

Substitute Handbook

2025-2026



WE VALUE...

Open communication and demonstration of mutual respect.

The necessity to continually modify programs, services, and projects to effectively accommodate changes in the educational needs of those we serve.

Responsiveness and accountability to the needs of the educational community.

Positive interaction of staff, family, students, and community to increase the potential for learner success.

Integrity in all that we do.

Credibility and the belief that on-going evaluation is necessary to monitor quality, goal attainment, and for informed decision-making.

Table of Contents

Mission Statement	3
Purpose of the Handbook	3
Preface	4
Substitute Defined	5
Expectations of Substitutes	5
Job Performance Expectations.....	6
Sick Time	6
Drug-Free/Tobacco-Free Workplace	8
Sexual Harassment Policy	11
Sexual Harassment Complaint Form.....	13
Child Abuse Reporting.....	14
Gifts.....	14

Mission Statement

Southern Oregon Education Service District, as a responsible partner, provides services and leadership to optimize educational opportunities for the children, schools and communities it serves.

Purpose of the Handbook

Thank you for your interest in becoming a substitute for Southern Oregon Education Service District (SOESD) and our component school districts. Through your service, you have the opportunity to make a powerful and sustained impact on the lives of the youth in our community.

The purpose of the handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included in this handbook. This handbook is neither a contract nor a promise of work. Substitutes are at-will employees of SOESD, and this handbook is not intended to alter the at-will status of non-contract employees in any way. This handbook is also not the official district policy manual. Rather, it is a guide to and a brief explanation of the district policies and procedures. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.

Equal opportunity and treatment will be provided to all persons regardless of race, color, national origin, religion, sex, age, disability, marital status, or sexual orientation.

Preface

The material covered within this substitute handbook is intended as a method of communicating to substitutes regarding general district information, rules and regulations, and is not intended to either enlarge or diminish any Board policy, or administrative regulation. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, or changes in state or federal law.

Any information contained in this substitute handbook is subject to unilateral revision or elimination periodically without notice.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veterans' status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following staff have been designated to coordinate compliance with these legal requirements, including: Title VI, Title VII, Title IX, and other civil rights or discrimination issues; the Americans with Disabilities Act; Health Insurance Portability and Accountability Act (HIPPA); Section 504 of the Rehabilitation Act of 1973; and may be contacted at the district office for additional information and/or compliance issues:

Ryan Swearingen, Chief Human Resources Officer
Southern Oregon ESD
101 North Grape Street
Medford OR 97501
(541) 776-8589 ext.1104

Substitute Defined

A substitute is an individual who is hired to work in lieu of a regular employee taking leave, or a temporary vacancy. Substitutes are not covered by any collective bargaining agreement.

Expectations of Substitutes

Attendance and Punctuality - The substitute arrives on time, and works their assigned. Failure to report to an assignment, or repeated tardiness, may result in exclusion from the classroom, school site, district, or substitute services program.

Personal Appearance - The substitute is dressed and groomed in a neat, clean, and proper professional manner for the assignment and work setting. Attire will be modest, unrevealing, safe and commensurate with job duties.

Confidentiality - The substitute will maintain the integrity of confidential information relating to a student, family, colleague, or district patrons. The substitute uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

Licensure - Substitute Teachers must be licensed appropriately through Teachers Standards and Practices Commission (TSPC) of Oregon. It is the responsibility of the substitute to monitor, update and/or renew their licensure with TSPC as needed. It is the responsibility of the substitute to communicate any licensure changes and updates with SOESD Substitute Services.

Safety - The substitute will maintain a safe working, teaching and learning environment. The substitute will implement safe teaching and learning practices, use only proper equipment/materials and follow program and site rules/supervision that promote safe conduct. Should an incident or workers compensation claim occur please contact SOESD HR Specialist for Substitute Services at 541-776-8590 x1182 or sub_services@soesd.k12.or.us.

Professional Conduct - The substitute will use proper and professional communication skills and behavior with staff and students. Proper internet use, which does not violate the computer use agreement, will be followed. SOESD protocol, procedure and policy will be followed when communicating complaints and concerns.

Leaving the Campus – The care and supervision of the students assigned to the substitute is of paramount importance. At no time during the day other than the duty-free lunch (for full day shifts) should the substitute leave campus unless authorized to do so. Substitutes are to check out through the school office before leaving at the end of the school day.

Substitute Badges – A SOESD substitute badge will be given to you. Badges are to be worn every time the substitute works in any of the districts/classrooms we serve. If a substitute loses or misplaces their badge, they are to notify Substitute Services to get the badge replaced.

Trainings – Substitutes are required to complete various online trainings in order to comply with state and federal laws for being in the classroom. All substitutes are to complete these trainings each school year before being able to work in the classroom. Time spent completing these trainings for classified substitutes will not be compensated.

Job Performance Expectations

Satisfactory performance by a substitute may assure continued placement in the classrooms. Exemplary performance may result in the substitute being placed on a “priority” list.

SOESD and school districts have the right to exclude substitutes from classrooms, school sites, and whole districts. This can result for any of, but not limited to, the following reasons:

- Frequent cancellations, tardiness and failure to show up for assignments.
- Not following the teacher’s lesson plans or instructions.
- Inability to successfully manage, or assist in managing, the classroom.
- Unprofessional behavior such as rudeness, inappropriate dress, and/or inability to relate to staff and students.
- Use of profanity or inappropriate language
- Endangering students by leaving them unattended for inappropriate periods of time, or by falling asleep in the classroom.
- Making sexually or racially inappropriate oral/written comments or displaying inappropriate graphic or physical contact, or subjecting students to racial or sexual harassment.
- Using or being under the influence of alcohol or unlawful drugs on or around school premises.
- Insubordination.
- Willful violation of school rules/regulations.
- Willful refusal to follow instructions and/or lesson plans left by the teacher.
- Personal religious beliefs, philosophies and/or opinions may not be imposed upon the students. Substitutes may not distribute religious, political and/or commercial materials to students.

Sick Time

Paid sick time accrues at the rate of 1 hour per 30 hours of work. You may earn a maximum of 40 hours of paid sick time per year, which is defined as a fiscal year from July 1 to June 30. You may carry over up to 40 hours of unused sick time from one year to the next. However, you are limited to a maximum balance of 80 hours of sick time during the year.

Accrued sick time has no value upon termination. However, if you leave employment and are reemployed with us within 180 days, we will restore your accrued sick time balance.

Use of sick time: Licensed substitute teachers are required to use sick time in four-hour increments. All others covered under this procedure are required to use sick time in one-hour increments.

A substitute or short-term employee will fill out the **Substitute Sick Day Request** form in [Frontline Central](#). The following information will be requested on the form:

- Name
- Date of scheduled work
- Hours of scheduled work
- Name of school
- Name of teacher
- Job Confirmation # (if available)
- Amount of sick time requested

Drug-Free/Tobacco-Free Workplace

3410

4410 DRUG-FREE WORKPLACE

Southern Oregon Education Service District has a commitment to its employees to provide a safe and healthy work environment. The ESD also has a strong commitment to provide high quality service to component school districts. Therefore, employees engaged in work for the District shall not unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 CFR 1300.11 through 1300.15 21U.S.C Section 812). While in the workplace, employees shall not be under the influence of any alcoholic beverage or controlled substance except as prescribed by a physician.

Adopted 10/17/90

Adopted as revised February 19, 2003

ORS 243.650
ORS Chapter 475
ORS 657.176
ORS 809.260

Drug-Free Schools and Community Act of 1986, 20 U.S.C. Section 7105

Drug-Free Workplace Act of 1988, P.L. 100-690, Title V, Subtitle D, Sections 5151-5160, 102

Stat. 4305-4308

Controlled Substances Act, 21 U.S.C. Section 812, schedules I through V, 21 CFR 1308.11-1308.15 (2000).

Drug-Free Schools and Communities Act Amendments of 1989, P.L. 101-226, 103 Stat. 1928
et. seq.

BOARD REGULATIONS

3411 Employee use of such controlled substances and/or alcoholic beverages during non-
4411 work time away from the workplace is not subject to this policy unless there is
reasonable cause to determine that such use restricts, limits, or otherwise affects the
employee's fitness for duty in the workplace.

3412 "Workplace" is defined as the site for the performance of work done in conjunction with
4412 or for the District. It shall include any place where work on a District site, service, or
activity is performed, including work performed in conjunction with federal, state, and
private grants. Workplace sites include all District facilities and grounds; and District
owned, leased, or approved vehicle used to transport employees and/or students; off-
district property during District sponsored activity, event, or function.

It is recognized that special education teachers and other designated staff may be required to administer non-injectable medicines to students in accordance with ESD standards and practices and applicable Oregon Revised Statutes and Oregon Administrative Rules. Additionally, in order to ensure the health and well being of students who may experience severe allergic reactions or suffer hypoglycemia, epinephrine and glucagons injections may be administered to students by trained staff in emergency situations when a licensed health-care professional is not immediately available.

- 3413 As a condition of employment in the performance of work done in conjunction with or
4413 for the District, including work performed in conjunction with federal, state, and private grants, employees shall notify their supervisor of any conviction of any criminal drug statute. Such notification shall occur no later than five (5) days after such conviction.
- 3414 As a condition of employment, each employee shall abide by the terms of the District's
4414 policy regarding a drug-free workplace.
- 3415 Violation of this policy shall result in an appropriate sanction, including but not limited
4415 to, required participation in a drug or alcohol abuse assistance or rehabilitation site, reprimand, suspension, non-renewal, contract non-extension or termination of employment.
- 3416 An employee whose continued employment is based upon participation in a District
4416 approved drug or alcohol abuse assistance or rehabilitation site shall satisfactorily participate in and complete such sites. Failure to do so may result in the employee's reprimand, suspension, non-renewal, contract non-extension or termination of employment.
- 3417 Sanctions against employees, including reprimand, non-renewal, suspension, and
4417 termination shall be in accordance with prescribed District policy and negotiated agreements.

Each year, staff in-service will be provided to address the needs and responsibilities for the staff. The in-service will include current basic drug and alcohol information and an explanation of district drug and alcohol policies, procedures, and sites.

3430
4430 SOUTHERN OREGON ESD IS A TOBACCO-FREE
ORGANIZATION
Adopted August 17, 1994
Adopted as revised March 19, 2003

BOARD REGULATIONS

3431

4431 In order to protect the health of students, staff, and the general public, provide a healthy working environment and promote good health for students, tobacco use shall be prohibited on all District property and in District-owned vehicles.

3432

4432 Tobacco use is defined as the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other smoking equipment or material or chewing or sniffing of a tobacco product.

Sexual Harassment Policy

3930

4930 SEXUAL HARASSMENT

Sexual harassment is prohibited and shall not be tolerated in the district. This includes sexual harassment to or by students, staff, board members, parents, vendors and others doing business with the district. District includes facilities, district premises and non district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or events where students are under the control of the district or where the employee is engaged in district business.

Adopted: July 14, 1982

ORS 342.700-342.708

Adopted as Revised: November 17, 1999

OAR 581-021-0038

Adopted as Revised: April 16, 2008

BOARD REGULATIONS

- 3931 Sexual harassment shall include, but not be limited to, unwelcome conduct of a
4931 sexual nature that has the purpose or effect of unreasonably interfering with a person's ability to perform his or her job or that creates an intimidating, offensive or hostile work environment, sexual advances, demands or requests for sexual favors and other verbal or physical conduct of a sexual nature by any person when:
1. Submission to the conduct or communication is made either explicitly or implicitly a term or condition of a student's education or participation in district programs or activities or as a condition of employment for staff;
 2. Submission to or rejection of the conduct or communication is used as the basis for decisions affecting a student or employment or assignment of staff;
 3. The conduct or communication has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job;
 4. The conduct or communication has the effect of creating an intimidating, offensive or hostile educational or working environment;
 5. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits.
- 3932 All complaints about behavior that may violate this policy shall be put in writing and promptly investigated.

- 4932 Any student or employee who has knowledge of or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the immediate supervisor or superintendent. The student and the student's parents or staff member who initiated the complaint shall be notified when the investigation is concluded.
- 3933 The initiation of a complaint in good faith about behavior that may violate this policy
4933
- 3934 Students shall be subject to discipline up to and including expulsion. Employees shall be
4934 subject to discipline, up to and including dismissal. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.
- 3935 The district may report individuals in violation of this policy to law enforcement officials.
4935 Licensed staff and those participating in practicum programs as specified by Oregon Administrative Rules, shall be reported to the Teacher Standards and Practices Commission.
- 3936 The superintendent shall ensure appropriate training is provided to all supervisors, staff
4936 and students. This policy as well as the complaint procedure will be made available to all students, parents of students and staff. The district's policy shall be posted in all offices. Such posting shall be by a sign of at least 8.5 by 11 inches.
- 3937 The superintendent will establish a process of reporting incidents of sexual harassment.
4937
- 3938 All staff and students shall be subject to this policy.
4938



SEXUAL HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser: _____

Date and place of incident or incidents: _____

Name of witnesses (if any): _____

Evidence of sexual harassment, i.e., letters, photos, etc. (attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

Child Abuse Reporting

All Substitutes are mandatory reporters. Substitutes shall be alert to possible cases of child abuse and shall report these to the legal authorities and inform the program administrator of the report. A copy of the completed child abuse report must be forwarded to the SOESD superintendent. A child abuse reporting form is provided on the SOESD website: www.soesd.k12.or.us/substitutemanagement.

Gifts

Per Board Policy 8600, employees and SOESD substitutes shall not accept gifts from students, parents, vendors or outside individuals. The SOESD Board considers cards, letters, and plaques as acceptable tokens of gratitude or appreciation.