

# Guest Teacher Handbook

2023-2024



Human Resources



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## FROM THE SUPERINTENDENT OF SCHOOLS

Greetings and welcome to the St. Vrain Valley Schools. This Guest Teacher Handbook was developed to describe relevant guidelines, programs, and benefits. I encourage all employees to familiarize themselves with the contents as soon as possible as it contains important information about employment within our school district. I believe that each employee is an integral member of our team and contributes significantly to the success of our school district's vision and mission. Thank you for your hard work, dedication, and commitment to our students, staff, and community. I wish you the best and sincerely hope that your experience in the St. Vrain Valley Schools will be challenging and rewarding.

Sincerely,  
Don Haddad  
Superintendent of Schools

## **Taking Public Education by #StVrainStorm**

In St. Vrain Valley Schools, we are all part of a greater purpose in advancing public education across our community and beyond. We have a vision for a strong public education system that is not only preparing our students for graduation and postsecondary success, but is giving them a strong competitive advantage to compete with anyone, anywhere, anytime, for any job in the world.

We believe public education is the foundation that drives the success of our nation. It is through our public schools that our communities are safer, our economies are stronger, our property values are higher, and our future is brighter. Across St. Vrain Valley Schools, we are taking public education by #StVrainStorm – our shared passion and commitment to advancing academic excellence and student success. Whether we are in our classrooms, competing and performing across the state, hiking with our families, or traveling the world, we keep public education close to our hearts and champion academic excellence wherever we go. Follow our #StVrainStorm hashtag on Twitter.

St. Vrain Valley Schools (SVVS) is pleased to have you as a member of our valued and important team of guest teachers. We want to wish you the best in your teaching experiences within SVVS. Your success is important to our students and to the smooth operation of our schools. Students will be depending on you for their continued learning in the absence of their regular teacher. We know, however, that your job is not always easy. We think that you are up to meeting the challenges, and we are committed to doing all we can to make your teaching experience with us successful, for both you and our students. We want you to know that we value your contribution to our educational program, and that we consider you an important member of our educational team.

### **Substitute Absence Management System (SAM)**

800-942-3767  
app.frontlineeducation.com

### **Workers' Compensation (Injuries)**

Heather Keith  
keith\_heather@svvsd.org  
303-682-7428

Julie Gregory  
gregory\_julie@svvsd.org  
303-682-7386

### **Utah State University - Substitute TeachingInstitute**

<http://stedi.org>

**Employee Portal - Paystubs access**  
[iv.svvsd.org](http://iv.svvsd.org)

### **Computer Help Desk**

303-702-7730  
<http://tech.svvsd.org/helpdesk>

### **Guest Teacher Web Page**

[classlink.svvsd.org](http://classlink.svvsd.org)

### **Email access**

[mail.svvsd.org](mailto:mail.svvsd.org)

### **Guest Teacher Coordinator**

LeAnn Cooper303-682-7393  
[suboffice@svvsd.org](mailto:suboffice@svvsd.org)

### **Guest Teacher Back-up Operator**

Irene Prado  
303-682-7212  
[suboffice@svvsd.org](mailto:suboffice@svvsd.org)

### **District Website**

[www.svvsd.org](http://www.svvsd.org)

### **Colorado Department of Education**

303-866-6628 [www.cde.state.co.us](http://www.cde.state.co.us)

### **Colorado Public Employees' Retirement Association (PERA)**

303-832-9550 [www.copera.org](http://www.copera.org)

## General Information

### Pay Rates 2023-2024

#### Guest Teacher Pay Tier Rates

1-19 Days worked = **\$120** Full Day / **\$60** Half Day

20-79 Days worked = **\$130** Full Day / **\$65** Half Day

80+ Days worked = **\$140** Full Day / **\$70** Half Day

Half Day = working any  
3 ½ hours or less during  
a school day.

#### Guest Teacher – Long-Term Pay Rates

Day 1 through Day 10 = **Guest teacher's current tier level rate**

Starting on 11 consecutive day = Full Day = **\$180** / Half Day = **\$90.00**

#### Special Education Para Substitute Pay

Hourly Rate **\$18.86** an hour – No Long-Term Incentive and the day does not count towards the guest teacher tier days worked.

#### Preschool Special Education Para or Regular Preschool Para

Licensed Guest Teachers = **\$120** a day

No Long-Term Incentive Pay and the day does not count towards the guest teacher tier days worked.

Unlicensed Classified Subs hourly rate: **\$16.51** an hour

#### Pay Dates 2023-2024

#### Payroll Cut-Off Dates

The payroll cutoff for all licensed guest teachers who are paid through the SAM system is the **10th of the month**. For example, jobs from September 11th through October 10th will pay on October 31st. See the chart.

08/09/23 - 8/10/23	08/31/2023
08/11/23 - 09/10/23	09/29/2023
09/11/23 - 10/10/23	10/31/2023
10/11/23 - 11/10/23	11/30/2023
11/11/23 - 12/10/23	12/29/2023
12/11/23 - 01/10/24	01/31/2024
01/11/24 - 02/10/24	02/29/2024
02/11/24 - 03/10/24	03/29/2024
03/11/24 - 04/10/24	04/30/2024
04/11/24 - 05/10/24	05/31/2024
05/11/24 - 06/10/24	06/28/2024

## Long Term Guest Teaching

A guest teacher is considered “long-term” when he/she has the same assignment on the 11th consecutive day. The rate for long-term pay changes to \$180.00 per full day from the 11th day until the end of the assignment. (Days 1-10 will remain at the rate of a guest teacher’s current tier rate.) If the long-term assignment is broken, the days for long-term pay start over at the guest teacher’s current tier rate per day. The guest teacher will need to contact the substitute office to adjust the job and get a different guest teacher for any break in the consecutive count.

1. A guest teacher will be recommended for the long-term assignment by the building principal. Personal interviews may also be conducted depending upon the circumstances and length of the absence.
2. A long-term guest teacher will be paid for attendance at parent/teacher conferences and regularly scheduled school in-service sessions if requested to attend by the principal. The substitute office will pay the guest teacher, via SAM, for conference time worked but all other time must be pre-approved and submitted on a time card and signed by the principal for extra duty hours.
3. Long-term guest teachers will not be paid for: non-student days, absence from work, snow days, staff meetings, work taken home or worked on after school, or any other extra duties without prior approval from LeAnn Cooper in the Substitute Office.
4. St. Vrain does not pay long-term rates for any extended jobs for classified personnel, such as: Special Ed Paraeducators, Preschool Special Education Paraeducators, Preschool Paraeducators or Need to Hire jobs for any of these positions.

## Employee Information

If you experience a change to your address, phone number, name and /or to view your sick leave, tax information and paystubs, visit the Employee Portal at [iv.svvsd.org/iVisions](http://iv.svvsd.org/iVisions). A Guest Teacher uses the district’s active directory email credentials to sign into the Employee Portal.

## October Count and Attendance Taking

The October Count is a count of students in attendance during an 11-day window, determined by the Colorado Department of Education that includes October 1st of each year. The district receives the majority of its funding from the count. Although taking accurate attendance is always important to ensure student safety, **during this window it is critical that accurate attendance is taken**. Each building has instructions to give to teachers for taking attendance during this window. When you sign in, please ask for a copy of these instructions or check with the attendance clerk in the main office for your instructions. Attendance for each classroom must be taken in a timely manner daily and must be signed by the teacher who was responsible for the classroom that day. St. Vrain appreciates your help in making sure we keep accurate records for the safety of students each day and that we receive the maximum funding during this important count period

## Inclement Weather Procedures

Anytime our community experiences inclement weather, our operations and leadership teams are driving roads throughout the evening and early morning, and in communication with various city and town officials, closely monitoring weather conditions. Based on road conditions and weather forecasts, we will make one of three decisions:

1. To keep a normal in-person school schedule
2. Delay the start of school by two hours
3. Shift to a shortened online learning day

**Our first priority**, as long as it is deemed safe by our team in consultation with other municipality officials, will be **in-person learning**.

**2-hour Delay**: If the weather is such that the normal start is problematic due to weather conditions, we may implement a 2-hour weather delay. A weather delay will only be used if the delay will accommodate warmer temperatures at the bus stops and/or a substantive improvement in road conditions. **Please note that weather delays are different from our scheduled late-start days.** During a weather delay, school will begin two hours after the normal school start time (as opposed to scheduled monthly late-start days which begin two and a half hours after the normal school start time. As a guest teacher you will report ½ before this new student start time.

**Shortened Online Learning Days**: When inclement weather closes our schools to in-person learning, the district will institute a shortened online learning schedule. As a guest teacher, you may receive notification of your job being cancelled. **The guest teacher in a long-term assignment should follow the school administration instructions and prepare to take technology home to run the class.**

In case of inclement weather, or any natural disaster where schools are closed or delayed: SAM may call and/or email you about the cancellation of your job and SVVS will post a web alert. The most expedient means of communication is by calling the Newslane at 303-682-7387 or by checking the district's web site at [www.svvsd.org](http://www.svvsd.org). A shortcut to this information is [stvra.in/closures](http://stvra.in/closures). We also notify the local news stations or you may call the sub office at 303-682-7393 to listen for any further instructions.

The district automated system can also notify you of the closing if you have elected to set up your Infinite Campus Account (instructions located on page #9).

## Late Start School Days

All staff across our school district are committed to meeting our school and district goals for student achievement, well-being and partnerships. Professional Learning Community (PLC) Timetakes place for 2.5 hours, on 7 specific school days per year, specifically for this purpose. School buses will pick up students 2.5 hours later than originally scheduled. Guest teachers need to be at the school at least 30 minutes before Late Start begins. *The “PLC Times” schedule does not apply to preschool programs.*

**Please note: The teacher of your job on the late start days may not have set up your job with the 2 ½ hours late start time, please check the schedule in the back of the manual if you need the correct time to arrive.** The PLC late start days for 2023-2024:

September 6th	November 1st	December 6th	February 7th
March 6th	April 3rd	May 1st	

## Benefits - Guest Teachers are eligible for the following benefits:

- **Public Employee’s Retirement Association (PERA):** PERA provides retirement and other benefits to the employees of more than 400 government agencies and public entities in the State of Colorado. PERA is a substitute for Social Security for most of these public employees. Benefits are pre-funded, which means while a member is working, they are required to contribute a fixed percentage of their salary to the retirement trust funds. This percentage for employees of SVVS is 11% and SVVS contributes 21.4%.
- **Sick Leave:** Through the Healthy Family Workforce Act, SVVS Guest Teachers earn sick leave that can be used if a Guest Teacher is sick or any other reason stated under the Healthy Family Workforce Act. The earning rate is 1 hour per every 30 hours worked. Your usable hours are listed on your paystub as SAM Substitute HFWA. If you need to access these paid sick leave hours, you must do so within 24 hours after cancelling a previously accepted assignment. You can access these paid sick hours by logging into Kronos from the Classlink.svvsd.org website: <http://classlink.svvsd.org>
- **Employee Assistance Program (EAP):** EAP is a free, confidential, referral and counseling service available to balance the challenges of home, work, and contemporary life. The EAP can help you with marital and relationship counseling, child and elder care, alcohol and drug abuse, legal assistance and debt management. You may receive up to six counseling sessions per episode and available to you and your immediate family members. Call 24/7 to **ComPsych** at 855-699-6908 or visit the website at: [www.guidanceresources.com](http://www.guidanceresources.com) Web ID: SVVSD.
- **Employee Discount Program:** This program offers SVVS Employees special pricing on popular products and services, including discounts on Microsoft Technology. Find these discount(s) at <https://stvrainfoundation.org/flyers/discounts-for-svvsd-employees/>.
- **Professional Development Courses:** Guest teachers are eligible to take professional development classes offered by the Department of Learning Services. We highly encourage Guest Teachers to take any classes that will help to improve instructional delivery and classroom management. Classes are optional and available at <https://www.svvsd.org/departments/professional-development/>



## Treatment for Work-Related Injuries

Workers compensation pays for medical expenses and partial wage replacement for periods of temporary disability incurred due to work-related injuries. Please complete an Employee Injury Report and email it to **Heather Keith, [keith\\_heather@svvsd.org](mailto:keith_heather@svvsd.org) or Julie Gregory, [gregory\\_julie@svvsd.org](mailto:gregory_julie@svvsd.org)** on the day of the accident whenever possible. This report must be received within four working days of the accident. Please submit this report even if you do not think that you need medical attention for your injury. If you sustain an injury arising out of and in the course of employment, any medical treatment must be obtained from one of the Designated Providers listed below. These designated providers will make any necessary referrals for diagnostic services, therapy, specialist visits, etc.

*Non-emergency medical services rendered by any other providers will not be covered and the payment will be your responsibility.*

*Boulder - Peak Form Medical Clinic 695 S. Broadway, Suite A 303-402-9283*

*Boulder - Concentra 3300 28th Street 303-541-9090*

*Brighton - Peak Form Medical Clinic 1093 E. Bridge Street 303-655-9005*

*Broomfield - Concentra 290 Nickel St., Suite 200 303-460-9339*

*Broomfield - Peak Form Medical Clinic 1260 E 1<sup>st</sup> Ave. Unit A - 720-716-4518*

*Fort Collins - MBI (formerly Workwell) 1600 Specht Point Rd., Suite 115 970-672-5100*

*Greeley - MBI - (formerly Workwell) 2528 W. 16th Street 970-356-9800*

*Longmont - Concentra 1860 Industrial Circle, Suite D 303-682-2473*

*Longmont - MBI - (formerly Workwell) 205 S. Main St., Suite C 303-702-1612*

*Loveland - MBI - (formerly Workwell) 1608 Topaz Dr. 970-593-0125*

### After Hours Injuries

If you are injured after 5:00 p.m. and do not need immediate medical attention, please follow up with a Designated Provider the next business day. If you need immediate medical attention after 5:00 p.m., please seek treatment at an urgent care facility, then go to a Designated Provider the next business day for follow up care.

### Serious Injuries

Call 911 for injuries that seem life or limb-threatening. If you call 911, please schedule a follow up appointment with a Designated Provider as soon as possible.

**If you have any questions, please call Heather Keith at 303-682-7428.**



## Policies and Discipline

Please remember when you are subbing that you are the “Teacher of Record” for the classroom on that day. Classroom students are NOT your children or your friends; therefore:

- Guest Teachers should conduct themselves with professionalism and cordiality in all interactions and communications at all times.
- Report to the office of the assigned building at least 30 minutes prior to the reporting time listed in SAM so that you can get prepared for the day (i.e. review lesson plans, prepare materials, etc.).
- Practice appropriate touching boundaries - for example: never pat a student’s diaper, scratch a student’s back or massage their shoulders. Never touch, grab or restrain a student in a disciplinary, redirection or volatile situation unless there is an imminent risk of injury to self or others.
- Use active monitoring and supervision strategies and never leave children unattended.
- Do not offer or provide any food or drinks to students.
- Always have two adults if assisting a child to the restroom or diapering.
- Do not use profanity in the presence of students.
- Exceptionally difficult problems of student control should always be referred to the school administrator’s office.
- Personal injury to a student or teacher should be reported to the office immediately.
- Any student appearing to be ill should be sent to the office with a pass.
- No personal cell phones or other electronic devices should ever be used while you are responsible for supervising students.
- Personal work of any kind should be reserved for after work hours.
- Substitute employment is “at will,” temporary and on an as-needed basis by the District.

## Responsibilities of a Substitute

- Dress professionally, setting a good example for the students.
- Locate the classroom and introduce yourself to the teachers whose classrooms are next door or are in your vicinity.
- During your 30-minute pre-start time, review the classroom teacher’s daily schedule, lesson plan book, seating charts, textbooks and other materials.
- Complete all lesson planned activities before introducing any other materials. When introducing other teaching materials, ensure that they are age and ability-level appropriate, and that they align with District policies
- If the lesson plans are not available or inadequate for the length of substitution, contact the office and/or principal to check for any emergency plans.
- Check the attendance procedures of your assigned school.
- Start class immediately with the assigned work.
- Maintain classroom order. Refer any unusual incidents to the building principal or designated administrator.
- Keep all students in your classroom under supervision at all times. NEVER leave a class unattended.
- Consider all records and information pertaining to students as confidential.
- Maintain a professional attitude. Use extreme caution in expressing personal reactions and opinions about what you observe in the classrooms of various schools. Under no circumstances should a substitute criticize a regular teacher or the students in the presence of other teachers or students.
- Complete necessary reports and grading.

- Leave desk, books and room in order and a note or business card for the teacher with your name and phone number for future assignments.
- Prepare a summary of work covered and how the day went for the teacher, or complete the Feedback Form in SAM.

## After the Orientation

### 1. Setting up your SVVS Email

It is very important to create your SVVS email. This username and password will become your “Active Directory Account.” With your active directory credentials, you can sign into SVVS email, Infinite Campus and the SVVS Employee portal to view and sign your yearly Intent to Return Notification (I2R), tax forms and pay information. These credentials can also be used to sign into any computer located in the SVVS school system.

#### Step a: Password Reset

You will receive an initial password from HR and you need to change this initial password to one of your choice.

Web location to change password: <http://password.svvsd.org>

Sign in with your username: lastname\_firstname

Password: Initial password on the white card received from HR

Password rules

- Minimum length should be at least 20 characters and meet 2 of the below guidelines.
- Must not contain any character 3 times or more consecutively
- Must not have 5 consecutive characters from username
- Must not contain 8 consecutive character(s) from your old password
- Must not contain restricted patterns

#### Step b: Complete the security questions

While you are in the system to change your password, please set your security questions in case you ever need your password reset with DTS.

#### Step c: Sign into the SVVS email

The email address for your SVVS email is: [mail.svvsd.org](mailto:mail.svvsd.org)

Username: lastname\_firstname

Password: Newly created password in Step 1.

### 2: Completing the Guest Teacher Form

A Guest Teacher Form will be attached to your application or sent to your application email address.

### **3. Logging into Infinite Visions Portal (employee portal)**

- a. Open Infinite Visions (iv.svvsd.org) from your web browser.
- b. Select Login.
- c. Select Login to Employee Access.
- d. Type in your Username (lastname\_firstname@svvsd.org). Ensure you type in your full district email.
- e. Select “Next”
- f. Your Username should auto populate with your full District email address. Type in your Password.
- g. Select “Sign in”
- h. If this is your first time logging in to the Infinite Visions Portal, enter the following information:
  1. Your District email address
  2. Last four of your social security number
  3. Your birthdate
  4. The zip code for your home mailing address on file with the District.
- i. Select Submit to view your portal page.

### **4: Signing your New Hire Notice of Assignment**

- a. Log in to the Infinite Visions Portal per the instructions above.
- b. Click on My tasks.
- c. Select the New Hire Notice of Assignment
- d. Review the form by clicking View.
- e. Add a comment if needed.
- f. Select Accept
- g. Select Submit.
- h. After submission, the New Hire Notice of Assignment will appear in your Documents under My Tasks.

### **5. Emergency Closure Notification Set-up**

St. Vrain uses the automated system “Infinite Campus” to call subs for a late start or school closure. To request an update to your emergency call personal information, follow these steps:

- a. Log into Infinite Campus (ic.svvsd.org). Use St. Vrain email username and password and select “Single Sign-on (SSO)”
- b. Once in, on the left side of page go to Census > My Data
- c. Select > Click on Request DemographicUpdate.
- d. Under Demographic-New Record Request, select “I am adding or correcting my information.”
- e. Scroll down and make any changes you want to the Personal Contact Information - Emergency column.
- f. Then select Save Request back at the top of the page. You will not see the change automatically; the request will be processed within 24 hours.

## 6. When will I Gain Access to SAM?

### Once you have completed the following:

- \_\_\_\_ All your new employee paperwork online - attached to your application
- \_\_\_\_ Completed your SVVS fingerprints with HR
- \_\_\_\_ Set up your SVVS email
- \_\_\_\_ Sign your Guest Teacher form - attached to application
- \_\_\_\_ Sign your New Hire Notice of Assignment - located on your Employee Portal

### Then:

You will receive 2 emails which will be delivered to your new SVVSD email account—  
[www.mail.svvsd.org](http://www.mail.svvsd.org)

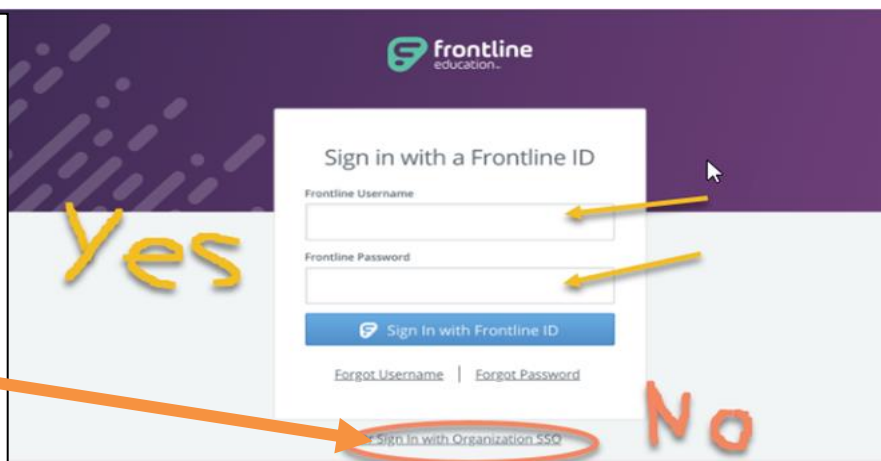
- a. An invite to create a Frontline ID for Internet access. **You must set up initial access by clicking the link in this email and, once completed, follow the instructions.**
- b. A welcome letter containing your ID number and 4- or 5-digit telephone access PIN.

### SAM Web Access — [app.frontlineeducation.co](http://app.frontlineeducation.co)

#### IMPORTANT NOTICE:

As a Guest Teacher in SVVS, you can **ONLY** sign in using your newly created Frontline ID at the web site: [app.frontlineeducation.com](http://app.frontlineeducation.com)

If you sign in by selecting “Sign in with Organization SSO” and use your SVVS Active directory credentials, the system will let you sign in but will then lock up your account. You will have to call the sub office to have your account reactivated.



Once logged in:

- Now you can view all available jobs right on the homepage. The jobs available for you to accept show in green on the calendar and in list form under the “Available Jobs” tab.
- The icon that looks like a sheet of paper indicates that this job has notes associated with it. These could be important notes from the teacher letting you know information about the job. Click the icon to view the notes.
- Some jobs may be multi-day jobs. Multi-day jobs will be indicated by a circle icon with a plus inside it. You will not be able to accept the job until you select the See Details/Hide Details button. This will reveal each individual day for the job, as well as a new button, Accept Multi-Day.

### **SAM Phone Access —1-800-942-3767**

- You will be prompted to enter your ID number followed by the # sign, then your PIN number followed by the # sign.

### **SAM's Call-Out Times**

- The morning call-out period is from 5:15 a.m. - 1:00 p.m. (The assignments SAM is calling for during this call-out period are for that day only.)
- The evening call-out period is from 4:30 p.m. - 9:30 p.m. (These calls are for future assignments.)

## **FAQs**

### **Q. I am a new guest teacher, where should I start?**

A: Once you receive your Welcome Letter and are able to access your SAM Portal, you can begin to set up your system preferences and find available jobs. Under Frontline Support, select the ?, where you can find help pages. Preference options allow you to define your preferred schools, call times and to change your PIN.

### **Q. Can an employee assign me, or request me for his/her absence?**

A. Yes, the employee can add you as one of their preferred 5 (these 5 Guest Teachers are notified 1st) or the employee can prearrange you in a job, but they must call you 1st and receive your positive acceptance of the job. Make sure the employees know your last name and phone number. It is a good idea to leave a business card with your name and phone number listed and then the teacher will have the information the next time they need a Guest Teacher.

### **Q. A teacher would like to prearrange me for a job and the system says I am not available. Why does this happen?**

- A. There are several reasons why this may happen: Log in to your profile.
1. Check your availability for that day; remember to check in another district which also uses Frontline's Substitute Absence Management.
  2. Make sure you have the school site selected on your profile.
  3. Make sure you don't have a non-work day set up in SAM
  4. Check the expiration of your Teaching License or Substitute Authorization.

### **Q. I have a background in Science, can I pick up a job teaching 1st grade?**

A. Yes please! As a guest teacher you may accept any job posted, even Special Education!

### **Q. What is a supplemental job?**

A. The Special Educational Department is required to conduct meetings with parents. The supplemental job may be in many different classrooms, so teachers can be in these meetings. You may be subbing in regular and/or Special Education classrooms.

### **Q. How can I qualify for a long-term assignment?**

A. Any active Guest Teacher in St. Vrain who holds a Teaching License or a 3 or 5-year Substitute Authorization may do a long-term assignment, with approval from the school's Administration. Preference may be given to Guest Teachers who have qualifications to teach the content of the class being filled, particularly in Title 1 schools.

### **Q. What if the days I am available to work change from week to week?**

A. If you have days or partial days when you are not able to substitute, you can create "Non-WorkDays" so SAM will not offer you jobs on those days. Click the Non-Work Days tab to view your non-work days and to create new ones. If you schedule a non-work day and need to cancel it the day of, you must contact the sub office.

**Q. I have been asked to sub in another classroom during my plan period(s). Am I required to give up my plan period(s)?**

A. The plan period is a scheduled time that a contracted teacher uses to create lesson plans for the next school day. As a Guest Teacher, unless you are in a long-term assignment, you are not required to create any lesson plans. Therefore, you may be asked to sub in another classroom or complete duties for the office during plan period(s).

**Q. I have a job scheduled and I wake up sick. How do I use my government provide sick leave?**

A. Guest Teachers now earn 1 hour of sick leave for every 30 hours worked. If a guest teacher is scheduled into a job and wakes up sick, this guest teacher can utilize the SAM Substitute HFWA.

**IMPORTANT: You must log these sick hours within 24 hours after cancelling a previously accepted assignment. Please follow these seven steps to access this leave.**

1. Open Classlink - [classlink.stvrain.org](http://classlink.stvrain.org)
2. Select the App: Kronos
3. On the home page- select "MY Timesheet"
4. On the timesheet - Click on the down arrow under "Time Off" - this action will pull up a list of options. You choose HFWA (Sick).
5. Enter the time in and time out on the line for HFWA (Sick). Save your changes by clicking on the Save button in the upper right of your timesheet.
6. Submit your Timesheet on a weekly basis. It is recommended each Monday to submit your Timesheet for the previous week.
7. When the Submit for approval window appears, select Submit.
8. Verify your Timesheet submission was accepted by selecting OK in the confirmation message.

**Q: What happens if SAM calls me and gets my voicemail?**

A: The system will not leave a message.

**Q. If a guest teacher was requested for a job and another guest teacher shows up for the same job, who gets the job?**

A. The person who accepted the job via SAM gets the job. If this happens, call the sub office to be placed into a different job.

**Q: It is a late start Wednesday and my job says I start at the regular bell time. What should I do?**

A. The preschool program and most of the charter schools may not follow late start protocol, so if you have selected one of these jobs, then report at regular time or call the school if you are in question. For any other jobs, report 2.5 hours later than the bell time listed in SAM, but still show up 30 minutes before this time as normal. The late start days are listed on page 4.

**Q. What would be a reason to send a child to the health room?**

A. The 8 major reasons are: Bleeding (beyond a Band-Aid fix), Burning up (fever), Broken Bones, Barfing, Breathing Problems, Blood Sugar issues (If Diabetic), Bump on the head and Bowel/Bladder issues.

Virtual Map of school locations: <https://www.svvsd.org/schools/maps-boundaries/>

Academic Calendar: <http://www.svvsd.org/about/departments/learning-services/school-calendar>

## Helpful Resources to Have a Successful Day Subbing in St. Vrain

### Ideas for Class Starter Activities from STEDI.org

**Note: Always follow the teacher's lesson plan first.**

The sooner you can get students on task, the easier it is to keep them engaged in constructive activities. Greet students at the door and ask them to start on the activity on the board while you work on attendance. Some permanent teachers may leave instructions for a starter activity to be completed at the beginning of class. If such an activity is not outlined in the lesson plan, use one of the ideas outlined below.

Would you rather...

- Would you rather have a panda or anteater as a pet? Why?
- Would you rather always have to ride your bike wherever you go or ride the bus? Why?
- Would you rather always have to say everything that came to your mind or never speak again? Why?
- Would you rather be able to fly or be invisible? Why?
- Would you rather be able to hear any conversation or take back anything you say? Why?
- Would you rather go on a one-week trip to a foreign country of your choice or take a four-week trip around your own country? Why?
- Would you rather get \$1000 right now or \$50 a month for the rest of your life? Why?

If you could only...

- If you could only eat one breakfast cereal for the rest of your life, which would it be? Why?
- If you could only eat at one restaurant for the rest of your life, which would it be? Why?
- If you could only have one superpower, what would it be? Why?
- If you could be one movie character, who would it be? Why?
- If you were an animal, which animal would you be? Why?

### Anagrams

See how many words you can create from any one of the following:

Apartment	Beware	Starting
Brownie	Aluminum	Bowling
Grease	Crayon	Friend
Oceans	Heredity	Strawberry

### Use These Words

Write a story using the following words:

magnifying glass, bucket, tree, fork, bookshelf, and computer



## Headlines

Choose any of the following headlines and write the story that should be associated with it: Duck

Walks Across Highway, Causes Pileup

Students at Local School Excel in Academics and Service Opportunities

Paper Skyrocket; Alternatives Looked Into

Alien Invasion Predicted for 2030

Grass Turning Purple Around the United States

Internet Goes Down for a Day, Chaos Everywhere

## Rhyming Words

Think of as many words as you can that rhyme with each of the following:

Sack

Cake

City

Car

Pen

Tire

Flag

House

Mountain

Snow

## Get to Know Names

Use this activity to get to know the children's names in the classroom:

Supplies: sticky notes and file folder

- Distribute a sticky note to each student
- Have student write name on sticky note
- Arrange the names in the file folder in the same configuration as the desks in the classroom

## Classroom Management Ideas from STEDI.org Refocusing the Classroom Strategies

1. Captivate and Redirect - To minimize major disruptions, often the best way is by capturing and redirecting students' attention. Involving students in an engaging and mentally challenging learning activity will help them settle back into the day's routine. For example: use one of the starter activities or a worksheet.
2. Whisper - Your first instinct in a situation where the entire class is noisy and off task may be to raise your voice. However, when students hear you speak loudly they may assume it is all right to raise their voices as well. A productive strategy is to whisper. Move to the front of the room and begin giving instructions very quietly. As the students begin to hear you, they will need to become quiet in order to understand what you are saying. Once you have the attention of the class, you can give instructions as needed.
3. Write and Erase - If students are between activities and talking among themselves, one way to get their attention and give further instructions is to begin writing and erasing the instructions on the board, one word at a time. For example, if you want them to get their science books from their desk and place on top, you would write: "Get" on the whiteboard and then erase it. Next, write "your" and erase it. Then "science" and erase it, etc. Students will soon become involved in what you are writing and realize that they are missing the instructions. You will quickly have their attention.

## Strategies for Handling Difficult Situations - from STEDI.org

The best strategy for handling negative circumstances varies with each situation. The most important thing is to stay calm and emotionally detached so you can evaluate and manage the situation professionally.

1. Acknowledge and Redirect - A negative comment is often the result of an emotional response. Ignoring the student could evoke more comments and perhaps aggression. Teacher: "I understand you are angry right now. However, the expectation for the class right now is to sit down and begin completing the assignment on page 2. We will discuss the situation after class."
2. Get Help - If you feel that you or any student are in danger of physical harm, stay calm and immediately call or send someone to the office to get help. Once the situation is under control, document the event by recording what happened, what you did or said, what the student said or did, as well as the actions of anyone involved.

### Situation 1: Criticism

On a daily basis in order to remove oneself from criticism, there is a classroom management strategy called "catch'm being good" which shifts the teacher's focus from unwanted behaviors to wanted behaviors and offers praise for desired actions. Do your best to have at least eight positive interactions for every one negative interaction with a student.

According to STEDI.org, there are two words that can stop most protest from any student and let you take control of the situation. These words are "I understand"

### Situation 2: Common Sense

This situation is when the teacher attempts to use common sense, reasoning or logic to try to persuade a student to change their behavior. This does not work because the students are not given any incentives to change the negative behavior.

Example: Teacher: "Johnny if you don't sit down and do your problems, you are going to have a lot of homework. You tell me you will get done, but I don't see how at this rate. It is up to you to get this work done."

Instead Try: Teacher: "Johnny you got the first problems right! However, you have quite a few more to go. If you want to join in reading time later, you should sit down and complete this work. I'll come back in a few minutes to check on you."

### Situation 3: Questioning

To prevent this situation, avoid asking questions to the students about their bad behavior. Example: Teacher- "Why are you not completing your assignment? Student- "Because it is boring." Teacher- Why is it boring? Student- "Because nobody cares about this stuff." --The questions never stop.

Instead Try: Teacher: "What do you need to be working on?" Student: "She is talking to me" Teacher: What do you need to be working on right now?" Student: "My assignment" Teacher: Thanks for working on that, I will check back in a minute.

### Situation 4: Sarcasm

Sarcasm destroys the positive classroom environment. The use of sarcasm suggests that you, the teacher, do not know any better way to interact. Example: Teacher: "Well isn't it nice that you all decided to finally act like humans instead of wild animals. I am glad it only took half the class time to do it. I wonder if you are all the slowest and loudest children in the school. Now sit down and get ready to work"

Instead Try: Teacher: "It is this classroom's rule that everyone is seated and ready to work once the bell rang. I really appreciate those of you who are seated and are ready to go."

#### Situation 5: Despair and Pleading

On the days when everything is going wrong, it is tempting to confide your feelings of inadequacy with the students, but don't do it. Example: Teacher - "Everyone please do me a favor and sit down and do your work. I can't think of what to do next? How do you think I should handle this?" Student - "Are we the teacher or you because we don't know, and you should know!" The best way to overcome this situation, is by being prepared with several classroom management strategies. All classes are different so use the positive verbal reinforcement with one class and maybe a sticker reward with a different one. If a strategy isn't working, don't be afraid to try a different one.

#### Situation 6: Threats

This situation is one step above the despair and pleading situation and threats are usually unreasonable and unenforceable. Avoid this situation by planning ahead. State both expectations and appropriate consequences in advance, then reinforce appropriate student behavior and follow through with consequences.

#### Situation 7: The Physical and Verbal Force Situation

The use of physical or verbal force is absolutely inappropriate. To avoid this situation, concentrate on restating expectations, keep your cool, count to ten, or get the teacher next door. Do whatever it takes to keep from resorting to force of any kind,

#### Other Ways to Say "Good Job"

- Super
- That's Good
- Good Work
- You are learning fast
- You are on the right track
- Nice going
- Beautiful
- Wow
- Terrific
- Marvelous
- I like that
- Way to go
- Cool
- You have the hang of it
- I'm impressed
- Super-Duper
- It looks like you put a lot of work into this
- Keep on trying
- Good going
- That's clever
- You make it look easy
- Awesome

These suggestions are from: Substitute Teacher Handbook 9th edition - To purchase the book or to receive online training: visit [www.STEDI.org](http://www.STEDI.org).

## Educational Activities for Kids (Please follow all lesson plans before introducing this material)

### Math

- [www.coolmath-games.com/](http://www.coolmath-games.com/) (Elementary)
- [www.funbasedlearning.com](http://www.funbasedlearning.com) (Middle School)
- [www.math-play.com/](http://www.math-play.com/) (1st-8th grade, games broken down by grade level)
- [www.multiplication.com](http://www.multiplication.com)
- [www.coolmath4kids.com](http://www.coolmath4kids.com)

### Reading

- <http://www.funbrain.com/>  
Geography (great way to learn states and capitals)
- [www.sheppardsoftware.com/](http://www.sheppardsoftware.com/)

### General

- <http://freerice.com/category>  
(all ages, a wide variety of categories)
- <http://www.coolmath.com/>  
(best for Elementary, features math, geography, and reading)

## Short Video Clips on Classroom Management

- Sign into SAM - Select Course Library and then Resource Library

The screenshot displays the SAM interface for St. Vrain Valley School District. The top navigation bar includes 'Absence Management' and the district name. A left sidebar lists navigation options: Home, Available Jobs, History, Feedback, Preferences, Course Library, and Resource Library. The main content area shows search filters for License (None), Grade (None), Type (Course), and Subject (General), with the Topic set to Classroom Management. It indicates 21 results. Three video thumbnails are visible, all titled 'Substitute Teaching - Advanced Classroom'. The first two have a duration of 01:00 and 86 likes, while the third has a duration of 03:00 and 94 likes. Each thumbnail includes a brief description of the course content. Blue arrows point from the 'Resource Library' link in the sidebar to the video thumbnails, and from the 'Sign into SAM - Select Course Library and then Resource Library' instruction to the same area.

## Safety and Security Standards

The St. Vrain Valley Schools Board of Education (BOE) is committed to maintaining a safe work environment as well as providing every opportunity for students to have a productive and positive educational experience. Policies, procedures and protocols have been developed to support student achievement and global success.

All St. Vrain schools have plans and procedures in place for handling crisis situations. As part of the plans, schools conduct practice drills for fire, severe weather, and other situations. Teachers play a crucial role in all emergency procedures and guest teachers may be responsible for a class of students when an emergency procedure is employed. In addition to remaining calm, the following suggestions may help a guest teacher be better prepared in the event a crisis occurs.

**Ask the Office:** As a guest teacher checks-in at the office, the guest teacher should take a moment to ask what the crisis procedures are for that school.

**Check out the Classroom:** When arriving at the classroom, a guest teacher should take a few minutes to look around and locate the following:

- Standard Response Protocol (SRP) poster in the classroom.
- Fire evacuation maps that show primary and secondary routes.
- A class roster & Red/Green card

**Meet Neighboring Teachers:** If you have the opportunity, introduce yourself to a neighboring teacher. This will provide you with someone you can ask for assistance, or to help clarify any internal school procedures.

**Be prepared for Emergencies:** Think through possible situations and how to deal with them before they happen:

- If a child is ill...
- If a student gets a cut or abrasion....
- If a student faints....
- If a student has an "accident"....
- If a student gets a bloody nose....
- If a student has a seizure....

## Standard Response Protocol (SRP) information

- SRP information link at <https://iloveguys.org/srp.html>

### Mandatory Reporting

All employees of SVVSD, including substitute teachers, are considered mandatory reporters of child abuse or neglect. If a student discloses any information to you that may be considered abuse or neglect, or if you suspect a student may have been abused or neglected for any reason, it is your legal responsibility to immediately report this to law enforcement or the Boulder County Human Services Department, AND you must promptly notify a school administrator and/or counselor. The administrator or counselor can also provide you with guidance to ensure the incident is properly reported. Do NOT attempt to investigate the issue. Please see the below image for a few helpful tips. If you would like more information about this topic, please see: <https://co4kids.org/> for more details.

## **Pro-Active Instructional Strategies and Classroom Accommodations**

### **If a child discloses to you, DO:**

- Remain calm and have someone continually present.
- Reassure the child that he/she has done the right thing by telling someone.
- Remember any concrete information.
- Reassure your support for him/her.
- Inform them of the law to report abuse to someone who has helped children and families in similar situations.
- Report the incident to the proper authorities immediately.

### **If a child discloses to you, DO NOT:**

- Promise confidentiality.
- Express panic or shock in reaction or expression.
- Ask questions, dig for detail, or investigate.
- Make negative comments about the perpetrator.
- Disclose the information indiscriminately. Tell only those who need the information to protect the child
- Make judgments.
- Rush or interrupt the child.

### **In the Classroom:**

- Provide a sense of security.
- Communicate at eye level and acknowledge that the issue is available and accessible during down times in the classroom.
- Create structure:
  - Provide limits and clear direction to create a sense of parameter and safety.
  - Identify and reassure the child's strengths, individual talents and qualities that make them who they are.
- Provide consistency
  - Establish routines and clear expectations. Report any inappropriate behavior immediately.

### **Home School Connection:**

- Be sensitive and do not make assumptions –you are reporting a suspicion, not making an accusation.
- If requested by the family, offer any available school resources for support.
- Offer an encouraging note home of student progress.
- Your student may be experiencing a change in living situations, which may impact sleep patterns, mood, and attentiveness.

## **Access Control/Visitor Management**

- If an external door is unlocked for passing period or lunch, a staff member must be within line of sight of the door until it's locked.
- District assigned keys and key cards: District keys, codes, and access cards shall not be loaned for any reason.
- District keys and access cards that have been lost or misplaced must be reported immediately to a direct supervisor. Additionally, a lost key report form must be completed in order for a replacement to be issued.

Important Note: External door propping or providing access by bypassing the A-phone system is strictly prohibited. Student and staff safety is our #1 job!

### **Reporting Threatening or Concerning Behavior:**

It is critical for staff to report concerns immediately to a school administrator or direct supervisor. Your observations and concerns may be one piece of a much bigger picture that helps prevent harm to someone. Don't hesitate to report concerns.

**Any Questions, please contact:**

**Richard Peebles**  
Ex Director of Safety and Security  
St. Vrain Valley Schools  
Office - (303)682-7207  
(Internal x57207)  
Cell - (303)746-9060



<b>Alpine Elementary (PK-5)</b>	<b>Altona Middle School (6-8)</b>
2005 Alpine St., Longmont, CO 80501	4600 Clover Basin Drive, Longmont, CO 80503
720-652-8140	720-494-3980
<b>Aspen Ridge Preparatory School (K-5)</b>	<b>Black Rock Elementary (PK-5)</b>
705 Austin Ave., Erie CO 80516	2000 Mountain View Blvd., Erie, CO 80516
720-242-6225	720-890-3995
<b>Blue Mountain Elementary (PK-5)</b>	<b>Burlington Elementary (PK-5)</b>
1260 Mountain Dr., Longmont, CO 80503	1051 S. Pratt Pkwy, Longmont, CO 80501
720-652-8220	303-776-8861
<b>Carbon Valley Academy</b>	<b>Centennial Elementary (K-5)</b>
4040 Coriolis Way, Frederick, CO 80530	10290 Neighbors Parkway, Firestone, CO 80504
303-774-9555	720-652-8240
<b>Central Elementary (PK-5) (Bilingual)</b>	<b>CETC - Career Elevation &amp; Technology Center</b>
1020 4th Avenue, Longmont, CO 80501	1200 S. Sunset Street, Longmont, CO 80501
303-776-3236	303-772-3333
<b>Coal Ridge Middle School (6-8)</b>	<b>Columbine Elementary (PK-5) (Bilingual)</b>
6201 Booth Drive, Firestone, CO 80504	111 Longs Peak Avenue, Longmont, CO 80501
303-833-4176	303-776-2840
<b>Eagle Crest Elementary (PK-5)</b>	<b>Erie Elementary (PK-5)</b>
4444 Clover Basin Dr, Longmont, CO 80503	4137 E. County Line Rd., Erie, CO 80516
303-485-6073	303-828-3395
<b>Erie Middle School (6-8)</b>	<b>Erie High School (9-12)</b>
650 Main Street, Erie, CO 80516	3180 County Road 5, Erie, CO 80516
303-828-3391	303-828-4213
<b>Fall River Elementary (PK-5)</b>	<b>Firestone Charter Academy K-8</b>
1400 Deerwood Drive, Longmont, CO 80504	5753 Twilight Ave., Firestone, CO 80504
720-652-7920	303-772-3711
<b>Flagstaff Charter Academy ( K-8)</b>	<b>Frederick Senior High (9-12)</b>
2040 Miller Drive, Longmont, CO 80501	5690 Tipple Parkway, Frederick, CO 80504
303-651-7901	303-833-3533
<b>Grand View Elementary (PK-5)</b>	<b>Highlands Elementary (PK-5)</b>
6601 Aggregate Blvd, Frederick, CO 80516	475 Highlands Cir, Erie, CO 80516
303) 702 - 8000	(303-702-8040
<b>Hygiene Elementary (K-5)</b>	<b>Indian Peaks Elementary (PK-5) Bilingual</b>
11968 North 75th Street, Hygiene, CO 80503	1335 South Judson Street, Longmont, CO 80501
720-652-8021	303-772-7240



<b>Innovation Center</b>	<b>LaunchED - Virtual Academy</b>
33 Quail Road, Longmont, CO 80501	Online only- Trained Guest Teachers only
(303)702-8200	(303) 702-8800
<b>Legacy Elementary (K-5)</b>	<b>Longmont Estates Elementary (PK-5)</b>
7701 Eagle Blvd, Frederick, CO 80504	1601 Northwestern Rd, Longmont, CO 80503
720-652-8160	720-652-8101
<b>Longmont High School (9-12)</b>	<b>Longs Peak Middle School (6-8)</b>
1040 Sunset Street, Longmont, CO 80501	1500 14th Avenue, Longmont, CO 80501
303-776-6014	303-776-5611
<b>Lyons Elementary (PK-5)</b>	<b>Lyons Middle/Senior High School (6-12)</b>
338 High Street, Lyons, CO 80504	100 McConnell Drive, Lyons, CO 80540
303-823-6915	303-823-6631
<b>Main Street School</b>	<b>Mead Elementary (PK-5)</b>
820 Main Street, Longmont, CO 80501	520 Welker Avenue, Mead, CO 80542
303-678-5662	970-535-4488
<b>Mead Middle School (6-8)</b>	<b>Mead High School (9-12)</b>
620 Welker Avenue, Mead, CO 42805	12750 WCR 7, Longmont, CO 80504
970-535-4446	720-494-3940
<b>Mountain View Elementary (PK-5)</b>	<b>New Meridian High School (9-12)</b>
1415 14th Avenue, Longmont, CO 80501	1200 S Sunset Street, Longmont, CO 80501
720-652-8261	720-494-3961
<b>Niwot Elementary (PK-5)</b>	<b>Niwot High School (9-12)</b>
8778 Morton Road, Niwot, CO 80503	8989 E. Niwot Road, Niwot, CO 80503
303-652-2828	303-652-2550
<b>Northridge Elementary (PK-5) Bilingual</b>	<b>Prairie Ridge Elementary (K-5) Bilingual</b>
1200 19th Avenue, Longmont, CO 80501	6632 St. Vrain Ranch Blvd., Firestone CO 80504
303-772-3040	720-494-3641
<b>Red Hawk Elementary (PK-5)</b>	<b>Rocky Mountain Elementary (PK-5) Bilingual</b>
1500 Telleen Ave., Erie, CO 80516	800 East 5th Avenue, Longmont, CO 80504
303-774-2700	303-772-6750
<b>Sanborn Elementary (PK-5)</b>	<b>Silver Creek High School (9-12)</b>
2235 Vivian Street, Longmont, CO 80501	4901 Nelson Road, Longmont, CO 80503
303-772-3838	720-494-3721
<b>Skyline High School (9-12)</b>	<b>Soaring Heights (PK-8)</b>
600 E. Mountain View Ave., Longmont, CO 80504	3280 County Rd 5, Erie, CO 80516
720-494-3741	(303) 702-8020

<b>SPARK! Discovery Preschool (PK)</b>	<b>Sunset Middle School (6-8)</b>
555 8 th Street, Frederick, CO 80530	1300 S. Sunset Street, Longmont, CO 80501
720-652-7906	303-776-3963
<b>Thunder Valley (K-8)</b>	<b>Timberline (PK-8)</b>
600 5 th Street, Frederick, CO 80530	233 E Mountain View, Longmont, CO 80504
303-833-2456	303-772-7900
<b>Trail Ridge Middle School (6-8)</b>	<b>Twin Peaks Charter Academy (K-12)</b>
1000 Button Rock Dr., Longmont, CO 80504	340 South Sunset, Longmont, CO 80501
720-494-3820	303-772-7286
<b>Westview Middle School (6-8)</b>	
1651 Airport Road, Longmont, CO 80503	
303-772-3134	



