the Acceptable Use Policy Agreement and must obtain parental permission to participate in use of technology networks. Students are responsible for proper conduct on District technology networks.
  - VI. The Board authorizes the Superintendent to develop appropriate procedures for implementing the use of technology and for reviewing and evaluating its effect on instruction and student achievement.

Legal Reference: NRS Chapter 388 System of Public Instruction  
Review Responsibility: Technology and Information Systems Services Division  
Adopted: 1/14/97  
Revised: 9/24/98  
Pol. Gov. Review: 6/28/01  
Revised: 4/8/10

**CLARK COUNTY SCHOOL DISTRICT REGULATION 3991**

## USE OF INSTRUCTIONAL TECHNOLOGY NETWORKS

- I. To align instructional technology networks with approved District curriculum, administrators, teachers, and support staff will review and evaluate resources made available electronically.
- II. School staff will provide guidance to students as they make use of instructional technology networks to conduct research and other studies related to the District curriculum.
- III. Access to information will be directed to subject areas that have been reviewed and evaluated prior to use. Students will receive proper guidance, training, and supervision related to access of Internet resources. The District will:
  - A. Make every reasonable attempt to limit access to inappropriate material by using an Internet filtering system,
  - B. Provide teacher training, and
  - C. Encourage personal responsibility.
- IV. Supervised student use of the instructional District-approved e-mail system is permitted. Other e-mail services are not permitted. Only chat areas and news groups allowed by the filtering system are permitted.
- V. Students, with parental permission, and staff will be informed of their rights and responsibilities and will sign the Acceptable Use Policy agreement prior to gaining access to instructional technology networks.
- VI. Files and communications or user accounts may be reviewed to maintain system integrity and insure that users are using the system responsibly and in accordance with the approved Acceptable Use Policy agreement. When using District technology systems, users shall have no expectation of privacy.
- VII. Staff and students are responsible for proper conduct on District technology networks. Access is a privilege, not a right. Users may be disciplined for improper use. Examples of improper use include but are not limited to the following:
  - I. Sending or displaying offensive messages or pictures.
  - II. Using obscene language.
  - III. Harassing, insulting, or attacking others.
  - IV. Intentionally damaging computers, computer systems, or computer network.
  - V. Violating Intellectual Property laws.
  - VI. Using others' passwords.
  - VII. Trespassing in others' folders, work, or files.
  - VIII. Intentionally wasting limited resources.
  - IX. Employing the network for commercial purposes.
- VIII. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Violations of these regulations may result in loss of access. Additional disciplinary action may be taken regarding inappropriate conduct or behavior when using technology networks.
- IX. Technology-based forums operated by students may be created in support of Clark County School District curriculum and created under the supervision of a classroom teacher. Students must submit a comprehensive plan, including an Acceptable Use Policy agreement approved by the designated District administrator. The plan must include defined content and access parameters, membership requirements, and curriculum goals and objectives.

- X. Parents and/or guardians are encouraged to provide guidance to students utilizing technology networks and other technology devices.

Review Responsibility: Technology and Information Systems Services Division

Adopted: 1/14/97

Revised: 7/24/97; 9/24/98

Pol. Gov. Review: 6/28/01, Revised: 4/08/10

## **CLARK COUNTY SCHOOL DISTRICT REGULATION 4122**

### **EMPLOYMENT OF SUBSTITUTE TEACHERS AND SUBSTITUTE SUPPORT STAFF**

- I. The Superintendent may employ, on a day-to-day basis, qualified substitutes for employees temporarily absent from their duties. No person engaged in such temporary service may claim the rights, entitlements, or benefits of a full-time employee. Substitutes and part-time employees shall be subject to the policies of the board and to the regulations and procedures of the Clark County School District.
- II. Assignment: Substitute Teachers And Substitute Support Staff
- A. Applicants who wish to be considered for day-to-day substitute assignments must be able to obtain the appropriate license or endorsement issued by the Nevada Department of Education (as appropriate), and must complete the application process as provided for by the Human Resources Division.
- III. Successful substitute applicants are placed on an availability list.
- IV. Substitutes may be employed on a day-to-day basis when requested by the district. They may be terminated or deleted from the availability list at any time, for any reason, at the discretion of the Human Resources Division.
- V. Short-term substitute teachers who are needed on a day-to-day basis in a school for the same teacher for a period not to exceed ten consecutive days will be requested from and assigned by Substitute Services personnel.
- VI. Long-term substitute teachers who are needed for more than ten consecutive days in a school for the same teacher or vacancy must be requested through the appropriate Human Resources Division administrator. The Human Resources Division administrator will work cooperatively with the school administrator to identify and assign a substitute teacher who currently is or is qualified to be licensed as a classroom teacher by the State of Nevada. In the event that a substitute teacher with the above-mentioned qualifications cannot be identified to the school administrator's satisfaction for a long-term teacher **absence**, the school administrator may request that an individual who is licensed only as a substitute teacher be assigned. Such an assignment must have the approval of the appropriate Human Resources Division administrator.
- A substitute teacher, who currently is or is qualified to be licensed as a classroom teacher by the State of Nevada must be selected for a **vacancy** unless the site administrator or Human Resources Division administrator can demonstrate one is not available. In this case, the assignment of an individual who is licensed only as a substitute teacher must have the approval of the appropriate Human Resources Division administrator.
- VII. A substitute teacher may substitute for a teacher for the entire period of the teacher's absence. A substitute teacher may fill a vacant position for a period of sixty (60) days. An extension of thirty (30) days beyond the sixty (60) days may be requested of the State Superintendent of Public Instruction by Substitute Services personnel.
- VIII. Substitute teachers and substitute support staff do not receive any rights or benefits granted regular employees and will be compensated at the prevailing substitute rate of pay.

Review Responsibility: Human Resources Division

Adopted: [4121.1:6/72] (6/77;10/22/81)

Revised: (10/26/93; 04/12/94)

Pol Gov Rev: 6/28/01

## CLARK COUNTY SCHOOL DISTRICT REGULATION 4280

### DRESS AND GROOMING: ALL EMPLOYEES

#### I. Community Standards

The Clark County School District reserves the right to insist that the dress and grooming of employees are within the limits of generally accepted community and professional standards.

#### II. Educational Environment

Employee dress and appearance play a vital part in the projection of a professional image. This professional image contributes to the establishment of a positive learning environment; enhances administrator, teacher, and support staff effectiveness in working with students; allows the employee to model for students appropriate dress and appearance in the work place; and enhances the professional image of school personnel within the community at large.

#### III. Responsibility

The site or department administrator will ensure that employees who are supervised by that administrator meet the standards.

#### IV. Attire and Grooming Standards

##### A. The following are not considered to be appropriate attire:

1. For men: Jeans with tears or ragged edges, shorts, tank tops, muscle shirts, sweat suits, or warm-ups, collarless t-shirts, spandex/lycra as an outer garment or similar tight outfits;
2. For women: Jeans with tears or ragged edges, shorts or skirts more than four inches above the knee, provocative shirts, tank or crop tops, muscle shirts, sweat suits, warm-ups, spandex/lycra as an outer garment or similar tight outfits; and
3. Slippers, house shoes, work boots, thongs, and other similar foot apparel.

##### B. All employees are expected to exemplify grooming standards in a manner that projects an appropriate image for the employee, the school, and the district.

1. Employees shall keep their hair neatly groomed. Beards and mustaches shall be neatly groomed;
2. Employees shall not wear facial jewelry, excluding earrings; and
3. Employees shall not wear on the outside of their clothing jewelry or similar artifacts that may be considered obscene or distracting, may cause disruptions, or which may present a safety hazard to the employee and those with whom they work. Hats are not to be worn inside the work site building.

##### C. Exceptions

Facilities maintenance personnel may wear protective boots and hats while working in district facilities. In addition, the following exceptions may be designated for special events or circumstances only, as approved by the principal or designated site administrator:

1. Shorts (no more than four inches above the knee) and costumes (in good taste and not revealing nor provocative); and
2. Attire appropriate to a special work or instructional assignment such as, but not limited to, facilities or maintenance assignments, and physical education and vocational classes.

Review Responsibility: Human Resources Division

Adopted: [9/25/97]

Revised: (9/24/98)

Pol Gov Rev: 6/28/01

## CLARK COUNTY SCHOOL DISTRICT REGULATION 5141.2

### DISCIPLINE: HARASSMENT

#### I. Discriminatory Harassment

- A. Harassment is any verbal, visual, or physical conduct that is sufficiently severe, persistent or pervasive that it adversely affects, or has the purpose or logical consequence of interfering with the student's educational program or creates an intimidating, hostile, or offensive school atmosphere. Harassment, whether it is by students, staff, or third parties in the school community, is strictly prohibited, and will subject the perpetrator to disciplinary action. Harassment, regardless of its basis, is prohibited.
- B. In determining whether the conduct is sufficiently severe, persistent, or pervasive, the conduct should be considered from both a subjective and objective perspective of reasonableness, in light of all relevant circumstances. For example, the following circumstances, among others, may be considered: the degree to which the conduct affected one or more students' education, the type, frequency and duration of the conduct, the identity and relationship between the alleged harasser and the subject of the harassment, the number of individuals involved, and the age and status of the alleged harasser and the target of the harassment.
- C. Prohibited sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature from students, peers, or any other person on school property or at a school sponsored event when:
  - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or education, or as a basis for academic or employment decisions affecting the individual, or is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school; or
  - 2. The conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or to create an intimidating, hostile, or offensive educational or work environment.
- D. Although certain individual acts may be sufficiently egregious to constitute harassment by themselves, harassment typically consists of a pattern of behavior. The more distinct the pattern, the stronger the evidence of intent to harass. Behavior that continues after an individual is informed of its offensiveness may also constitute evidence of an intent to harass.
- E. While many types of conduct may show evidence of harassment, common types include, but are not limited to: unwanted touching, blocking a person's normal movements, threats, slurs, epithets, verbal abuse, derogatory comments, drawings, pictures, or gestures, unwelcome jokes, teasing, or propositions, graphic comments about an individual's body, spreading rumors about a person, purposefully limiting a person's access to educational tools, displaying sexually suggestive objects in the educational environment, or any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigations of a sexual harassment complaint. Retaliatory behavior against any complainant or any participant in the complaint process is prohibited and is considered to be a type of harassment.
- F. The expression of ideas or attitudes that some may find offensive is not, by itself, harassment, and is constitutionally protected. Harassing behavior, however, is not protected simply because it occurs in the form of verbal or written expression. Additionally, certain conduct may create a hostile school environment even though a person targeted for that conduct does not complain. Conversely, conduct which a reasonable person would not find offensive may not be the basis of harassment.

#### II. Grievance Complaint Procedure

- A. It is the principal's responsibility to take actions as necessary to protect students and district personnel from harassment by students or staff.
- B. Any student, male or female, who feels that he/she is a victim of harassment should immediately contact his/her teacher and/or principal, unless the principal or teacher is believed to be part of the harassment, in which case contact should be made with the appropriate assistant regional superintendent.
- C. Any district employee who receives a harassment complaint from a student or observes harassing conduct shall notify the principal. The principal shall ensure that the complaint is promptly and appropriately investigated, and will ensure that there is an opportunity to present witnesses and other evidence. If the investigation is not conducted promptly, the appropriate assistant regional superintendent should be contacted.
- D. Retaliatory behavior against any complainant or any participant in the complaint process is prohibited.
- E. Harassment in any form against students by either a student or a district employee is grounds for severe disciplinary action. For students, it may be the basis for suspension/expulsion in accordance with the existing disciplinary procedures. For staff, it may result in disciplinary action up to and including dismissal.
- F. The principal shall take appropriate actions to reinforce this regulation. These actions should include the following:
  - 1. Remove vulgar or offensive graffiti, pictures, or objects.
  - 2. Provide staff in-service on the policy.
  - 3. Provide proper notification to students.
  - 4. Conduct an investigation into allegations using the procedures set forth in Regulation 4110.
  - 5. Refer the incident to the school police, if appropriate.
  - 6. Take immediate and appropriate disciplinary or remedial action as needed.
  - 7. Take appropriate follow-up actions in an attempt to ensure there are no further incidents or retaliation.
  - 8. Inform parties of the disposition of the complaint.

### III. Notification of Students and District Employees

A copy of this policy shall be:

- A. Included in the notifications that are sent to parents/guardians and district employees at the beginning of each school year.
- B. Displayed in a prominent location in each school or work site. The grievance complaint procedures should be written in language appropriate to the age of students.
- C. Provided as part of any orientation program conducted for students and district employees.
- D. Published in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures, and standards of conduct.



**CLARK COUNTY SCHOOL DISTRICT REGULATION 5141.3**  
**DISCIPLINE: USE OF AVERSIVE INTERVENTIONS**

- I. Definitions:
  - A. Use of aversive interventions on students with disabilities is prohibited by the Nevada Revised Statutes. Aversive intervention means any of the following actions if the action is used to punish a pupil with a disability or to eliminate, reduce, or discourage maladaptive behavior:
    - 1. Use of noxious odors or tastes;
    - 2. Use of water and other mists or sprays;
    - 3. Use of blasts of air;
    - 4. Use of corporal punishment;
    - 5. Use of verbal or mental abuse;
    - 6. Use of electric shock;
    - 7. Administration of chemical restraint;
    - 8. Placement of a person alone in a room where release from the room is prohibited by a mechanism, including without limitation, a lock, device, or object positioned to hold the door closed or otherwise prevent the person from leaving the room;
    - 9. Requiring a person to perform exercise under forced conditions if:
      - (a) The person is required to perform the exercise because he exhibited a behavior that is related to the disability;
      - (b) The exercise is harmful to the health of the person because of the disability;
      - (c) The nature of the person's disability prevents them from engaging in the exercise; or
    - 10. Deprivation of the necessities needed to sustain health, including food, liquid, or medication at a time customarily served.
- II. Physical or Mechanical Restraints:
  - A. A person employed by the Board of School Trustees shall not, except as otherwise provided in NRS 388, use physical or mechanical restraints on a pupil with disabilities.
  - B. Physical restraint may be used on a person with a disability only if:
    - 1. An emergency exists that necessitates the use of physical restraint;
    - 2. The physical restraint is used only for the period that is necessary to contain the behavior of the pupil so that the pupil is no longer an immediate threat of causing physical injury to himself or others or causing severe property damage; and
    - 3. The use of force in the application of the physical restraint does not exceed the force that is reasonable and necessary under the circumstance precipitating the use of physical restraint.
  - C. Physical restraint may be used on a pupil with a disability and a report is not required if the restraint is used to:
    - 1. Assist the pupil in completing a task or response if the pupil does not resist the application of physical restraint or if the resistance is minimal in intensity and duration;
    - 2. Escort or carry a pupil to safety if the pupil is in danger in his present location;

3. Conduct medical examinations or treatments on the pupil that are necessary.
- D. The use of mechanical restraints is limited to the conditions listed below.
- The use of mechanical restraint is only permitted to:
1. Treat the medical needs of the student as prescribed by a physician;
  2. Protect a pupil who is known to be at risk of injury because of a lack of coordination or frequent loss of consciousness;
  3. Provide proper body alignment;
  4. Position a pupil in a manner prescribed in the IEP.

III. Reporting Requirements:

- A. If the physical or mechanical restraint is used on a pupil with a disability in an emergency, the use of the procedure must be reported in the pupil's confidential file not later than one working day after the procedure is used. A copy of the report must be provided to the Assistant Superintendent, Student Support Services Division, who will forward it to the Board of School Trustees. Copies must also be provided to the pupil's individualized education program team and the parent or guardian of the pupil.

The principal or administrative designee of a school who has determined that an aversive intervention or inappropriate physical or mechanical restraint has occurred shall report the violation to the Assistant Superintendent, Student Support Services Division within 24 hours of the violation, or as soon thereafter as the violation is discovered. A copy of the report will be immediately provided to the Board of School Trustees. The Superintendent or his designee shall develop a corrective plan within 30 days to submit to the Department of Education to prevent future violations. The superintendent shall submit the plan to the department.

- B. For reports made in relation to the emergency use of physical or mechanical restraints, the superintendent or his designee will determine whether a denial of rights has occurred. If a denial of rights is found, or if a violation of prohibited practices described in Section I or if the inappropriate use of physical or mechanical restraints is reported, a full factual account of the circumstances surrounding the denial shall be provided to the board and forwarded to the Department of Education along with a corrective plan.
- C. The Board of School Trustees will be provided reports on the use of aversive interventions, physical restraints, and/or mechanical restraints as an information item. These reports will be provided in addition to any required corrective plan.
- D. An employee of the district shall not retaliate against any person for having reported a violation of this regulation or who has provided information regarding a potential violation.
- E. A person who intentionally uses an aversive intervention on a student, or who intentionally violates the physical or mechanical restraint provisions of this regulation, is subject to disciplinary action pursuant to NRS 391.312 or 391.330 and in accordance with the negotiated agreements.

Legal Reference: NRS 388; NRS 391; NRS 386.365  
Review Responsibility: Student Support Services Division  
Adopted: 11/16/99  
Pol. Gov. Rev.: 06/28/01  
Revised: 09/13/01

**CLARK COUNTY SCHOOL DISTRICT REGULATION 5152**  
**CHILD ABUSE OR NEGLECT**

- I. Nevada Revised Statutes define child abuse and neglect as “physical or mental injury of a non-accidental nature, sexual abuse, sexual exploitation, negligent treatment or maltreatment of a child under the age of 18 years by a person who is responsible for the child’s welfare under circumstances which indicate that the child’s health or welfare is harmed or threatened with harm.
- II. “Nevada statutes require school administrators, teachers, librarians, counselors, nurses, and many others to contact an agency that provides child welfare services (i.e., the Child Abuse and Neglect Hotline [702-399-0081]) or to contact law enforcement agencies to report suspected cases of child abuse or neglect within 24 hours after the person knows or has reasonable cause to believe abuse or neglect has occurred. Immunity from civil or criminal liability is provided under the law to those making such reports.
- III. School personnel do not have responsibility or authority for determining whether protective care is needed. Cases must be referred as set forth in Section II.
- IV. Administrators and school personnel shall not notify parents or guardians of protective referrals regarding suspected abuse or neglect involving instances of substantial physical or mental harm which may have occurred at home. In such cases, inquiries shall be referred to the investigating agency.
- V. The Education Services Division is responsible for developing and implementing procedures for the responsibilities of school personnel regarding child abuse or neglect in accordance with Board of School Trustees policy and Nevada statutes.
- VI. Student Over Eighteen Years  

In the event a student over the age of eighteen years reports a home condition that may require protective care, the student should be helped to contact a law enforcement agency for advice, if requested, and should be informed that the student may go in person to the Clark County General Assistance Service to request financial assistance.

Legal Reference: NRS Chapter 200 Crime Against the Person  
Review Responsibilities Education Services Division  
Adopted: [5140.2: 11/4/64]  
Pol Gov Rev: 6/28/01  
Revised: 2/23/06, 8/10/06

**CLARK COUNTY SCHOOL DISTRICT POLICY 4110**  
**EMPLOYMENT DISCRIMINATION, HARASSMENT, AND SEXUAL HARASSMENT:**  
**ALL EMPLOYEES**

- II The Clark County School District (hereafter the “District”) is an equal opportunity employer and does not discriminate in any employment practice on the basis of race, color, sex, age, religion or religious creed, national origin, sexual orientation, gender identity or expression, ancestry, or disability. This regulation extends to recruiting and hiring, working conditions, training, promotion, and terms and conditions of employment.
  - A. Unlawful discrimination, harassment, and sexual harassment will not be tolerated.
  - B. All employees shall cooperate with the investigation, by the District, of an alleged act of discrimination, harassment, or sexual harassment.

- C. The District will not retaliate against any person who has filed a complaint, testified, assisted or participated in any manner in an investigation, proceeding, or hearing conducted by authorized school district representatives.

### III HARRASSMENT

- A. Harassment of an individual constitutes unlawful discrimination when the victim perceives the work environment to be hostile and the harassing conduct is sufficiently pervasive that a reasonable person would find it hostile or abusive.
- B. Whether conduct constitutes unlawful harassment depends on all of the circumstances of the particular case. Examples of conduct that may, depending on the particular circumstances, constitute unlawful harassment include, but are not limited to:
  - 1. Slurs, epithets, derogatory or degrading comments, threats, or verbal abuse;
  - 2. Offensive and unwelcome posters, drawings, pictures, or gestures;
  - 3. Offensive and unwelcome jokes, stories, rumors, or teasing; and
  - 4. Any other physical, verbal, or visual conduct that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

### IIII SEXUAL HARASSMENT

- A. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute unlawful sexual harassment when:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
  - 2. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.
- B. Examples of conduct that may, depending on the circumstances, constitute unlawful sexual harassment include, but are not limited to:
  - 1. Sexual assault, coerced intercourse, fondling, patting, pinching, or other actual or attempted unwanted physical touching;
  - 2. Sexual propositions, pressure for sex, or insistent and unwelcome invitations for dates;
  - 3. Slurs, epithets, derogatory or degrading comments, sexual innuendoes or remarks, threats, or verbal abuse of a sexual nature;
  - 4. Offensive and unwelcome posters, drawings, pictures, or gestures;
  - 5. Offensive and unwelcome jokes, stories, rumors, sexual horseplay, ogling, or teasing, and
  - 6. Any other physical, verbal, or visual conduct that is related to the individual's sex and has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.
- C. A harasser may be a victim's supervisor, an agent of the employer, a supervisory employee who does not directly supervise the victim, a non-supervisory employee (coworker), or in some circumstances, even a non-employee.
- D. The victim does not have to be the person at whom the unwelcome conduct is directed. It can also be someone who is offended by such conduct when it is directed toward another person. For example, the harassment or sexual harassment of a female (or male) employee may create an intimidating, hostile, or offensive working environment for another female (or male) coworker or unreasonably interfere with the coworker's work performance.

### IVI INTERNAL REPORTING PROCEDURES

- A. In the event employees or applicants for employment believe that they have been or are being victimized as the result of discrimination, harassment, or sexual harassment, they may use the complaint

procedures contained in this document, or if the alleged act(s) of discrimination, harassment, or sexual harassment is related to a decision(s) made by a supervisor or administrator, the employee may use the appeal procedures contained in CCSD Regulation 4313.

- B. Applicants or employees who allege discrimination because of a disability under the provisions of the Americans with Disabilities Act of 1990, or who allege that they require a reasonable accommodation, must make their situation known to their appropriate supervising administrator, the ADA Coordinator for the District (Executive Director, Diversity and Affirmative Action Programs) or the Human Resources Division.
- C. Although District employees and applicants are encouraged to avail themselves of this procedure, it is understood they may, at any time during the process or at its completion, seek relief in accordance with the provisions of applicable federal or state statutes.

## VI VERBAL COMPLAINT

- A. In lodging a verbal complaint, the aggrieved person shall orally present the complaint to his or her immediate supervisor, or if that person is the alleged perpetrator, to the next administrator in line of authority, or to the Executive Manager, Diversity and Affirmative Action Programs. The complaint should be made within a reasonable period of time following the occurrence of the alleged unlawful conduct on which the complaint is based. The complaint shall orally define the nature of the complaint, provide particulars such as names, dates, and a detailed description of the alleged conduct, and state the action desired for resolution.

## VII WRITTEN COMPLAINT

- B. All employees or applicants for employment who have complaints regarding alleged discrimination, harassment, or sexual harassment, shall be encouraged to file written complaints with their immediate supervisor or next administrator in line or with the Executive Manager, Diversity and Affirmative Action Programs.
- C. The written complaint should be made within a reasonable period of time following the occurrence of the alleged unlawful conduct. It shall be detailed and shall include the following:
  - 1. A description of the events in question and the date(s) of the occurrence(s);
  - 2. The name(s) of the individual(s) involved, including persons responsible and witnesses;
  - 3. The specific alleged unlawful acts which were perpetrated against the complainant and any school district policies or practices which were violated;
  - 4. The desired action for resolution; and,
  - 5. The complainant shall sign and date the written complaint.

## VII. INTERNAL INVESTIGATIVE PROCEDURES

- A. In the event an employee or applicant for employment has lodged a complaint regarding alleged discrimination, harassment, or sexual harassment, the complaint shall be handled in the following manner:
  - 1. As soon as possible after receiving an oral or written complaint, the supervising administrator will notify the Executive Manager, Diversity and Affirmative Action Programs. Or vice versa if the complainant first provides the oral and written complaint to the Executive Manager, Diversity and Affirmative Action Programs. The Executive Manager, Diversity and Affirmative Action Programs and the supervising administrator will determine who will conduct the investigation.
  - 2. The Executive Manager, Diversity and Affirmative Action Programs or the supervising administrator shall investigate the allegations made by the complainant. The investigator shall, at a minimum, accomplish the following:
    - a. Review all statements, evidence, and documents currently available in order to become acquainted with the facts of the complaint and to help plan the investigation.

- b. Determine the scope of the inquiry.
  - c. Open and organize an investigation file.
  - d. Determine potential witnesses and evidence to gather, if any.
  - e. Determine additional or clarifying information needed, if any.
  - f. Conduct interviews as necessary.
  - g. Gather supporting documentation and evidence as necessary.
  - h. Analyze the evidence.
3. Following the investigation, the Executive Manager, Diversity and Affirmative Action Programs or supervising administrator shall make a determination as to whether the complaint is, in whole or in part, justified or unjustified.
  4. If the investigation was conducted by the Executive Manager, Diversity and Affirmative Action Programs, the manager shall submit a written and/or oral report of his or her findings to the supervising administrator with a written and/or oral recommendation for resolution. The Executive Manager, Diversity and Affirmative Action Programs, and shall take appropriate action.
  5. If the investigation was conducted by the supervising administrator, the administrator, after consultation with the Executive Manager, Diversity and Affirmative Action Programs, shall determine the resolution and take appropriate action.
- VIII. Employees or applicants who allege discrimination or harassment will not be penalized as a result of their allegations in future consideration for recruitment, hiring, transfer, promotion, and other terms and conditions of employment, and no potential employer will be informed that an employee has filed previous discrimination complaints.
- IX. In determining whether the conduct at issue in the alleged complaint constitutes discrimination or harassment, the District will look at the record as a whole and at the totality of the evidence collected. A determination and remedy, if appropriate, will be based on the facts, on a case-by-case basis. Employees found to have engaged in inappropriate conduct will receive discipline up to and including termination.
- X. All information gathered by the District in the course of its investigation of an alleged unlawful discriminatory practice will remain confidential except to the extent necessary to conduct an investigation, resolve the complaint, serve other significant needs, or comply with law.
- XI. EXTERNAL COMPLAINT PROCEDURES
- A. An employee or applicant who believes he or she has suffered discrimination, harassment, or sexual harassment may seek relief through external agency or court proceedings.
  - B. Individuals who wish to file an external complaint should consult the relevant local, state, or federal agency for information concerning filing periods and requirements and/or seek legal assistance as necessary.
  - C. The Executive Manager, Diversity and Affirmative Action Programs may determine that it is unnecessary to investigate an internal complaint if any county, state, or federal administrative office, which has jurisdiction to adjudicate complaints of discriminatory practices, has previously made a decision upon the complainant's complaint based upon the same facts and legal theory.

Review Responsibility: Human Resources Division and Executive Manager,  
 Diversity and Affirmative Action Programs  
 Adopted: [4110: 8/14/90]  
 Revised: (10/26/93)  
 Pol Gov Rev: 6/28/01  
 Revised: 4/12/12

## CLARK COUNTY SCHOOL DISTRICT POLICY 4310

### EMPLOYMENT PRACTICES

- I. Employment practices will be conducted in accordance with the policies and regulations of the Clark County School District and the appropriate Nevada Revised Statutes.
- II. Any contract of employment not controlled by board policy, regulation, procedure, or negotiated agreement shall be considered a new position or a reclassification.
- III. Established selection and appointment procedures shall be followed in all other respects.
- IV. The district recognizes the need to maintain a drug-free workplace as provided for in the Drug-Free Workplace and the Drug-Free Schools and Communities Acts.

#### A. Drugs and Alcohol Prohibited

The unlawful manufacture, distribution, dispensing, possession, or use of drugs and/or alcohol at any district property, workplace, or as a part of any of a school's activities is prohibited. For the purposes of this policy, drugs are defined as any controlled substance or drug which is not legally obtainable or any controlled substance or drug which is legally obtainable, such as a prescription drug, but which is not legally obtained or is not being used for prescribed purposes.

#### B. Notice of Convictions

Any employee who is convicted of violating any federal or state criminal drug statute in the workplace must notify the superintendent in writing within five (5) days of such conviction. For the purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, dispensing, possession, or use of drugs in the workplace.

#### C. Penalties for Violation

Compliance with this policy is mandatory and is a condition of continued employment. Consequently, a violation of any aspect of this policy will render the employee subject to disciplinary action as further described and provided for in the negotiated agreements with the employee's appropriate bargaining unit and the Nevada Revised Statutes, up to and including termination. If there is evidence that an illegal act has been committed, the evidence shall be referred to the appropriate law enforcement agency for prosecution.

#### D. Drug-Free Awareness Program

1. The district believes strongly that employees should be aware of the dangers of drug abuse.
2. Drugs can cause a severe general deterioration of health including such problems as lung cancer, liver disease, respiratory failure, and heart attacks. In addition, drugs can cause motor vehicle accidents and workplace injuries. Drugs also have a number of more insidious effects: they can rob the user of his or her ability to deal constructively with anxiety and stress; they can undermine the user's ability to plan for and reach long-term goals; and, they can destroy professional and family relationships. Finally, lives can be ruined when illegal drug users are arrested, jailed, or injured by drug-related violence.
3. The district has available at each secondary school library, materials about drug abuse.

#### E. Notice

Each year, every district employee will be given a copy of this policy together with a listing which gives information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to employees.

Legal Reference: Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989

Review Responsibility: Human Resources Division

Adopted: [4310:8/13/81]

Revised: 4/18/84; 6/15/89; 8/14/90

Pol Gov Rev: 6/28/01

## **CLARK COUNTY SCHOOL DISTRICT POLICY 4380**

### **SMOKING POLICY**

#### **I. Purpose**

This document establishes the district's policy concerning smoking on school district property and at any school activity that is sponsored by the district. All related procedures and practices shall be based on this policy, and all district activities will be carried out consistently with this policy.

The district administration recognizes the health problems related to both active smoking and exposure to secondary smoke. It also recognizes NRS 202.249 which provides that a school district may, with respect to the property, buildings, facilities and vehicles of the school district, impose restrictions on the smoking, use, sale, distribution, marketing, display or promotion of tobacco or products made from tobacco.

- A. It is the policy of the district that smoking, carrying lit tobacco products, or use of smokeless tobacco products is prohibited at any time on school district property and at any school activity sponsored by the district. For purposes of this policy, school district property includes any building used for instruction, administration, support services, maintenance, or storage; the grounds and surrounding buildings; and all district-owned vehicles. This policy applies to all students, teachers, staff, and visitors.
- B. The district will not permit cigarette vending machines or the advertising of tobacco products in any district building nor will it allow the sale of cigarettes or other smoking materials on district premises. In addition, no person representing the district may accept donations from tobacco companies.
- C. The district will take appropriate disciplinary actions for violations of this policy.
- D. Information concerning assistance for the cessation of tobacco use will be available through the district.
- E. Divisional and Departmental Responsibilities
  - 1. The Purchasing and Warehousing Department shall be responsible for ensuring that a sufficient supply of "No Smoking" signs are available for use by employees.
  - 2. The Division of Facilities shall be responsible for ensuring "No Smoking" signs are posted in appropriate areas on school district property and in district-owned vehicles.

Legal Reference: NRS Chapter 202.249 and 202.2491, Crimes Against Public Health and Safety

Review Responsibility: Human Resources Division

Adopted: [9/11/91]

Pol Gov Rev: 6/28/01

Revised: 6/17/04

## **SAFE AND RESPECTFUL LEARNING ENVIRONMENT: BULLYING AND CYBERBULLYING P-5137**

#### **I. Introduction**

The Clark County School District is committed to providing a safe, secure, and respectful learning environment for all students and employees at all District facilities, school buildings, in school buses, on school grounds, and at school-sponsored activities. The school district strives to address bullying and cyberbullying so that there is no disruption to the learning environment and learning process.



## II. Definitions

### A. Definition of Bullying

1. Under NRS 388.122, "bullying" means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:

a. Have the effect of:

(1) Physically harming a person or damaging the property of a person; or

(2) Placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or

b. Interfere with the rights of a person by:

(1) Creating an intimidating or hostile educational environment for the person;

Or

(2) Substantially interfering with the academic performance of a student or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or

c. Are acts or conduct described in paragraph (a) or (b) and are based upon the:

(1) Actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person; or

(2) Association of a person with another person having one or more of those actual or perceived characteristics.

2. The term includes, without limitation:

a. Repeated or pervasive taunting, name-calling, belittling, mocking or use of putdowns or demeaning humor regarding the actual or perceived age, race, color, national origin, ethnicity, ancestry, religion, gender identity or expression, sexual orientation, physical attributes, physical or mental disability of a person, sex, or any other distinguishing characteristic or background of a person;

b. Behavior that is intended to harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors;

c. Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing, or disrespectful gestures;

- d. Threats of harm to a person, to his or her possessions, or to other persons, whether such threats are transmitted verbally, electronically, or in writing;
- e. Blackmail, extortion, or demands for protection money or involuntary loans or donations;
- f. Blocking access to any property or facility of a school;
- g. Stalking; and
- h. Physically harmful contact with or injury to another person or his or her property.

B. Under NRS 388.123, "cyberbullying" means bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor. As used in this section, "sexual image" has the meaning ascribed to it in NRS 200.737 which is any visual depiction, including, without limitation, any photograph or video of a minor simulating or engaging in sexual conduct, or of a minor as the subject of a sexual portrayal.

C. Under NRS 388.124, "electronic communication" means the communication of any written, verbal or pictorial information through the use of an electronic device, including, without limitation, a telephone, a cellular phone, a computer, or any similar means of communication.

D. A student who is a minor who knowingly and willfully transmits or distributes an image of bullying, electronically or using another means, with the intent to encourage, further, or promote bullying:

1. For a first violation is considered a child in need of supervision, as that term is used in Title 5 of the NRS. P-
2. For a second or subsequent violation, commits a delinquent act, for which a court May order the detention of the minor in the same manner as if the minor had committed An act that would have been a misdemeanor if committed by an adult.

III. Bullying and/or Cyberbullying behavior are prohibited. This includes, but is not limited to, going to and from school and any activity under school supervision.

No member of the Board of Trustees, employee of the school district, member of a club or organization which uses District facilities (regardless of whether the club or organization has any connection to the District), or any student shall tolerate or engage in bullying or cyberbullying at any District facilities, school buildings, in school buses, on school grounds, or at school-sponsored activities. This includes classrooms, hallways, locker rooms, cafeterias, restrooms, gymnasiums, playgrounds, athletic fields, school buses, parking lots, and other areas on the premises of a school.

#### IV. Reporting of Bullying and Cyberbullying

##### A. Students

It is the policy of the Clark County School District to encourage students who are subjected to, witness, or overhear incidents of bullying and cyberbullying to report such incidents. Students should report any incident(s) of bullying and cyberbullying to a teacher, counselor, or school administrator. Students are also encouraged to report knowledge of bullying and/or cyberbullying via the CCSD "Say No to Bullying" Web site that allows individuals to anonymously report unlawful activities. However, students should be aware that the CCSD "Say No to Bullying" Web site is not monitored after school hours, or during weekends and holidays.

##### B. Employees

Any Clark County School District teacher, administrator, principal, coach, or other staff member who witnesses or receives information about an incident of bullying and/or cyberbullying at any District facility, on school grounds, in school buildings, on school buses, or at school-sponsored activities shall report it to the principal or the principal's designee as soon as practicable, but not later than a time during the same day on which the teacher, administrator, principal, coach, or other staff member witnesses or receives information about the incident.

C. No cause of action may be brought against a student, an employee, or volunteer of a school who reports a bullying and cyberbullying incident unless the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law.

D. If the principal determines that the report was false and that the person who made the report acted with malice, intentional misconduct, gross negligence, or intentional or knowing violation of the law, the principal may recommend the imposition of disciplinary action or other measures against the person in accordance with District policies that govern disciplinary action.

#### V. Investigation of Reported Violation

A. Upon receiving a report of bullying or cyberbullying, the principal or designee shall immediately take any necessary action to stop the bullying or cyberbullying and ensure the safety and well-being of the reported victim or victims of the bullying or cyberbullying and shall begin an investigation into the report.

##### B. Notification of Reported Violation of Bullying Prohibition

1. The investigation must include notification provided by telephone, electronic mail or other electronic means, or provided in person, of the parents or guardians of all students directly involved in the reported bullying or cyberbullying, as applicable, either as a reported aggressor or a reported victim of the bullying or cyberbullying. The notification must be provided not later than:

a. If the bullying or cyberbullying is reported before the end of school hours on a school day, 6 p.m. on the day on which the bullying or cyberbullying is reported; or

b. If the bullying or cyberbullying was reported on a day that is not a school day, or after school hours on a school day, 6 p.m. on the school day following the day on which the bullying or cyberbullying is reported.

2. If the incident of bullying or cyberbullying was reported via the CCSD "Say No to Bullying" Web site, the principal or designee shall be deemed to have received information about the incident on the next school day after which the student or parent reports the incident using the Internet Web site. After the principal or designee is deemed to have received the information, the regular timelines set forth in paragraph (1) commence.
3. The notification may not include personally identifiable student information other than the name of the parent's child to whom the notice is addressed, and is not required to label the student's alleged role in the incident.
4. If the contact information for the parent or guardian of a student in the records of the school is not correct, a good faith effort to notify the parent or guardian shall be deemed sufficient to meet the notification requirements of paragraph (1).

#### C. Interviews

The investigation must include interviews with all students whose parents or guardians must be notified pursuant to paragraph (B) and with all such parents and guardians.

#### D. Timeline for Investigation

The investigation must be completed not later than two (2) school days after the principal or designee receives a report of bullying or cyberbullying. If the principal or designee is not able to complete the interviews required by paragraph (C) within two (2) school days after making a good faith effort because any of the persons to be interviewed is not available, one (1) additional school day may be used to complete the investigation.

#### E. Written Report

1. A principal or designee who conducts an investigation shall complete a written report of the findings and conclusions of the investigation.
2. If a violation is found to have occurred, the report must include recommendations concerning the imposition of disciplinary action or other measures to be imposed as a result of the violation, in accordance with CCSD Regulation 5141.1.
3. Subject to the provisions of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, and any regulations adopted pursuant thereto, the report must be made available, not later than 24 hours after the completion of the written report, to all parents or guardians who must be notified pursuant to paragraph (B) as part of the investigation.

#### F. Follow-Up

Not later than 10 school days after receiving a report required by paragraph (E), the principal or designee shall meet with each reported victim of the bullying or cyberbullying to inquire about the well-being of the reported victim and to ensure that the reported bullying or cyberbullying, as applicable, is not continuing.

G. To the extent information is available, the principal or designee must provide, to a parent or guardian of a student to whom notice of a reported bullying violation was provided under Section V(B)(1), a list of resources that may be available in the community to assist a student, as soon as practicable. If a list is provided, the principal or designee, or any employee of the school or the District, is not responsible for providing the resources to the student or ensuring the student receives the resources.

## VI. Discipline

### A. Student Discipline

1. Discipline for a violation of the bullying and cyberbullying policy for students is imposed in accordance with CCSD Regulation 5141.1.
2. The parent or legal guardian of a student involved in the reported bullying or cyberbullying violation may appeal a disciplinary decision of the principal or designee made against the student as a result of the violation in accordance with District policies.
3. Not later than 30 days after receiving the disciplinary decision, the parent or guardian may submit a complaint to the Office for a Safe and Respectful Learning Environment within the Nevada Department of Education.

### B. Employee Discipline

1. Allegations of bullying and/or cyberbullying among teachers or between teachers and administrators, principals, or other school employees must be reported and will be investigated in accordance with Regulation 4110, Employment Discrimination, Harassment, and Sexual Harassment: All Employees; administrative procedures; any applicable collective bargaining agreement; and other applicable laws.
2. Any District employee who violates this bullying and cyberbullying policy shall be subject to discipline, if appropriate.
3. An administrator, including a principal, or the designee of an administrator or principal of a school: a. Shall be disciplined by written admonishment, demotion, suspension, dismissal or refusal to reemploy for knowingly and willfully failing to comply with the provisions of NRS 388.1351. b. May be demoted, suspended, dismissed, or not reemployed for knowingly and willfully failing to comply with the provisions of NRS 388.1351 or an intentional failure to report a violation of NRS 388.135 if the administrator witnessed the violation.
4. A teacher may be suspended, dismissed, or not re-employed for knowingly and willfully failing to comply with the provisions of NRS 388.1351 or an intentional failure to report a violation of NRS 388.135 if the teacher witnessed the violation.
5. If an employee is the holder of a license issued pursuant to Chapter 391 of NRS, the Superintendent may recommend to the Board of School Trustees that the Board submit a recommendation to the State Board of Education for the suspension or revocation of the license for knowingly and willfully failing to comply with the provisions of NRS 388.1351.

## VII. School Safety Team

A. The principal of each school shall develop a school safety team to help develop, foster, and maintain a school environment

which is free from bullying and cyberbullying. The school safety team shall:

1. Consist of the school principal or designee, and the following persons appointed by the principal: a school counselor; at

least one teacher who teaches at the school; at least one parent or legal guardian of a student enrolled in the school; and

any other person appointed by the principal. The principal has discretion to limit the number of additional persons appointed to the safety team so that it does not become too large or unmanageable.

2. Meet at least two (2) times each year.

3. Identify and address patterns of bullying and cyberbullying.

4. Assist the principal in reviewing and strengthening school policies to prevent and address bullying or cyberbullying.

5. Assist the principal in providing information to school personnel, students enrolled in the school, and parents of students

enrolled in the school about methods to address bullying and cyberbullying.

6. Not have access to personally identifiable student information related to bullying and cyberbullying, unless a member of

the safety team is a school official with a legitimate educational interest, and then only that particular member may have access.

7. Participate in the District's training regarding bullying and cyberbullying, to the extent that funds are available.

## VIII. Professional Development

The Clark County School District will provide for the appropriate training of all administrators, principals, teachers, and all other personnel employed by the District as prescribed by this policy under the heading "Professional Development."

A. The Superintendent shall develop methods of discussing the meaning and substance of this policy with staff in order to help prevent bullying and cyberbullying.

B. In addition to informing staff and students about the policy, the Superintendent shall develop a plan, including requirements and procedures, to assure that the following professional development be provided to all administrators, principals, teachers, and other personnel employed by the Board of Trustees of the Clark County School District:

1. Awareness concerning the various types of bullying and cyberbullying; how the bullying and cyberbullying manifests itself; and the devastating emotional and educational consequences of bullying and cyberbullying.

2. Training in the appropriate methods to facilitate positive human relations without the use of bullying and cyberbullying so that students and employees may realize their full academic and personal potential.

3. Training in methods to prevent, identify, and report incidents of bullying and cyberbullying.

4. Methods to promote a positive learning environment.

5. Methods to improve the school environment in a manner that will facilitate positive human relations.
  6. Methods to teach skills so that students and employees are able to replace inappropriate behaviors with positive behaviors.
- C. The Superintendent shall work with the Office for a Safe and Respectful Learning Environment within the Nevada Department of Education to access available outreach and anti-bullying education and training materials, if appropriate.

#### IX. Disclosure and Public Reporting

- A. The policy will be distributed annually to all students enrolled in the District, their parents and/or guardians, and employees. It will also be made available to organizations in the community having cooperative agreements with the schools. The District will also provide a copy of the policy to any person who requests it.
- B. As required by NRS 385.3483, the following statistics regarding bullying and cyberbullying will be included in the District's annual report of accountability: P-5137 (page
1. The number of reported violations of the bullying and cyberbullying policy occurring at each school, or otherwise involving a student enrolled at the school, regardless of the outcome of the investigation conducted.
  2. The number of incidents determined to be bullying or cyberbullying after an investigation is conducted.
  3. The number of incidents resulting in suspension or expulsion for bullying and/or cyberbullying.
  4. Any actions taken to reduce the number of incidences of bullying or cyberbullying, including without limitation, training that was offered or other policies, practices, and programs that were implemented, including actions taken for the "Week of Respect."
  5. Personally identifiable student information related to bullying and cyberbullying must not be included in the annual report of accountability.
- C. An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public. The annual report will include statistical information, and will not include personally identifiable student information.

Legal References: NRS Chapter 200, Crimes Against the Person  
 NRS Chapter 385, State Administrative Organization  
 NRS Chapter 388, System of Public Instruction  
 NRS Chapter 613, Employment Practices

Review Responsibility: Office of the Superintendent, Equity and Diversity  
 Education Department  
 Adopted: [5137: 7/13/06]

Revised: (3/11/10; 7/12/12; 2/4/15; 8/13/15)

#### **NRS 388.5265 AVERSIVE INTERVENTION PROHIBITED**

A person employed by the board of trustees of a school district or any other person shall not use any aversive intervention on a pupil with a disability.

# Appendix





## USEFUL TELEPHONE NUMBERS

Sub Central HelpDesk	702-799-5420
Sub Central PayData	702-799-2812 Option 3
Automated Line/SmartFind	702-799-7827
Nevada Department of Education	702-486-6458
InterAct Help Desk	702-799-3300

## Professional Development Substitute/Guest Teacher (EDTrainingCenter)

The Clark County School District has implemented an online training program, EDTrainingCenter. The required training supports your ongoing professional development for serving as a substitute/guest teacher. The training consists of five individual courses which cover the fundamental knowledge, the skills and techniques, and the best practices needed to work ethically, effectively, and professionally with all stakeholders in a school community. At the conclusion of each course, there is an exam to complete. Additionally, three required videos are included for viewing. Once all components are successfully completed/passed (courses and videos), please print the certificate of program completion and submit to the Intake Center for verification.

### Instructions to Register:

- Please go to [www.EDTrainingCenter.com](http://www.EDTrainingCenter.com) and click on the "Are You A New Learner/Register" link (middle right blue bar). This will take you to the Login page.
- Click on "Create an Account" and complete the personal information fields. **Tip: Type NV into the TITLE field in the Division selector window to find your specific District or Employer quickly. Select NV – Clark County School District.** Create your password and click on Login to proceed.
- At the top of the next page click on "Learning" (top left blue bar).
- Next page select your training: **Substitute/Guest Teacher Training – Clark County Version.** Cost \$20.00. Add to your Cart. This takes you to the shopping cart page where you can review your order. If correct, click on "Proceed to Checkout."
- Complete all billing information.
  - You may purchase the training by using a credit or debit card. Once you make your purchase, all five courses can be accessed immediately.
- Click "Next", then "Place Order".

### Additional Information:

- The Substitute/Guest Teacher Training program is 100% online. The program is accessible from any computer with an internet connection and at any time, day or night.
- You may train on your own schedule, logging out whenever you wish to stop. The program will remember the work you have completed. To return to training currently in progress, simply login to the site and click the **Learning** link. Click on "Transcript", "Open Curriculum" and then "Launch". You are able to continue with the training where you left off.
- If you have questions or need user support please visit, LIVE Chat M-F, 9-9 EST or click the Help link on the blue bar at the top of the Home page.
- Upon successful completion of all five courses and three videos, please print the program certificate and submit to the Intake Center.
- In addition to the certificates, all substitute/guest teachers must also submit the signed Clark County School District Policies and Regulations, Handbook, Network Usage, and Aversive Intervention agreement found on the EDTraining Center website. There is a direct link to all documents and the agreement form once you click on "CCSD Policies and Procedures". By signing and submitting this form you are stating that you have read, and agree to adhere to, the information contained in each of the documents listed in the title of the agreement.

## SUBSTITUTE TEACHER LICENSE INSTRUCTIONS – NEVADA DEPARTMENT OF EDUCATION

### NEVADA DEPARTMENT OF EDUCATION SUBSTITUTE TEACHER LICENSING INSTRUCTIONS

1. Go online to <http://nvteachers.doe.nv.gov>
2. Locate the tan bar on the top of the page. Click on Forms.
3. Click on the Substitute License Application link listed under the Initial License Application Forms heading.
4. An interactive form will appear. Starting with the Social Security section, type in your information. Tab to the next category, "Date of Birth", and complete. Continue this process until your application is complete.
5. Print and sign your completed licensing application.

If you have any questions regarding this process, call the Nevada Department of Education (NDE) at 702-486-6458 between the hours of 8:00 a.m. and 5:00 p.m.

Prior to submitting your application to the NDE, you will need to be fingerprinted by Clark County School District Police. Do not write on your fingerprint cards.

**YOUR APPLICATION SHOULD BE HAND DELIVERED TO THE NDE TO EXPEDITE THE PROCESS.**

The following documents must be turned in to the NDE.

- Signed application
- Official College Transcripts\*
- Money Order or Cashier's Check for \$161.00
- 1 fingerprint card, printed by CCSD School Police

The Nevada Department of Education provides a receipt for your substitute teaching license. Please submit your receipt to Substitute Services Department. A copy of your Substitute Teaching license must be provided to Substitute Services Department (front and back).



Nevada Department of Education  
9890 S. Maryland Parkway  
Las Vegas, NV 89123  
(702) 486-6458  
(Cross streets Silverado Ranch and Maryland Pkwy)  
(In the Smith's shopping center, Key Realty store front)

**\*\*FOR LICENSE RENEWAL, CONTACT THE NEVADA DEPARTMENT OF EDUCATION\*\***

# SMARTFIND

https://ccsd.eschoolsolutions.com



Welcome to SmartFindExpress!!

If you have not registered with the SFE system, please call  888-321-1234  and when prompted for your access ID and your PIN, use your Employee ID followed by the "\*" key.

Please click on the following link to view the "[How to Access SmartFindExpress Video](#)".

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Please make sure to update your email address in your profile to receive important messages and recover your PIN!

Questions? Call  407.123.1234  or Email me: [Rosanne Brown](#)



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<input type="text"/>	User ID
<input type="text"/>	Password
<input type="submit" value="Submit"/>	

[Trouble signing in?](#)

<http://ess.ccsd.net>

Use your InterAct™ username and password

Username

Password

[Forgot your password?](#)

Start by opening any web browser on your Mac or PC.  
Login using your InterAct username and password.

A Welcome Message along with your Personal Information is shown on the screen. Clicking the Links will display your Job Information, Leave Balances, Notices, and Preferences. By clicking on Preferences you can choose to receive e-mail notification when your ESS information is accessed.

CCSD CLARK COUNTY SCHOOL DISTRICT Employee Self Service

PROFILE PAYROLL

Welcome, John

Personal Information

- Job Information
- Leave Balances
- Notices
- Preferences

Personal Information

Name: John Doe  
Phone: (702) 555-1234  
Email: jdoe@interact.ccsd.net  
Mailing Address: 1234 Main St. Las Vegas, NV 89000

CCSD CLARK COUNTY SCHOOL DISTRICT Employee Self Service

PROFILE **PAYROLL**

Welcome, John

Click Payroll to Continue

## Clark County School District ESS Disclaimer

CCSD Acceptable Use Policy (AUP) states that, "Attempting to gain unauthorized access to the District's network resources or go beyond authorized access is prohibited. This includes attempting to log in through another person's account or accessing another person's files." Employees are required by the district AUP to protect personal payroll information by keeping their InterAct login information private.

CCSD accepts no responsibility for the security of any information downloaded, stored or printed from the ESS web site. Employees are strongly recommended to avoid saving or printing ESS documents to district computers, storage devices and printers.

Employees are strongly recommended to maintain privacy while viewing ESS information, and to close the browser window and logout when finished with an ESS session. Although every effort is made to maintain a secure ESS environment, CCSD accepts no responsibility for any loss of privacy, theft of information, damage or loss of data arising directly or indirectly from the use of ESS on district computers.

You will see a Disclaimer for ESS each time you login. There is an Agree or Disagree button. If you click Disagree, it will take you back to the personal information page.

Click Agree to continue.

## Paychecks

PAYDATE
<a href="#">January 10, 2011</a>
<a href="#">December 17, 2010</a>
<a href="#">December 10, 2010</a>
<a href="#">November 24, 2010</a>
<a href="#">November 19, 2010</a>
<a href="#">October 25, 2010</a>
<a href="#">October 08, 2010</a>
<a href="#">September 24, 2010</a>
<a href="#">September 10, 2010</a>
<a href="#">August 25, 2010</a>
<a href="#">August 10, 2010</a>
<a href="#">July 23, 2010</a>
<a href="#">July 09, 2010</a>

Next, you will see a list of pay dates. The Paychecks are listed by most recent, and go back several months.

Click the date to see Paycheck information.

- When a date is selected you will see the following: Export to a PDF and Paycheck/Direct Deposit Slip buttons as well as, an Overview of your Paycheck, Earnings, and Deductions.

JOHN DOE 1234 Main Street Las Vegas NV 89000	Pay date: 01-10-2011 Pay Amount Deposit Information
--	---

## W2

YEAR
<a href="#">2009</a>

Below the Paycheck section is the W2 section. Click on the link to see your 2009 W2.

New features will be added to the Employee Self Service Website throughout the year.

## CERTIFIED TEMPORARY TUTORS (CTT)

Certain schools may have additional funds to hire substitute teachers to work as tutors to give additional assistance to students. To qualify as a CTT, substitute teachers must be in good standing and have a valid license from NV Department of Education. If hired as a CTT, the substitute teacher will be paid at the rate of \$20.00 per hour while working in this capacity. This is a temporary position and the hours are limited to 700 during the school year. Substitute teacher assignments are not limited in hours, and not tracked. A support staff substitute should be aware that hours worked as a support staff substitute and CTT are cumulative. Those selected to work as a CTT will remain on active status as a substitute teacher, but will not be held accountable to work the required minimum of 4 days per month. How the schools utilize this position varies by site, based on their needs.

## INJURY AT WORK

If you are injured at work, notify the administration of the school as soon as possible. The school will follow CCSD procedures accordingly. You may also want to contact Risk Management Department, 702-799-6496.

Clark County School District  
**SUBSTITUTE TEACHER EVALUATION**

**NOTE: A rating of BELOW AVERAGE or UNSATISFACTORY requires that the school administrator hold a conference with the substitute to discuss comments and areas which need improvement.**

NAME OF SUBSTITUTE: \_\_\_\_\_  
SCHOOL \_\_\_\_\_ DATE: \_\_\_\_\_

1. This employee is being evaluated on his/her performance as:
- A.  Regular Substitute
  - B.  Long-Term Substitute (Over ten days)
  - C.  Substitute Teacher who is applying for Contract Position
  - D.  Single Incident/Assignment Date(s): \_\_\_\_\_
2. This evaluation is based on:
- A.  Observation by administrator.
  - B.  Report of regular teacher.
  - C.  Other \_\_\_\_\_  
Name/Title
3. At this school most of the substitute's experience was \_\_\_\_\_  
(Indicate grade level(s) and/or subject area(s).)

4. This substitute has worked under my supervision for approximately \_\_\_\_\_ days.
5. This substitute's performance as compared to other substitutes is:
- OUTSTANDING\*\*** - Performs at high level. If licensed and eligible, recommend for a contract teaching position at this school.  
(Exceeds standards)
  - ABOVE AVERAGE** - Performs substitute responsibilities in a competent manner. Preferred substitute.
  - SATISFACTORY** - Performs substitute responsibilities adequately.
  - BELOW AVERAGE** - Performs substitute responsibilities at a minimal level. Would prefer another substitute.
  - UNSATISFACTORY** - Performs substitute responsibilities at an unacceptable level. Would prefer this substitute not be assigned to this school.

6. PLEASE RATE THIS SUBSTITUTE'S PERFORMANCE IN THE FOLLOWING AREAS:  
(\*Additional documentation attached)  
(\*\* Markings in this column are reserved and should only be given to a substitute who demonstrates qualities indicative of a well-trained teacher.)

	Outstanding +	Above Average	Average	Below Average	Unsatisfactory
Discipline/Classroom management					
Instructional skills/Ability to adapt to changing instructional needs					
Rapport with students/Level of success with students					
Rapport with staff/interaction with colleagues					
Professional attitude					
Cooperation/Flexibility					
Dependability/Adheres to established routines					
Ability to follow lesson plans					
Skill in preparing lesson plans (long-term assignments)					
Care of equipment					

7. Substitute's strengths:
8. Substitute's weaknesses:
9.  Place on school's preferred list     Place on school's "Do Not Use" list.

PRINCIPAL'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

SUBSTITUTE'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

\* A signature on this document does not mean the substitute agrees with the opinions/observations. It merely indicates the substitute has read the report and received a copy.

Date received by Substitute Services: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Distribution: Original - Substitute Services  
Copy 1 - Principal  
Copy 2 - Substitute Teacher