

# Substitute Teacher Handbook

2016-2017

**Human Resources, Central Office Rm 200**

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## *From the desk of our Chief Human Resources Officer*

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The staff of the Oklahoma City Public Schools' Human Resources Department joins the superintendent in welcoming you to the noble and challenging profession of substitute teaching. Nationwide, statistics show that students will be taught by a substitute teacher for the equivalent of one entire academic year, during kindergarten through twelfth grade. This staggering fact emphasizes the importance of the contributions you will make as a substitute teacher toward sustaining the education of children and youth in Oklahoma City Public Schools. Please know that we do not take your position in our district lightly and we expect due diligence in your effort to continue the goals and objectives of the classroom teacher while you are substituting.

Because you have indicated an interest in substitute teaching in our school district, we hope this handbook will serve as a guide to you and that it will make your work in our district more effective. This handbook is dedicated to all the teachers, past, present, and future... who so cheerfully, willingly, and efficiently respond to the call to serve in our classrooms.

Thank you for serving in this capacity in Oklahoma City Public Schools. Your dedicated service is valuable and we appreciate you.

Sincerely,

Janis Perrault, SPHR, SHRM-SCP

Chief Human Resources Officer

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# Oklahoma City Public Schools Staff Calendar

## Important Dates

- Classes Begin - Aug 1
- Last Day of Classes - May 30
- Progress Report Week - Aug 29, Nov 14, Feb 6, April 17
- Open House - Elementary Aug 9  
Middle School Aug 16  
High School Aug 18

[ Beginning of Quarter

] End of Quarter

▣ Professional Development (No School)

∧ Parent Conference (No School)

▸ Record Day (No School)

+ Intersession

\$ Pay Day

○ CO Mandatory Vacation Day

## Administration

### Building Closings

Independence Day - July 4

Labor Day - Sep 5

Thanksgiving Break - Nov 24 - 25

Winter Break - Dec 22 - Jan 2

Martin Luther King Jr. Day - Jan 16

Spring Break - March 16 - 17

Memorial Day - May 29

### Breaks/Intersessions

(Grey Shading)

Labor Day - Sep 5

Fall Break - Oct 10 - 21

Thanksgiving Break - Nov 23 - 25

Winter Break - Dec 14 - Jan 2

Martin Luther King Jr. Day - Jan 16

Spring Break - March 6 - 17

Memorial Day - May 29

## \* Testing Dates

5th & 8th Grade Writing Test

Feb 22

State CRT (Criteria Reference Testing)

April 10 - 26

State EOI (End of Instruction)

April 10 - May 5

Proficiency Testing

Aug 13, Dec 10, June 3

July 2016						
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May 2017						
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June 2017						
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**Oklahoma City Public Schools  
Payroll Processing Calendar for FY2017  
July 1, 2016 through June 30, 2017**

<b>Pay Period #</b>	<b>Paycheck Date</b>	<b>Payroll Cutoff Date 3:00 p.m.</b>
13	July 15, 2016	July 6, 2016
14	July 29, 2016	July 20, 2016
15	August 15, 2016	August 4, 2016
16	August 31, 2016	August 22, 2016
17	September 15, 2016	September 6, 2016
18	September 30, 2016	September 21, 2016
19	October 14, 2016	October 5, 2016
20	October 31, 2016	October 20, 2016
21	November 15, 2016	November 4, 2016
22	November 30, 2016	November 17, 2016
23	December 15, 2016	December 6, 2016
24	December 30, 2016	December 13, 2016
1	January 13, 2017	January 4, 2017
2	January 31, 2017	January 20, 2017
3	February 15, 2017	February 6, 2017
4	February 28, 2017	February 17, 2017
5	March 15, 2017	March 6, 2017
6	March 31, 2017	March 22, 2017
7	April 14, 2017	April 5, 2017
8	April 28, 2017	April 19, 2017
9	May 15, 2017	May 4, 2017
10	May 31, 2017	May 19, 2017
11	June 15, 2017	June 6, 2017
12	June 30, 2017	June 21, 2017





# Frequently Asked Questions

## ***What is Aesop?***

Aesop is the automated substitute placement service the district uses process teacher absences and substitute placement.

## ***How do I log into the system online?***

To log into Aesop, go to <http://www.aesoponline.com> and Enter your ID Number and PIN. Then click **Login**.

## ***What if I forget my ID Number and/or PIN?***

Go to <http://www.aesoponline.com> and click on **Login Problems** for help accessing your account.

## ***How do I find available jobs?***

Be proactive! On the homepage, after you have logged in, you will see the **Available Jobs** tab and show up in green on the calendar.

## ***I found a job! How do I accept it?***

To accept a job, click the **Accept** button next to the listed absence. To reject the assignment, click the **Reject** button instead.

## ***Can I use Aesop over the phone instead of the web?***

Yes! You can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.



## Frequently Asked Questions

### ***How do I use Aesop over the phone?***

To call Aesop, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

To find available jobs - Press 1

Review or cancel upcoming jobs - Press 2

Review or cancel a specific job - Press 3

Review or change your personal information - Press 4

### ***Why is Aesop calling me?***

If an available job has not been filled by another substitute two days before the absence is scheduled to start, Aesop will automatically start calling substitutes, trying to fill the job. Keep in mind, when Aesop calls you, it will be calling about one job at a time, even if you're eligible for other jobs.

### ***Can a school site offer me an assignment directly?***

Yes! However, **always** make sure that you receive a **Confirmation Number** for the job.



# JOB REQUIREMENTS

**DID YOU KNOW?**  
MOST CHILDREN WILL  
SPEND AT LEAST  
**1 YEAR**  
OF THEIR K-12  
EXPERIENCE WITH A  
SUBSTITUTE TEACHER

- Report to building principal or school secretary upon arrival at the school
- Review lesson plans and schedules to be followed during the teaching day
- Maintain the established routines and procedures of the school and classroom to which you are assigned
- Teach the lesson outlined and described in the teacher's lesson plans
- Consult with the building principal or site designee before initiating any teaching or other procedures not specified in the teacher's lesson plan
- Assume responsibility for overseeing student behavior in class and during lunch periods
- Implement the regular teacher's discipline plan. Please note, ***under no circumstances*** is an employee allowed to administer corporal punishment to a student.
- Provide feedback through Aesop on the day's activities at the conclusion of each teaching day
- Follow all policies, rules, and procedures which good teaching practice dictates



The substitute teacher's role is essential to the success of the educational program. Only through the services of the substitute teacher can learning continue when the regularly assigned teacher is not present in the classroom.

The substitute teacher functions in the same manner as the regular teacher, therefore, it is important that he or she meet the Oklahoma City Public Schools substitute requirements. As such, it is imperative that the substitute teacher practice the following code of ethics:

- Act in a professional manner at all times during your assignment.
- Treat the students with respect and dignity.
- Maintain the lesson plan of the regular teacher.
- Dress appropriately for a professional position.
- Dress for all kinds of weather as you may have duty outside.
- Do not knowingly make false or malicious statements about persons in the profession.
- Do not disclose information about students obtained in the course of professional services, unless disclosure serves a compelling purpose or is required by law.
- Do not intentionally expose the students to embarrassment.
- Do not verbalize comparisons of teachers or procedures at one school as opposed to another school.



## Substitute Code of Ethics

Information obtained about students, including grades/performance, must be kept confidential. A substitute should assume and act as if any information learned about a student as a result of being a substitute teacher is confidential.

In addition, personal information regarding other teachers should not be publicly disseminated. Substitute teachers are representatives of the Oklahoma City School District.

Personal religious or political beliefs, philosophies and opinions may not be imposed upon the students. Substitute Teachers may not distribute religious, political or commercial materials to students.

## ***Cell Phone Usage***

Cell phone usage, including calls, texting, or internet usage is prohibited during times of student instruction or supervision. When you check in for an assigned shift, you may be asked to provide your cell phone number which may be needed during an emergency.

## ***Dress Code***

Substitute teachers are expected to maintain a professional image in personal appearance and attire. One of the best means of teaching is to set a good example for students to observe. Appropriate attire and acceptable appearance correlate with your success as a professional replacement for the teacher to whom you are assigned. Be neat and conservative in your manner and dress. Recommended attire for substitutes:

### **Men**

Casual dress slacks  
Khakis  
Dress shirt with collar  
Knit polo style shirt with collar

### **Women**

Casual dress slacks  
Skirts  
Blouse or Sweater

## ***Dress Code***

Certain articles of clothing are considered inappropriate at any time. They include but are not limited to the following:

- Clothing with rips, holes, or tears
- Tank tops, muscle shirts, oversized t-shirts
- Clothing which bares the back, midriffs, shoulders
- Spaghetti straps on dresses or tops
- Mini-dresses (shorter than 4 inches above the knee)
- Jogging suits (except for PE assignments)
- Clothing which resembles lingerie
- Pants worn below the waist
- Leggings without a mid-thigh top
- Clothing representing illegal activities, drugs, alcohol, gangs, violence
- Clothing with profane language, obscenities, or ethnic language
- Facial jewelry except for in the ear
- Long belts or chains

## ***Cell Phone Usage***

Cell phone usage, including calls, texting, or internet usage is prohibited during times of student instruction or supervision. When you check in for an assigned shift, you may be asked to provide your cell phone number which may be needed during an emergency.

## ***Attendance***

If you have an emergency and have to cancel before 6:00 a.m. on the day of the assignment, log in or call the automated system immediately at <https://www.aesonline.com> or (1-800-942-3767).

If it is after 6:00 a.m. contact Human Resources and the school site to let them know you will not be reporting that day.

## ***Dismissal***

Substitutes are contracted on an as-needed basis by the District and any agreement for this temporary employment is not subject to any continuing employment contract provisions, and may be discontinued at any time without cause at the will of the District. An occurrence of the following behaviors may result in immediate removal from the Active Substitute List. This list is not exhaustive and other conduct/behavior may also result in immediate removal.

- Using profanity in the presence of students
- Endangering students by leaving them unattended for inappropriate amounts of time or by falling asleep in the classroom
- Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic or physical conduct, or subjecting students to racial or sexual harassment
- Using alcohol or unlawful drugs on school premises
- Insubordination
- Violation of school rules/regulations
- Refusal to follow instructions and or lesson plans left by the classroom teacher or if you are out of compliance with the substitute teacher handbook

## ***Dismissal***

Upon removal from the Active Substitute List, the substitute teacher in question will be notified of such removal in a timely fashion. If a complaint/concern is less serious, the substitute may be asked to come in for a conference. At this conference, the nature of the complaint will be discussed and appropriate action will be taken. An individual school can request that a substitute teacher be restricted from substituting at that school.

Depending on the circumstances and the nature of the reason for the restriction, the substitute may or may not be notified of the restriction. After the third exclusion from a school, the substitute is subject to being removed from the Active Substitute List. Upon removal from the Active Substitute List, the substitute teacher in question will be notified of such removal in a timely fashion. Any objections or appeals will be directed to the Chief Human Resource Officer.



## ***Active Substitute Status Requirement***

To maintain an experienced and well-trained substitute staff pool, the Human Resource Department requires all substitutes to work a minimum of twice a semester. Substitutes who do not work a minimum of twice a semester will be inactivated for the remainder of the year or until they have been cleared by Human Resources.

## ***Work Year Limits***

A non-certified, non-degree substitute teacher shall be employed in one district for no more than a total of ninety (90) days per school year and may not be employed in the same assignment for more than twenty (20) days during a school year. Add a little bit of body text

A non-certified substitute teacher with a bachelor, master or doctor degree may be employed in one district for no more than a total of one hundred (100) days per school year and may not be employed in the same assignment for more than twenty (20) days during a school year.

Any portion of a day counts as a full day toward the limits – no exceptions.

Substitutes are responsible for monitoring their own workdays. Any portion of the day counts as a full day toward the allowed ninety (90) days or one hundred (100) days respectively.



# Pay Rates & Substitute Types

## ***Non-Certified Substitute with High School Diploma***

Requirements:

- High School Diploma or GED
- Completed Blood Borne Pathogens and Child Abuse training, and attended Substitute Onboarding
- Oklahoma State Department of Education Background and Fingerprint documentation on file

### **Rate of Pay**

\$55 per day

- Can only work a total of 90 days in the district per school year, and no more than 20 days in the same assignment during a single school year

## ***Non-Certified Substitute with Bachelor's Degree or Higher***

Requirements:

- Bachelor's Degree or higher
- Completed Blood Borne Pathogens and Child Abuse training, and attended Substitute Onboarding
- Oklahoma State Department of Education Background and Fingerprint documentation on file

### **Rate of Pay**

\$65.00 per day

- Can only work a total of 100 days in the district per school year, and no more than 20 days in the same assignment during a single school year



# Pay Rates & Substitute Types

## ***Oklahoma Certified Substitute***

Requirements:

- Bachelor's Degree or higher
- Valid copy of the current Oklahoma teaching certificate on file
- Completed Blood Borne Pathogens and Child Abuse training, and attended Substitute Onboarding
- Oklahoma State Department of Education Background and Fingerprint documentation on file

### **Rate of Pay**

\$80.00 per day

- Eligible for Long-Term assignments (same assignment for more than 20 consecutive days in one year), **if the certified substitute is also Highly Qualified by OSDE**

## ***Long-Term Assignment Compensation & Benefits***

Certified substitutes who accept long-term assignments are paid at the regular substitute rate for the first twenty (20) consecutive days of service in that assignment. On the twenty-first (21st) day, the substitute is given a long term contract and placed on the salary schedule appropriate for their degree and years of approved experience. The substitute will continue at that rate of pay as long as they remain in the assignment.

Substitute Teacher shall receive compensation based on a rate of amount per day. Provided, that the stipulated compensation shall be subject to any necessary adjustment to be made by the Board of Education of District to bring the total of all agreements of District within the amount of valid appropriations approved for such purpose. (cont'd)

## ***Long Term Assignment Compensation & Benefits***

Also providing the Substitute Teacher does not interrupt service in this assignment in excess of one (2) school days within a calendar month, he/she can maintain long-term status for compensation. Beginning the first workday following such interruption, compensation will be based on the rate for Certified Substitutes as identified in the Negotiated Agreement with Teachers until an additional ten (10) consecutive days in this assignment have been served. When the substitute accepts a different assignment, they revert to regular certified substitute pay.

Substitutes **must** contact the Substitute Office on or before the 10th day of a long-term assignment to ensure that a contract will be prepared in time for the next pay period deadline. If you do not contact the Substitute Office at least 10 days prior to your 20th day, your long-term pay may be delayed.

It is also the substitute's responsibility to notify the substitute office when your long term assignment ends in that assignment.

## ***Long-Term Special Education Substitutes***

Oklahoma Senate Bill 1493 states that “. . . Beginning with the 2007-08 school year, any substitute teacher employed to teach special education for the same assignment for more than fifteen (15) consecutive days or thirty (30) total school days during a school year who does not hold a valid certificate to teach special education shall be required to complete in-service training as prescribed by the State Board of Education. The training shall be provided at no cost to the substitute teacher . . .”

## ***Long-Term Special Education Substitutes***

To assist school districts in complying with this requirement, the Oklahoma State Department of Education (OSDE), Special Education Services (SES), has entered into a contract with Labor Relations Press (LRP) to provide online training through its Directstep Courses for long-term substitutes filling vacancies in special education classrooms. Training is provided at no cost to the substitute.

The four training modules must be completed with 80 percent mastery in order for the individual to receive a certificate, and each module takes approximately one hour to complete. Users will have seven calendar days in which to complete all modules.

Upon completion of all modules the OSDE-SES will issue a certificate of completion to the substitute for the remainder of the school year. If you are employed as a long-term substitute in a special education position, the principal of the individual site will contact the SDE and they will assign you to the modules.

## ***Non Eligible Employee Benefits***

Substitutes, either certified or non-certified, are not eligible for employee benefits such as sick leave, paid holidays, professional leave, retirement or group insurance.

## ***Arriving at the Job Site***

Arrive at the school at least 30 minutes before school starts. Be prepared to arrive at the assigned school 30 minutes before school starts, unless told otherwise, and be prepared to stay 30 minutes after classes are dismissed.

Report to the principal's office upon arrival. Ask for special instructions such as: extra duties and changes in the schedule, instructional materials, and any changes planned that will affect the usual procedure for the day.

Substitutes maintain the same work schedule as regular classroom teachers. Teachers work seven (7) hours, reporting to the building one-half hour before classes begin and remaining on duty one-half hour after classes are dismissed for the day.

## ***Tips for Getting Started***

-Examine lesson plans left by the classroom teacher

-Introduce yourself to teachers in nearby classrooms

-Secure the materials and equipment necessary for carrying out the planned activities

-Greet the students at the door when they arrive. Introduce yourself and ask their names

-Be sensitive to the mood of the class if special situations exist

-Be prepared to assume all responsibilities of the classroom teacher, including special duties

-Familiarize yourself with the daily schedule and budget preparation time accordingly

-Be ready to initiate the first activity or assignment as soon as the class begins

-Check for fire drill, tornado and other safety related instructions

-Consult the seating chart

-Keep notes, bulletins, and other communications for the regular classroom teacher

-Turn in the attendance sheet by 9:00 a.m. for elementary and by the end of the day for secondary



## ***Classroom Procedures***

1. Keep a dated list of student attendance. The dated list of student attendance may be used for several days if you are on a multiple day assignment.
2. Keep the seating arrangement or any other part of the room organization except for temporary grouping of pupils for instruction or group work.
3. Familiarize yourself with emergency procedures. Know the route your students will take to exit the building for fire drills. Be aware of tornado procedures.
4. Follow the lesson plans of the regular teacher. Nothing should be substituted from the regular program without the consent of the principal. Supplemental activities should not replace the teacher's plans, but they may be used if the substitute has completed the day's assignments or has discussed changes in the lesson plan with the principal.
5. Plan to spend the entire time working with students. Keep all students assigned to you under supervision at all times.
6. **YOU ARE TO REMAIN IN THE CLASSROOM ANYTIME STUDENTS ARE PRESENT.**
7. Supervision of the halls, or corridors, is the responsibility of all teachers, especially when pupils are coming into the building or leaving the building at bell time.
8. Remain in the classroom until all your students are dismissed and any assigned duties have been completed. The classroom and desk should be left in good order. Close the windows, put up books, etc.
9. In the event of a student accident or health problem, the principal is to be notified immediately.
10. Be respectful of the teacher's materials and property.



# On-site Operations

## ***School Staff Hours\****

Elementary | 8 am to 3:30 pm

Middle School | 8:40 am to 4:10 pm

High School | 7:20 am to 2:50 pm

\*Unless otherwise noted by the school site.

## ***Late Calls***

In the event that you receive an assignment for that day after the school start time, you will be given credit for a full day if you arrive within one hour of receiving the assignment and no later than:

-10 am for Elementary and High School

-10:30 am for Middle School

## ***In-Building Assignments***

The principal supervises all persons in the building and is responsible for in-building assignments. Occasionally, it will be necessary for the principal to assign substitutes to classes other than those for which they are called. This is most likely to happen when there are not enough substitutes available for every absent teacher. If this is the case, the principal will determine the classes to be covered by full-time staff as well as the class to be covered by the substitute.

If such a change of assignments does occur, substitutes are expected to accept the new assignment. Substitutes are expected to cover classes during their planning periods and to perform any other duties regularly assigned to classroom teachers as determined by the principal. Please note, substitutes are not eligible for extra-duty pay for covering classes or accepting additional students.

## ***Lesson Plans***

The primary focus of supplying a substitute for an absent teacher is to ensure that the student's education is not unduly interrupted. Substitutes are expected to follow the lesson plans provided by the regular teacher. For additional assistance with lesson plans, please refer to our Substitute Resources by visiting [www.okcps.org](http://www.okcps.org), click on Departments, scroll down to Human Resources and click on Substitute Office where you'll find the link titled: *Substitute Resources - Online Resources and Learning Game Ideas*.

## ***Student Discipline***

Please refer to the current Oklahoma City Public Schools Student/Parent Handbook for the Student Code of Conduct. It can also be found on our website at [www.okcps.org](http://www.okcps.org).

The substitute is expected to carry out the regular teacher's discipline plan. Substitutes should request a copy of the plan, as well as a seating chart, if the principal does not offer these materials. A discipline plan, which is posted in the classroom, states the classroom rules, as well as rewards and punishments for following or breaking the rules.

If the teacher's discipline plan is not available, substitutes are expected to ask the principal for the correct plan for that building/class. The plan should provide for informing students of a few simple rules and the rewards and punishments for following or breaking the rules. Rewards and punishments should be realistic and achievable during the class period. Rewards may include verbal praise (thank you, I appreciate..., etc.), extra time for some desired activity (art, free reading, etc.), or notes of appreciation. Rewards you offer will need to preserve the large majority of class time for planned learning activities related to the subject matter. All students in your classroom must remain under your personal supervision therefore; the early release of students from your classes is not permitted.

## ***Corporal Punishment is Prohibited***

Under no circumstance is corporal punishment allowed in OKCPS. The sole condition under which physical force can be used is when it is necessary to restrain a student from doing bodily harm to himself/herself, or another person. In those circumstances, the substitute may use appropriate force to restrain the offender. In addition, the use of sarcasm, ridicule or other negative techniques as an attempt to control student behavior is not acceptable.

## ***Asking for Assistance***

If you experience major difficulties with classroom behavior, notify the principal immediately. Good classroom management techniques require that the teacher, whether regular or substitute, demonstrate the same courtesy and respect toward the students as she/he expects from them. If you are prepared for the class, are friendly to the students, and assume a positive leadership role, your chances of success in any class are greatly enhanced.

## ***Items Requiring Office Notification and Approval***

1. Under no circumstances are substitutes permitted to excuse students to leave school. Students in this situation must first be sent to the office.
2. The office must be notified before student(s) are sent there for any reason.
3. Report accidents involving any student in your care to the Principal or designee.
4. Keeping students after school hours must first be approved by the Principal.
5. Sending correspondence home to parents must first be approved by the Principal.

## ***Lunchtime Responsibilities***

At lunch time be sure to check with the office before you plan to go out for lunch to make ensure that you have no lunch duties. Check with the office if you are leaving the grounds during that time. You may eat in the school cafeteria or any other area designated for teachers to eat.

## ***Completing an Assignment***

1. Stop by the office before leaving the building and turn in the keys and ensure your day has been ***reconciled***.
2. Return any supplies that belong to the office.
3. Leave any papers or written assignments which were assigned during the day for the teacher to grade.
4. Leave a report of the work covered and add any special situations or comments for the regular teacher.
5. Leave the room in good order for the classroom teacher and the custodians. Close and lock windows, turn out lights, and lock doors when leaving.
6. Inform the principal of any unusual incidents which occurred during the day, especially those which may require a conference with either students or parents.
7. **Do not leave the building if you have last hour planning period.** Check with the building principal to see if he/she has other duties or classes in which he/she needs assistance.
8. Ask the principal if your services will be needed the next day. Advise the secretary if the principal has asked you to come back the next day. **Verify this with the automated system to make sure you have a confirmation number.**



2016-2017 OKCPS School Sites			
School	Address	Zip	Phone
<b>Elementary Schools</b>			
Adams (K-6)	3416 SW 37	73119	587-1600
Arthur (K-6)	5100 S Independence	73119	587-7600
Bodine	5301 S Bryant	73129	587-2500
Britton	1215 NW 95	73114	587-6100
Buchanan	4126 NW 18	73107	587-4700
Capitol Hill (K-6)	2717 S Robinson	73109	587-1800
Cesar Chavez (PK-6)	600 SE Grand Blvd.	73129	587-9800
Cleveland (K-6)	2725 NW 23	73107	587-8200
Coolidge	5212 S Villa	73119	587-2800
Edgemere	3200 N Walker	73118	587-5100
Edwards (K-6)	1123 NE Grand	73117	587-3200
Eugene Field (K-6)	1515 N Klein	73106	587-5700
Fillmore	5200 S Blackwelder	73119	587-4800
Gateway (K-6)	1821 NW 21	73106	587-2400
Green Pastures	4300 N. Post Road	73084	587-4500
Greystone	2401 NW 115th Terr.	73120	587-3100
Hawthorne (K-6)	2300 NW 15	73107	587-5900
Hayes (K-6)	6900 S Byers	73149	587-5800
Heronville	1240 SW 29	73109	587-6000
Hillcrest	6421 S Miller	73159	587-3800
Horace Mann	1105 NW 45	73118	587-3500
Jackson Enterprise	2601 S. Villa	73108	587-8700
Johnson	1810 Sheffield Road	73120	587-6700
Kaiser (K-6)	3101 Lyon Blvd	73112	587-3600
King	1201 NE 48th	73111	587-4000
Lee	424 SW 29	73109	587-3400
Linwood	3416 NW 17	73107	587-1700
Mark Twain (K-6)	2451 W Main	73107	587-3700
Monroe (K-6)	4810 N Linn	73112	587-5600
F.D. Moon (K-6)	1901 NE 13	73117	587-9500
Nichols Hills	1301 W Wilshire	73116	587-2583
North Highland	8400 N Robinson	73114	587-6250
Oakridge	4200 Leonhardt	73115	587-5500
Parks	1501 NE 30	73111	587-4400
Parmelee	6700 S Hudson	73139	587-6750
Pierce (K-6)	2601 S Tulsa Ave	73108	587-7400
Prairie Queen (K-6)	6609 S Blackwelder	73159	587-7750
Putnam Heights	1601 NW 36	73118	587-2700
Quail Creek	11700 Thornridge Rd	73120	587-6500
Rancho Village (K-6)	1401 S Johnston Dr	73119	587-9700
Ridgeview	10010 Ridgeview Dr	73120	587-6800
Rockwood (K-6)	3101 SW 24	73108	587-1500
Sequoyah (K-6)	2400 NW 36	73112	587-9200
Shidler	1415 S Byers	73125	587-4600
Southern Hills	7800 S Kentucky	73159	587-2900
Spencer	8900 NE 50	73084	587-8600
Stand Watie (K-6)	3517 S Linn	73119	587-6900
Telstar	9521 NE 16	73130	587-8900
Van Buren (K-6)	2700 SW 40	73119	587-2000
W Nichols Hills	8400 N Greystone	73120	587-4900



<b>2016-2017 OKCPS School Sites</b>			
<b>School</b>	<b>Address</b>	<b>Zip</b>	<b>Phone</b>
<b>Elementary Schools</b>			
Westwood	1701 Exchange	73108	587-8400
Wheeler	501 SE 25	73129	587-7000
Willow Brook	8105 NE 10	73110	587-7500
Wilson	501 NW 21st St	73103	587-7100
<b>Middle Schools</b>			
Belle Isle	5904 N Villa	73112	587-6600
Jefferson	6800 S. Blackwelder	73159	587-1300
Rogers	4000 N Spencer Rd	73084	587-4100
Roosevelt (7-8)	3233 SW 44	73119	587-8300
Taft (7-8)	2901 NW 23	73107	587-8000
Webster	6708 S Santa Fe	73139	587-3900
<b>High Schools</b>			
Capitol Hill	500 SW 36	73109	587-9000
Centennial	1301 NE 101	73131	587-5200
Classen (6-12)	1901 N Ellison	73106	587-5400
Douglass (7-12)	900 ML King	73117	587-4200
Grant	5016 S Penn	73119	587-2200
John Marshall (6-12)	12201 N Portland	73120	587-7200
Northeast (6-12)	3100 N Kelley	73111	587-3300
NW Classen	2801 NW 27	73107	587-6300
Southeast	5401 S Shields	73129	587-9600
Star Spencer	3001 N Spencer Rd	73084	587-8800
Emerson/EES	715 N Walker	73102	587-7900