

2025 - 2026

SUBSTITUTE TEACHER HANDBOOK

S



SCOTTSBLUFF
PUBLIC SCHOOLS
EVERY CHILD, EVERY DAY



Dear Scottsbluff Public Schools Employees:

Welcome back for the 2024-2025 school year! We are very pleased to present you with the Scottsbluff Public Schools' Substitute Employee Handbook. This handbook is designed to let all of us know about the policies and procedures of our school district.

As a Scottsbluff Public School Substitute Teacher, you are part of a vital component of our educational organization. It is through the collective efforts of all employees that we make a substantial difference in the lives of our students. For your efforts in the 2024-2025 school year, we thank you in advance.

We are very happy and very proud to be a part of the Scottsbluff Public Schools. We are honored to be a part of the team that will make a difference for our students. We hope this year is filled with great things for you and for Scottsbluff Public Schools.

SBPS MISSION STATEMENT

Our Mission:

"Every Child, Every Day!"

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SECTION 1 - INTRODUCTION

Purpose and Overview of the Substitute Teacher Handbook

The purpose of this handbook is to assist in understanding your duties and responsibilities as a substitute teacher with Scottsbluff Public Schools (SBPS).

This handbook is divided into six sections:

1. **Introduction** contains the purpose and overview of the Substitute Teacher Handbook and the role of the substitute teacher in the educational process.
2. **Responsibilities of a Substitute Teacher** contains a list of expectations, general guidelines, responsibilities, classroom management tips and tips on organization.
3. **General Substitute Teacher Information** contains requirements for substitute teaching, payroll information, terms of employment and frequently asked questions.
4. **Safety in Schools** contains information on the safety of students and personnel.
5. **SmartFind Express** contains an overview and quick reference information for this automated system.
6. **SBPS Resources** contains tools and links which are helpful in navigating the Scottsbluff Public Schools System.

Substitute Teacher Overview

The Scottsbluff Public School System considers substitute teachers to be an integral part of the educational program. As such, substitute teachers are expected to maintain a professional attitude toward their work and always keep in mind the school system's goals. Effective substitute teachers make a positive impact on students.

Substitute teachers are assigned on an as needed basis and are considered to be temporary employees. Substitute teachers receive no district contribution towards benefits and are assigned due to teacher absences or position vacancies. Payment for substitute teachers is based on a half (4.5 hours or less) or full day (over 4.5 hours) assignment and may be daily, or extended assignment.

Substitute teachers should, in most cases, be provided with lesson plans, schedules and seating charts. Additional information to assist the substitute teacher will be provided by school administrators, team leaders or the department chairperson.

Substitute teaching assignments may change based on the needs of the individual school. A substitute teacher may be asked to accept assignments outside his/her background or educational training. They may be asked to cover classes during a planning period. It is not expected that a substitute teacher will be able to teach new or unfamiliar material, but rather make every attempt to follow the lesson plan and manage student behavior in the most positive way possible.

SECTION 2 - RESPONSIBILITIES OF A SUBSTITUTE TEACHER

Substitute teachers must sign in at the school office when they arrive for their assignment. They must also present the job number assigned to them through the automated system (SmartFind Express). The school secretary can answer questions regarding sign-in procedures.

Substitute teachers are expected to do the following:

- Follow the lesson plan left by the teacher and ensure students complete all assigned tasks.
- Maintain a safe environment.
- Keep students under direct supervision at all times.
- Refrain from touching any student for any reason.
- Use appropriate language at all times.
- Use materials provided by the teacher or other school personnel.
- Avoid engaging in or encouraging discussions of inappropriate or non-school related topics.
- Become familiar with emergency procedures.
- Notify school administration of any unusual incidents which may have occurred during the school day.
- Leave information concerning the day's activities for the teacher.
- Check with the building administrator before leaving an assignment early at the end of the day.

- Refrain from the use of cell phones for making or receiving calls or texting while students are present (except in the case of an emergency).
- Refrain from the use of laptops and ear-pieces. Substitute teachers are not to share personal social networking sites such as email addresses, Facebook, Instagram, or TikTok pages etc. with students.
- Follow all school rules, district policies, and the directives and expectations of building administrators.

Standards of Professional Conduct

Our school community encompasses a wide variety of races, ethnicities, cultures, and religions. SBPS employees strive to treat every student and staff member with respect. School personnel perform on two equal levels: as professionals dealing with clients and as adult role models shaping young lives.

Professional Attire

It is the policy of the District that substitute teachers should project a professional/business to business casual like image unless subject matter (or the day's activities) requires otherwise. Good taste and common sense should be exercised by employees. Clean, professional, business to business-casual-like attire is the appropriate dress for employees.

Unacceptable Dress

- Clothing that is torn, worn, dirty or frayed;
- Blue jeans (with exceptions as approved by the administrator of the building);
- Clothing that reveals too much cleavage, chest, midriff or back;
- T-shirts (with exceptions as approved by the administrator of the building);
- Flip flops or thongs;
- Extreme short skirts;
- Sheer or see-through clothes;
- Shorts (with exceptions as approved by the administrator of the building);
 - Appropriate shorts may be worn during summer school
- Sweatpants or exercise pants; and/or,
- Clothing with potentially offensive words, logos, or graphics.

Tobacco Free Workplace (Board Policy 1120 - Tobacco Policy)

It is the policy of the Scottsbluff Public Schools' Board of Education that out of concern for the health and well-being of all students, staff, and patrons, and the belief that all tobacco products (including lookalike or synthetic substances like vaping and e-cigarettes) are harmful, a totally tobacco-free environment is instituted for the district of Scottsbluff.

Use of smoking and chewing tobacco (including lookalike or synthetic substances like vaping and e-cigarettes) products are prohibited in all school buildings, structures, vehicles, and on all school property.

This policy will apply to all school activities and at all events where school facilities are made available to the public, through lease agreements, or otherwise.

Drug Free Schools/Workplace (Board Policy 4009 - Drug Use)

Scottsbluff Public Schools has a vital interest in maintaining safe, healthful, and efficient working conditions for all of its employees. Being under the influence of a drug or alcohol on the job poses serious safety and health risks, not only to the user, but to all those who work with or otherwise come into contact with the user. The possession, use, or sale of an illegal drug or alcohol on the job also may pose unacceptable risks for safe, healthful, and efficient operations.

The Scottsbluff Public School's stance against alcohol and drug use in the workplace is not a "moral" issue; rather, it is an issue that affects our health, our safety, our families, and our pocketbooks. Studies show that drug and alcohol use in the workplace may be the single greatest factor responsible for industrial accidents and injuries, declining productivity, employee theft, and low employee morale.

The Drug-Free Workplace Act of 1988 requires federal contractors and recipients of federal grants to publish and implement a drug-free workplace program. In addition, the U.S. Department of Transportation and the Federal Highway Administration has issued regulations that require drug testing for truck drivers under circumstances not required for other employees.

Accordingly, it is the school's right, obligation, and intent to maintain a safe, healthful, and efficient working environment for all its employees and to protect Scottsbluff Public School's property, equipment, and operations from the risks associated with drug and alcohol use in the workplace.

"Reasonable Suspicion Testing" – Scottsbluff Public Schools will require current employees to submit to testing for controlled substances and/or alcohol when a school administrator believes it has "reasonable suspicion" to suspect a violation of this policy. While "reasonable suspicion" cannot be defined with precision, it certainly includes irrational or unusual behavior; reporting to work in an apparent unfit condition; and conduct of a similar nature.

Employees who are requested to undergo "reasonable suspicion" testing will be transported to Regional West Medical Center, Western Pathology Consulting, Inc., or other clinic or laboratory as set forth in Nebraska Revised Statute § 48-1903 by a SCHOOL representative. The employee will be required to sign a consent form authorizing the testing. Refusal to sign the form or submit to the drug test and/or alcohol test, as well as any attempt to invalidate or tamper with the test, will subject the employee to disciplinary action, up to and including discharge.

Confidentiality

Employees should not discuss school matters outside the job nor discuss confidential or personal information about students or staff. Requests from anyone, including fellow building staff members, for personal information about students should be referred to the principal. Refer to Board Policy 6600 - "Special Education."

Internet Safety and Acceptable Use Policy (Board Policy 6800 - Internet Safety Policy)

The Board supports the use of computers, technology, and the Internet in the District's instructional program as a resource to educate and inform. The use of these resources shall be consistent with the curriculum adopted by the District and shall be employed in an appropriate and responsible manner to meet the varied instructional needs, learning styles, abilities and developmental levels of students in accordance with the Internet Safety and Acceptable Use Policy.

Social, Collaborative, Interactive, and Responsive Technologies Policy

The District supports the use of technologies such as blogs, wikis, podcasts, and online photo management software for educational purposes and communicating with the community. These technologies are considered an extension of the classroom and are approved for use to convey information about district services; promote and raise awareness of the District; and communicate with employees, students, and community members. The District also acknowledges that employees may choose to utilize these technologies – such as Twitter and Facebook, on their own time. Refer to Board Policy 6800 - Internet Safety Policy.

Harassment by Employees (Board Policy 4003 - Anti-Discrimination, Anti-Harassment, and Anti-Retaliation)

Harassment of employees, students, volunteers, or visitors will not be tolerated in the School District. School district includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the District. Harassment may include sexual harassment, including gender-based harassment. Harassment includes, but is not limited to, racial, religious, national origin, marital status, disability and gender-based harassment (sex-based harassment). Harassment by Board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Attendance

Punctual and regular attendance is an essential responsibility of each substitute teacher. Tardiness or absence causes problems for students and administrators and disrupts the educational program. If you accept an assignment you are expected to show up on time. Consistent patterns of excessive cancellations, "no shows", or tardiness may result in removal from the substitute system.

Classroom Management Tips

The following tips, if practiced routinely, may help eliminate classroom problems before they begin. Take control early and let students know that rules will be enforced. Explain how you intend to manage the classroom through the instructional period. Help students understand your intentions with a lesson. Making lessons interesting will help you keep students interested. Students are familiar with discipline plans left by their teacher; please try to follow them.

1. **Manage first impressions.** The first impression you give students will set the tone for the rest of the classroom. Arrive early to be sure you have time to read the day's schedule, any plans the teacher may have left, and other rules and procedures you need to know. Time spent looking for that information later is an invitation for students to get out of control. When students arrive, greet them as they walk in the door. At the beginning of class, introduce yourself and communicate your expectations of classroom behavior.
2. **Enforce classroom rules.** Once you have laid out the rules and expectations, there is no excuse for misbehavior. Nip discipline problems in the bud by addressing them as soon as they happen.
3. **Proximity is a good strategy.** Moving around the room will keep all students involved in the lesson. Moving to students who are causing problems will sometimes get them to stop acting inappropriately.
4. **Relocate students who are disruptive.** This should be done if other requests to stop the undesired action have failed. Asking students to change seat locations may be disruptive and challenging.
5. **Private conferences are a good option for disruptive students.** Never degrade or intimidate students when disciplining. Always stick to the rules. Remember, being fair and consistent is an important feature of working with students.
6. **Exercise self-control by always being in control.** As an adult in the classroom, the substitute teacher is expected to be the authority figure. Treat all students with respect. Avoid discussions that contain controversial topics, personal qualities, decisions, opinions, or judgements.
7. **Project a good attitude and a feeling of self-confidence.** If you have a cheerful, confident, enthusiastic feeling about substituting, you can provide a rewarding experience for yourself and the students involved.
8. **Be honest.** Don't be afraid to admit to a student that you do not know the answer to a question, but say that you will try to find an answer for the student.
9. **Be positive.** Ensure that you start a class by being positive and convey that you will leave the students something of value. Positive interactions with students far outweigh negative interactions.
10. **Building good relationships.** Building a good student/teacher relationship will increase your ability to manage the classroom.
11. **Expect the unexpected.** Be ready for contingent action. Stay in control and be flexible.

Are You An Organized Substitute Teacher? Keeping track of assignments requires good organizational skills. Keep a personal calendar at home and when on an assignment. An administrator or teacher may want to book a certain date during your assignment, and having a calendar of future commitments will make it easy to give an accurate answer.

When reporting to each assignment, make sure to have completed any paperwork the school requires. When turning in paperwork, make sure your name is spelled correctly and that your employee number is correct.

Keeping a personal calendar is also critical for keeping track of the days worked and days paid. There can be a delay of days or weeks between the date of your assignment and receipt of payment. Taking the initiative to manage your assignments with a personal calendar will help make certain that you are paid correctly. The calendar on SmartFindExpress will also assist in keeping track of jobs.

Tips for Successful Substitute Teaching

- Arrive at school on time.
- Sign in at the front office. Be sure to record the job number.
- Ask for the school's Substitute Teacher Handbook (if available)
- Check for emergency procedures and become familiar with them.
- Find out how attendance is recorded and keep accurate attendance records.
- Follow the lesson plans and have students complete all tasks the teacher has assigned.
- Leave a note for the teacher at the end of the day to inform them of the day's activities.
- Leave the classroom in good order.

Benefits of Being a Substitute Teacher

- Gain classroom experience without all the nightly work and preparation
- Experience different schools and their environments
- Be better prepared for interviews by meeting administrators
- Teach and learn a variety of educational materials
- Get to know people – network in the school system
- Learn about possible vacancies
- Gain confidence in your ability to teach
- Practice classroom management techniques
- Flexible work schedule and assignment locations-your choice
- Satisfaction of being a part of a student's educational process

SECTION 3 - GENERAL SUBSTITUTE TEACHER INFORMATION

Work Assignments and Reporting Times

SmartFind Express begins calling substitutes at 6:00 a.m. during the week and continues until a substitute accepts the job. Evening calls begin at 6:00 p.m. and end at 9:00 p.m.

Substitute teachers should report 10 minutes before school starts and plan to stay 30 minutes after the school day or assignment ends. In case of an emergency need for a substitute during the school day, the substitute may be asked to report on short notice. We realize having to report on short notice is an inconvenience, but we do appreciate a substitute's willingness to accept such an assignment.

Substitutes whose endorsed area is the same as a class that needs a teacher will generally be called first. An attempt is made to give all substitutes an opportunity to work as often as possible; however, a teacher and principal requests for specific substitutes are honored.

When a teacher has scheduled an absence in advance for such things as personal leave, professional development and coaching duties, the available dates will be displayed in the SubFinder system where you will be able to take action on filling those positions. Jobs can be scheduled out 180 days from the scheduled leave.

Cancellation of Assignments

When a substitute teacher accepts an assignment they have made a commitment to the school. Assignments should only be canceled in case of an emergency. When an emergency arises the substitute teacher should cancel the job with the automated system as soon as possible. (See Quick Reference Card for cancellation procedures). The substitute teacher should also contact the school to inform them they have canceled the assignment. If a teacher must cancel an assigned job they will cancel the job in the system and direct the system to notify the substitute teacher of the cancellation. Once a job has been canceled by the teacher, the substitute teacher's availability will be reactivated with the automated system and they will be eligible to accept other assignments.

Inclement Weather

During inclement weather, substitute teachers should listen to local media stations or check the www.sbeps.net for delayed openings, early dismissal, or closings. When schools are delayed, substitute teachers should adjust the reporting time and arrive 30 minutes prior to the opening of schools. If a substitute teacher is unable to report they must follow cancellation procedures and notify the school. Substitute teachers scheduled to work a half day assignment on the day of a delayed opening must call the school to confirm that a substitute teacher is still needed. Substitute teachers scheduled to work for a full day will receive a full day's pay if there is a delayed opening or early dismissal. When schools are closed all substitute teacher assignments will

automatically be canceled by the system. Substitute teachers are not paid for assignments when schools are closed due to weather emergencies.

Payroll

Substitute teachers are paid on the 21st of each month for all dates worked during the previous month. If the 21st falls on a weekend or holiday, payday is the last working day before the 21st. Pay will be directly deposited to the substitute teacher's bank account or pay card. Substitute teachers are responsible for notifying the Human Resources Department of name/address/phone number changes. Name changes must be accompanied by a copy of an updated social security card with the new name. Employee Access is a web based application program used to view and print payroll stubs, and view your tax status. You can access Employee Access by logging into a computer with web access to <https://scottsbuffpsne.tylerportico.com/tesp/employee-selfservice>. You will then click on the "My Pay" tab in the menu bar and then "Pay & tax information". The system will default to the most recent pay stub. You can review historical data at your convenience 24x7.

If you have questions regarding your payroll for any given month, please check with the building secretaries to make sure they have submitted the proper number of days for you in each building.

Full day jobs are anything over 4.5 hours; a half day is 4.5 hours or less. The Substitute Pay Scale is established by our Board of Education as follows:

SUBSTITUTE TEACHERS

As per Board Policy 4133 - Substitute Teachers, the daily rate of pay for substitute teachers is to be determined by the Board of Education. The rate of pay will be as follows:

Days of Teaching	Daily Rate
1-45	\$150
46-74	\$160
75 +	\$180
SBPS Certificated Staff Contracted 4 years + or 20+ years of teaching and/or administrative experience to be verified	\$180
Everyday Substitute	\$195

Beginning the sixteenth (16th) consecutive day in the same classroom, the rate of pay will be 1/189 of the beginning teacher base salary.

Each substitute teacher must hold proper Nebraska certification.

If not an SBPS employee, it is the responsibility of the substitute to provide proof of their service.

Reactivation/Termination

Each spring all active substitute teachers receive a reasonable assurance letter assuring they may return to their substitute position for the following school year. Substitute teachers who have not worked during the current school year will not receive a reasonable assurance letter. Those substitute teachers will need to contact the Human Resources department to reactivate their file in the SmartFind Express system.

SECTION 4 - SAFETY IN SCHOOLS

Child Abuse Reporting (Board Policy 5402 - Child Abuse and Neglect)

It is the responsibility of the Scottsbluff Public School System to provide a safe, engaging and supportive school environment for all students. The Board of Education affirms its position that all children and vulnerable adults have the right to be protected from abuse and neglect. The Board further acknowledges the necessity for the school system to collaborate with child and adult protective service agencies, both private and governmental.

Nebaska state law requires employees and service providers to call Child Protective Services (CPS) or the police if there is reason to believe abuse or neglect has occurred. It is not the role of the reporter to investigate or determine the validity of the suspected abuse or neglect situation. Any doubt about reporting a suspected situation is to be resolved in favor of the child and a report must be made.

The report process procedure is:

- The reporter must notify the principal or designee of the suspected abuse or neglect situation, and the principal;
- The reporter must submit a written report within 48 HOURS after making an oral report to the designated school personnel. This form is available from the Director of Student Services; and,
- Child abuse and neglect reports are CONFIDENTIAL and not part of the educational records.

Professional Boundaries (Board Policy 4070 - Professional Boundaries)

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

Infectious Disease – Personnel (Board Policy 4012 - Infectious Diseases)

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees, and record keeping. This plan shall be reviewed annually by the Superintendent and school nurse. The health risk to immune-depressed employees shall be determined by their personal physician.

The health risk to others in the district environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials. An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the Superintendent any time the employee is aware that the disease actively creates such risk.

Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file. It shall be the responsibility of the Superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Infection Control Guidelines for All School Employees

1. Wash your hands. Use soap and water and rub your hands for at least ten seconds. Wash your hands after exposure to blood or bodily fluids, after using the bathroom, before handling food, before touching your eyes, nose, mouth, and after you take off gloves.
2. Wear gloves when in contact with blood or body fluids. If you come in contact with blood or body fluids, put on vinyl or latex gloves before the handling of fluids. (Contact your school nurse, nurse aid or custodian.) (Plastic gloves do not provide protection.)
3. Try to avoid contact with blood. If you have cuts on your skin, cover them with a bandage. If someone is bleeding, encourage the person to apply pressure to their own wound, or use a sterile compress.
4. If you come in contact with blood, take necessary precautions. It is not exposure if blood comes in contact with your skin. For an exposure to occur, the blood and body fluids must enter the body through an opening in your skin or through mucous membranes in the eyes, nose or mouth. If you are exposed, wash the area with soap and water. Flush eyes with water. Encourage the wound to bleed. Use alcohol or peroxide to kill viruses or bacteria. Report the exposure to your supervisor immediately.
5. Dispose of solid waste appropriately. Materials contaminated with blood or body fluids should

be placed in a plastic bag and tied off, and then placed in another plastic bag. Sharp objects, such as needles, lancets, or other instruments contaminated with body fluids must be placed in puncture proof containers and disposed of properly.

6. Clean blood spills with bleach or appropriate hospital disinfectants. Wipe up and dispose of materials appropriately. In the case of an incident with potential exposure to blood or body fluids, contact the custodians in the school building to insure that the situation is managed appropriately.

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Material Safety Data Sheets

The Material Data Safety Sheet (MSDS) is a detailed information bulletin prepared by the manufacturer or importer of a chemical that describes the physical and chemical properties, physical and health hazards, routes of exposure, precautions for safe handling and use, emergency and first-aid procedures, and control measures. Information on an MSDS aids in the selection of safe products and helps prepare employers and employees to respond effectively to daily exposure situations as well as to emergency situations. You can access our MSDS site by logging into our website www.sbpps.net, MSDS. This site is proprietary to our District and is available only through controlled access.

Preparedness for Emergencies

Standard Response Protocol (SRP). Scottsbluff Schools and our community clearly prioritize the safety and well-being of children above all else. Crisis teams, emergency plans and school safety drills are just some of the priorities that have been long established in our district to help ensure that everyone knows exactly how to respond to an emergency or crisis. A priority for our administrators and other interested staff has been to update our practices and make sure that all staff is comfortable, confident and prepared. In September 2011, Scottsbluff Public Schools conducted training for its teachers, administration and other staff members on the Standard Response Protocol.

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given scenario. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple – there are four specific actions that can be performed during an incident.

- ❖ **Hold** is followed by the Directive: “In Your Classroom or Area” and is the protocol to clear the hallways and remain in the classroom until the “All Clear” is announced with business taking place as usual.
- ❖ **Secure** is followed by the Directive: “Get Inside. Lock Outside Doors” and is the protocol used to safeguard students and staff within the building.
- ❖ **Lockdown** is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.
- ❖ **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- ❖ **Shelter** is always followed by a type and a method and is the protocol for group and self protection.

These specific actions can act as both a verb and a noun. If the action is Lockdown, it would be announced on public address as “Lockdown! Locks, Lights, Out of Sight.” Communication to the local Law Enforcement Agency would then be “We are under Lockdown.” Each response has specific student and staff action. The Evacuate response is always followed by a location: “Evacuate to the Bus Zone.” Responses can also be chained. “Evacuate to the Hallway. Shelter for Tornado. Drop, Cover and Hold.”

The SRP is now in place in literally thousands of schools around the country and is becoming standard in school safety training. It is fully endorsed by the Scottsbluff Police Department. For more information visit the I Love U Guys Foundation Website at <http://iluvuguy.org>.

Video Surveillance (Board Policy 3231 - Video Surveillance)

The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

SECTION 5 - SMARTFIND EXPRESS

SmartFind Express

Scottsbluff Public Schools uses SmartFind Express (SFE) to assign substitutes for absent employees. SFE can be accessed by phone where information is entered by using the touch tone key keypad or by the web-based component that can be accessed via the internet. SFE allows a substitute to:

- Specify work locations;
- Indicate your availability by day of the week;
- List the areas for which you are qualified/willing to substitute;
- Allows you to check on open jobs so you can plan ahead (180 days in advance);
- Make yourself temporarily unavailable; and,
- Change your phone number (Note: If you change your phone number on SFE, please notify the Human Resources Department so that your number can also be updated on the database sent to the schools.).

To access SFE by phone, call 1-308-225-5365.

To access SFE by internet, <https://sbps.sfe.powerschool.com/>

Do you need training? SFE offers training software any time you need it, even if it's just for a refresher course. The website to access the training is <http://video.eschoolsolutions.com/orientation/2000002T.mp4>

Contact the Business Department if you have any questions.

Job Numbers

A job number is assigned by SFE once you accept a job. Upon arrival at the school, provide the job number of your assignment for verification. When verbal agreements are made with a teacher, you will still need a job number for that assignment. Also, a job number is needed if you are pre-arranged by a school's SFE administrator. Verbal agreements with a teacher do not necessarily mean you will have the assignment if you do not have a job number.

Once you have accepted a job, please be sure to keep track of your assigned jobs!

BE FLEXIBLE! At times job openings are not filled. If that occurs in the building where you are subbing, the principal has the discretion to assign you to a different teaching assignment.

Canceling Jobs

If it becomes necessary to cancel an assigned job, please do so at the earliest possible opportunity. Use SFE to cancel the job; a courtesy call to the school is recommended. SFE is set up so jobs cannot be canceled an hour before the job's start time. If you are canceling a job within this time frame, call the Human Resources Department at 635-6202 or 635-6200 and also call the school to report your cancellation. Once you cancel a job, you will not be able to accept another sub job in SBPS for that day.

SECTION 6 - SUBSTITUTE QUICK REFERENCE CARD

System Phone Number: 308 225 5365
Help Desk Phone Number: 308 635 6200

Write your Access ID Here: _____
Write your PIN Here _____

Web Browser URL <https://sbps.sfe.powerschool.com/>

Telephone Access Instructions

The system calls substitutes during these times:

	Today's Jobs	Future Jobs
Weekdays	Starts at 6:00 a.m.	6:00 – 9:00 p.m.
Saturday	None	6:00 – 9:00 p.m.
Sunday	None	6:00 – 9:00 p.m.
Holidays	None	6:00 – 9:00 p.m.

Decline/Cancel Reasons

1. Illness
2. Working in another District
3. Personal Reasons
4. Jury Duty
5. Weather
6. No transportation
7. No childcare
8. Religious Holiday

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

Registration

1. Enter your **Access ID** followed by the star (*) key.
2. Enter your **Access ID** again when it asks for your PIN followed by the star (*) key.
3. Record your name followed by the star (*) key.
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new PIN.
6. Enter a PIN at least six (6) digits in length followed by the star (*) key.

Telephone Access Instructions

1. Enter your **Access ID** followed by the star (*) key.
2. Enter your **PIN** followed by the star (*) key.

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

Change Your Callback Number

1. Hear the Callback telephone number. **PRESS 1** to Modify callback telephone number.
2. Enter new telephone number followed by the star (*) key.

To Change PIN or Re-Record Name

1. **PRESS 1** to Change your PIN.
2. **PRESS 2** to Change the recording of your name.

Web Browser Access Instructions

Sign In. Open your browser and access the SmartFind Express Sign In page. Enter your Access ID and PIN.

PIN Reminder. The "Forgot your PIN?" link supports users who want to log into the system, but have forgotten their PIN. When this link is selected, the system displays the PIN Reminder Request page. The user's Access ID and the security code being displayed must be entered on this page. (NOTE: *You must be registered with the system to use this option.*)

Profile.

- Information – Review profile status and address information.
- Update Email – Enter or change email address.
- Callback Number – View/update callback number; specify a DO Not Call time.
- Change Password – Enter your current PIN followed by a new PIN twice and click Save.

Schedule.

1. General:
 - Modify an Availability Schedule.
 - o Choose the day or days of the week you want to delete by checking the boxes by that day and select the *Delete* button.

- o Select the *New* button to add a new day of week or time. Follow the steps for “Create a New Availability Schedule” as outlined above.
- 2. Temporary Do Not Call.
 - Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code.
 - Specify a temporary “Do Not Call Until” time if you do not want to be called by the system.
- 3. Unavail Dates Tab.
 - Create Unavailability Schedule:
 - o Select the *New* button.
 - o Enter Start and End Date Range (MM/DD/YYYY) or use the calendar.
 - o Select the *All Day* check box or enter the time range in (HH:MM).

ExpressFind Calls

HEAR THE JOB OFFER

1. **PRESS 1 to hear the job offer**
PRESS 2 to Set temporary Do Not Call
2. If you **pressed 1** to Hear the job offer
PRESS 1 to Hear the job description
PRESS 2 TO Decline the job (without hearing the description)
Enter the decline reason from page 1 followed by the star (*) key
3. If you **pressed 1** to Hear the job description
PRESS 1 to Accept the job
Record the Job Number. You are successfully assigned to the job.
PRESS 2 to Repeat the job description
PRESS 3 To Decline the job
Enter the decline reason from page 1 followed by the star (*) key
PRESS 1 to Accept
4. If you **pressed 2** to Set temporary DO Not Call,, hear a time offered
PRESS 1 to Accept the time offered
PRESS 2 to Enter an earlier time in HH:MM format

HEAR THE CANCELLATION

1. Hear “This assignment has been canceled” and the job information
2. **PRESS 1** to Repeat the job information

Calling the ExpressFind System

MENU OPTIONS

1. Review or Cancel Assignments
2. Hear Available Jobs
3. Change your Callback number
4. Review or Modify Temporary Do Not Call Time
5. Review or Modify Unavailability Dates
6. Review or Modify Daily Availability
7. Change PIN or Re-record Name
8. Exit and hang-up

REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments in chronological order
PRESS 1 to Hear assigned job information again
PRESS 2 to Cancel this assigned job
2. If you **pressed 2** to Cancel assignment
PRESS 1 to Confirm cancellation (Enter cancellation reason followed by the * key)

HEAR AVAILABLE JOBS

1. Hear assignment information
PRESS 1 to Repeat assignment
PRESS 2 to Accept assignment
PRESS 3 to Decline assignment
2. If you pressed 3 to Decline assignment
Enter decline reason from page 1 followed by the star (*) key

AVAILABLE JOBS

Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs:

- You must be available to work all days and times of the job
- You have specified that you will work at the location.

Follow these steps:

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the Search button to display the list of jobs
- Press the Details link to view the job details. Review the specifics and choose one of the following:
 - o Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. Please record this Job Number.
 - o Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button.
 - o Select the *Return to List* button to return to the job listing.

REVIEW ASSIGNMENTS

Choose the *Review Assignments* link to review the past, present and future assignments or to cancel an assignment

Follow these steps:

- Select format for Assignment display. List or Calendar view
- Search for assignments
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
 - o Select the *Return to List* button to review other jobs assigned to you
 - o Select the *Cancel Assignment* button to cancel your assignment.
Enter a reason for canceling from the pull down list. Wait for the “Job was canceled successfully” notification. You cannot cancel an assignment within 1 hour of the start time.
 - o As assignment may contain file attachments. To view or download a file attachment, click on the file name.

SIGN OUT AND WEB BROWSER INFORMATION

At any time during the session, the *Sign Out* link can be selected to end the session and disconnect from SmartFind Express. Selecting the browser’s back button or going to another site on the Internet does not disconnect the session from SmartFind Express.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SmartFind Express, and close the web browser when you finish with your session.

You can click the Help link to access Help Guides and How-to videos.

SECTION 7 - SCOTTSBLUFF PUBLIC SCHOOL RESOURCES

“We strive for excellence in academics and recognize that we are growing future leaders and active community members. Our teachers and staff are among the very best and are committed to helping each student find individual achievement through instruction and example.”

DISTRICT CONTACT INFORMATION

Location	Address	Administration	Phone	School Hours
Bear Cub Preschool	2512 2nd Ave	Dr. Bree Rock, Early Childhood Director Jennifer Galindo, Secretary	635-6293	8:00 a.m. - 3:00 p.m. (Full Day) 8:15 a.m. - 11:15 a.m. (AM Half Day) 12:15 p.m. - 3:15 p.m. (PM Half Day)
Bluffs Middle School	27 East 23rd Street	Jana Mason, Principal Brittini Chancellor, Assistant Principal James Miller, Assistant Principal Miranda Cervantes, Secretary	635-6270	7:45 a.m. - 3:00 p.m.
Lake Minatare Elementary	280548 CR K	Ashlen Schaneman, Principal Cheryl Rose, Secretary	783-1134	8:05 a.m. - 3:20 p.m.
Lincoln Heights Elementary	2214 Ave C	Jeremy Behnke, Principal Krystal Rodriguez, Assistant Principal Lana Greene, Secretary	635-6252	7:55 a.m. - 3:10 p.m.
Longfellow Elementary	2003 5th Ave	Lukas Benzel, Principal Ashlen Schaneman, Assistant Principal Casie Delgado, Secretary	635-6262	7:50 a.m. - 3:05 p.m.
ReConnect	2609 Broadway	Kyle King, Program Director Emma Duarte, Secretary	633-2211	-----
Roosevelt Elementary	1306 9th Ave	Frances Burkhalter, Principal Jessica Stec, Assistant Principal Laura Vallejo, Secretary	635-6259	8:05 a.m. - 3:20 p.m.
Scottsbluff High School	313 East 27th Street	Justin Shaddick, Principal Matt Huck, Assistant Principal Kelli Jensen, Assistant Principal Kenna Urwiller, Assistant Principal David Hoxworth, Activities Director Crystal Abrams, Secretary	635-6230	7:45 a.m. - 3:25 p.m.
Westmoor Elementary	1722 Avenue K	Bert Wright, Principal Bethany Jolliffe, Assistant Principal Jolene Wills, Secretary	635-6255	8:00 a.m. - 3:15 p.m.
District Office	1722 1st Ave	Dr. Andrew Dick, Superintendent Human Resources - 635-6202 Sub Finder - 308-225-5365 https://sbps.sfe.powerschool.com/	635-6200	7:30 a.m. - 4:30 p.m. (Monday-Thursday) 7:30 a.m. - 4:00 p.m. (Friday & Summer Hours)

Scottsbluff Public Schools Board of Education

Dr. Andrew Dick, Superintendent of Schools
 Scott Reisig – President
 Beth Merrigan – Vice President
 Mark Lang – Member
 Rob Polk – Member
 Tory Schwartz – Member

Scottsbluff Public Schools Calendar

The SBPS Calendar can be accessed in print friendly and web-based versions at www.sbps.net.

Substitute Requirements

Persons who wish to serve as substitute teachers apply by filling out an application at <https://sbps.tedk12.com/hire/index.aspx> and presenting a teaching certificate to the Human Resources Department. A background check will be conducted and once approved to be a substitute, and orientation will be scheduled.

Check with the building principal for additional requirements involving any long term subbing.

Certification Requirements

All Substitute Teachers shall hold a valid Nebraska teaching certificate. Certification may be local, state, or teaching.

Newly employed substitute teachers shall present their teaching certificates to the Human Resources Department where the certificate will be signed and registered by the Superintendent or designee. A copy of the Teaching Certificate will be kept on file with the Human Resources department during the term of the substitute teacher's employment. It is necessary that the certificate be registered and on file before substituting.

Scottsbluff Public School requires that all substitute teachers provide Human Resources with their valid, registered, Nebraska Teaching certificate or a photocopy of the same. It is the substitute's responsibility to keep the certificate valid. State Substitute Teaching Certificate is valid for 5 years.

Although substitute teachers can substitute in all subjects, assignments will be made in the substitute's endorsed area whenever possible.

The Local Substitute Teaching Certificate requires:

- Valid for 5 years;
- Limited to 90 days of substitute teaching per year;
- Minimum of sixty semester college credit hours;
- One professional education course dealing with education of children;
- Completion of the Human Relations Training.

Newly Retired Teachers

Teachers who retired at the end of the last school year must be careful not to jeopardize their retirement. The following is a quote from the Nebraska Retirement System: *"A retiree who is asked to sub a day here and a day there should not have a problem, but if that substitute work is for an employee who will be absent over a long period of time, a retiree could jeopardize his/her retirement benefits. An example would be if a retiree worked as a substitute for someone on medical leave or military call-up."* It is the responsibility of newly-retired teachers to protect their retirement benefits.

The following guidelines are established to not jeopardize retirement funds:

1. Cannot work on a regular basis for the school district for 180 days.
 - a. During the 180 days, no more than 8 days in a calendar month of voluntary and/or substitute service provided on a day-to-day basis is allowed (no pre arrangement).
2. Cannot show a "pattern" of substituting.
3. Can substitute in an emergency situation only.
4. Cannot be a long-term substitute until the 180-day rule is met. (We estimate the 180-day rule will end by the start of the second semester, depending on the actual retirement date.)

Employee Identification Badges

All employees are provided District picture identification badges through the HR Department at the District Office. The badges are to help staff and students recognize authorized individuals and to increase school safety. Employee Identification Badges are required to be worn by all Scottsbluff Public Schools employees

when on duty. The badges may be attached to either a lanyard or to your clothing using an alligator clip. **The badges are to be in full display at all times.**

SBPS 403(b) Plan (Tax Sheltered Annuities)

A substitute teacher is permitted to participate in the 403(b) Program. If an employee chooses to participate in an annuity program, the school district will remit a stipulated amount via a payroll deduction to a tax-sheltered annuity plan of the employee's choice from the list of approved service provider companies.

Worker's Compensation

All employees of the school district are covered by Worker's Compensation Insurance. To be eligible for compensation, the injury to an employee must arise from and in the course of employment in the school district. Employees injured during the course of employment and eligible for compensation are required to report **ALL** accidents or injuries to their supervisor immediately. The Supervisor is to fill out the 'Supervisor's Accident Investigation Report' and the injured employee needs to report to the Business Office to have the 'Incident Report and First Report of Alleged Occupational Injury or Illness forms completed'. Failure on the part of the employee to report an injury within twenty-four (24) hours may prejudice and defeat a claim for compensation.

Anti-Discrimination, Anti-Harassment, and Anti-Retaliation (Board Policy 5401)

The Scottsbluff Public School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies for students, employees, and others:

Dr. Wendy Kemling, Executive Director of Student Services - 1722 1st Avenue, Scottsbluff, NE 69361 - (308) 635-6200 - wkemling@sbps.net

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or OCR.KansasCity@ed.gov.

The Americans with Disabilities Act

The Americans with Disabilities Act of 1990 seeks to eliminate discrimination against individuals with disabilities in the areas of employment, transportation and public accommodations. ADA prohibits employers from excluding people from jobs, services, activities or benefits based on their disabilities. Congress amended the ADA in 2008 known as the ADA Amendments Act of 2008. The ADA defines *disability* with respect to an individual as:

- A physical or mental impairment that substantially limits one or more major life activities of such individual;
- A record of such an impairment; or,
- Being regarded as having such an impairment.

It also defines:

- A qualified individual with a disability as one who possesses the requisite skills, education, experience and training for a position, and who can, with or without reasonable accommodations, perform the essential functions of the position the individual desires or holds.
- A substantial limitation as an impairment that prevents the performance of a major life activity that the average person in the general population can perform; or a significant restriction as to the condition, manner or duration under which an individual can perform a particular major activity as compared to the average person in the general population.
- A reasonable accommodation as a modification or adjustment to the job application process or the work environment that enables a qualified person with a disability to be considered for a position, or

enjoy the same benefits and privileges of employment as are enjoyed by similarly situated employees without disabilities.

Major Life Activities Include: <ul style="list-style-type: none">• Walking• Seeing• Speaking• Hearing• Breathing• Learning• Performing manual tasks• Caring for one's self• Working• Eating• Sleeping• Standing• Lifting• Bending• Reading• Concentrating• Thinking• Communicating	Major Bodily Functions: <ul style="list-style-type: none">• Functioning of immune system• Normal cell growth• Digestive• Bowel• Bladder• Neurological• Brain• Respiratory• Circulatory• Endocrine• Reproductive
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Procedures for Requesting ADA Accommodations

Employees can initiate the accommodation process by requesting an accommodation for a disability to the Executive Director of Student Services, Dr. Wendy Kemling. If you believe you have a qualifying disability and are seeking accommodations in the workplace to enable you to perform your essential job functions, you should contact the Executive Director of Student Services, Wendy Kemling at 308-635-6200 to begin the interactive interview process as required by federal law.

1. Employee submits a request in writing to the District ADA Coordinator, Dr. Wendy Kemling, 308-635-6217 (fax). See Reasonable Accommodations Request form on the Scottsbluff Public School District's website.
2. The employee provides the ADA Coordinator with adequate documentation (as determined by the District) from a qualified health care professional of a disability or impairment on the District's form. Reasonable accommodations will not be provided prior to the receipt of adequate documentation as determined by the District.
3. After receiving the documentation from the healthcare provider, the ADA Coordinator will review the medical information to determine its adequacy. If the information provided is incomplete, unclear or inconsistent, the ADA Coordinator can request that the employee obtain additional or clarifying information from the health care provider.
4. The ADA Coordinator speaks with the employee to identify and discuss accommodations to perform the essential functions of the job.
5. The ADA Coordinator discusses requested accommodations with the principal or supervisor.
6. The ADA Coordinator discusses the feasibility and appropriateness of the requested accommodation(s) after reviewing all the information.
7. The ADA Coordinator notifies the employee in writing of its determination as to appropriate accommodation(s) to be implemented or the explanatory denial of the request or portions of the request.

Please note the following: Having a medical condition alone is not enough to make an employee eligible for accommodations under the Americans with Disabilities Act Amendment Act of 2008 (ADAAA). Scottsbluff Public Schools reserves the right to obtain an independent medical opinion concerning the impairment for which an employee seeks an accommodation at Scottsbluff Public School Districts' expense.