

Oklahoma City Public Schools
Human Resources

2018-2019

SUBSTITUTE TEACHER HANDBOOK



Gina R. Sadberry | HR Business Partner
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Oklahoma City Public Schools

2500 NE 30th Street, Oklahoma City, OK 73111

Human Resources Department

(405) 587-0800

HR Business Partner for Substitute Teachers

Gina R. Sadberry

(405) 587-0816

ersadberry@okcps.org

Frontline Absence Management Phone Number

1 (800) 942-3767

Frontline Absence Management Web Address

<https://login.frontlineeducation.com/login?signin=f926b09669e6bacb05b590750c8aa548&productId=ABSMGMT&clientId=ABSMGMT#/login>

Substitute Teacher Employment Disclosure

Substitute teachers 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 and at the will of the District. Substitute teachers are not entitled to any due process prior to the termination of their employment with the District – Oklahoma City Public Schools Board of Education Policy G-30

From the Desk of Our Chief Human Resources Officer

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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A. Substitute Teacher Requirements

All OKCPS Substitute Teachers must be at least 18 years of age and have a high school diploma or GED and complete the following steps:

1. Online Application

- Please submit an application online at https://www.searchsoft.net/ats/app_login?COMPANY_ID=00012942. If you were a substitute teacher during the prior school year, but did not work a minimum of four days per month, you are considered a new applicant. If you are unsure if you have met your required days, please contact your substitute HR Business Partner.

2. Group Interview Session

- After your online application has been submitted, you will receive an email with instructions on where to report for your group interview session.

3. Background Check

- Upon notification of selection from the HR Business Partner, a national background and fingerprint check is required for all OKCPS Employees as directed by the Oklahoma State Department of Education (OSDE). The OSDE does impose a fee of \$53.94. This amount is nonrefundable.

4. Onboarding (FOR NEW SUBSTITUTE TEACHERS ONLY)

You should only attend after you have received an invitation via e-mail from your HR Business Partner.

- August 2, 2018 at 7:30am at OKCPS Operations Center
- August 7, 2018 at 12:30pm at OKCPS Operations Center
- August 21, 2018 at 12:30pm at OKCPS Operations Center
- September 4, 2018 at 12:30pm at OKCPS Operations Center
- September 18, 2018 at 12:30pm at OKCPS Operations Center
- October 2, 2018 at 12:30pm at OKCPS Operations Center
- October 16, 2018 at 12:30pm at OKCPS Operations Center
- November 6, 2018 at 12:30pm at OKCPS Operations Center
- November 13, 2018 at 12:30pm at OKCPS Operations Center
- December 4, 2018 at 12:30pm at OKCPS Operations Center
- December 11, 2018 at 12:30pm at OKCPS Operations Center
- January 8, 2019 at 12:30pm at OKCPS Operations Center
- January 22, 2019 at 12:30pm at OKCPS Operations Center
- February 5, 2019 at 12:30pm at OKCPS Operations Center
- February 19, 2019 at 12:30pm at OKCPS Operations Center
- March 5, 2019 at 12:30pm at OKCPS Operations Center

- March 26, 2019 at 12:30pm at OKCPS Operations Center
- April 16, 2019 at 12:30pm at OKCPS Operations Center

B. Human Resources and General Information

To maintain an experienced and well trained substitute staff pool, the Human Resources Department requires all substitutes to work a minimum of four (4) times per month. If for some reason you are unable to fulfill your requirements, please notify your HR Business Partner. Substitutes who do not work the minimum will be deactivated for the remainder of the year or until they have been cleared by Human Resources.

1. Human Resources Hours of Operations

Regular operating hours for OKCPS Human Resources department are Monday through Friday from 7:30am until 4:30pm. If you would like to make an appointment please email Gina Sadberry at ersadberry@okcps.org. [These normal hour of operation may be affected by District designated non-work days, summer hours or other scheduled events.](#)

2. Updating Your Personal Information

If at any time you need to update your name, address and/ or telephone number, or W-4 form please log into your SearchSoft Account to submit a Verify Personnel Info form. Upon logging in, click on the “My HR Docs” tab then select “Update Verify Personnel Info”.

3. Resignation

Should you decide that you are no longer able to serve as a substitute teacher for OKCPS, please submit your resignation in SearchSoft. The resignation form is located under The “My HR Docs” tab.

4. OKCPS Non-Certified Substitute Teachers

Substitute teachers who do not hold a current Oklahoma Teaching Certificate are limited in the number of classroom teaching assignment days annually. However, substitutes can work an unlimited number of days as a Teaching Assistant, Media Center Assistant or as a clerical substitute.

5. OKCPS Certified Substitute Teachers

Substitute teachers possessing a current Oklahoma Teaching Certificate Oklahoma are permitted to serve as many days as they choose.

6. OKCPS Substitute Teacher Pay

\$80 per day for Substitute Teachers possessing a current OK Teaching Certificate

- Current teaching certificate must be on file in Human Resources in hard copy to be eligible for this certified substitute rate

\$65 per day for degreed non-certified substitute teachers

- Official college transcript(s) must be on file in Human Resources to be eligible for this rate of pay

\$55 per day for non-degreed/ non-certified substitute teachers

- Copy of high school diploma or GED must be uploaded to your online application in SearchSoft

7. Long Term Substitute Teacher Pay

Certified substitutes who accept long-term assignments are paid at the regular substitute rate of \$80 per day for the first twenty (20) consecutive classroom day in a long-term assignment.

On the twenty-first (21st) instructional day, certified substitutes will be offered a long term contract and placed on the teacher salary schedule appropriate for their degree level and years of experience as calculated by the Oklahoma State Department of Education. The certified substitute will continue at the higher rate of pay for as long as they consecutively remain in the same assignment. As outlined in the Certified Teacher Collective Bargaining Agreement, Long Term Certified Substitute Teachers may not miss more than two (2) classroom days within a calendar month during a long term assignment to continue long term status and applicable long term pay.

When the substitute accepts a different assignment, compensation will revert back to regular substitute pay.

To convert an assignment to long-term status, it is the responsibility of the Certified Substitute Teacher to contact the Substitute Office on or before the 10th day of an ongoing assignment to verify commitment and request that a contract will be prepared in time for the next pay period deadline. The Certified Substitute Teacher should verify that a current hard copy original copy of the Oklahoma teaching certificate is on file in order to receive payment as a certified substitute teacher. Failure to contact the Substitute Office at least 10 days prior to the 20th classroom day, may result in delay of receiving the higher long term pay rate. It is also the substitute's responsibility to notify the Substitute Office when your long term assignment ends.

8. Non Eligible Employee Benefits

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

9. School Closings

In the event of school closings, please know that the OKCPS Communications team will use the following methods to pass along information:

- Blackboard Connect phone & text messaging (Employees and Students)
- OKCPS website

- Email (Employees)
- District social media sites Twitter and Facebook
- Local television and radio stations

10. Payroll

Substitute teachers are paid on the 15th and 30th/31st of each month. Days that are worked during the 1st – 15th calendar days of each month are paid out on the last work day of the month. Days worked during the 16th – last calendar day of the month are paid out on the 15th day of the following month. If the 15th or last day of the month fall on a weekend or holiday, payday will be on the business day before.

If you have a question regarding payroll, please contact the OKCPS payroll department at 405-587-0365 or via email at payroll@okcps.org.

11. Possibility of Reassignment

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 best allocation of full time and substitute staff to cover all areas of need. If such a change of assignments does occur, substitutes are expected to accept the new assignment. Substitutes are expected to cover classes during 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.

C. District Calendar, School Hours & School Directory

Oklahoma City Public Schools Student/Parent Calendar

Calendario para estudiantes y padres

Important Dates Fechas Importantes

- **Classes Begin - August 1**
Comienzo de Clases - 1 de agosto
- **Last Day of Classes - May 24**
Último día de Escuela - 24 de mayo
- **Progress Report Week - Aug 27, Nov 12, Feb 4, April 15**
Semana de Reporte de Progreso - 27 de agosto, 12 de noviembre, 4 de febrero, 15 de abril
- **Open House - Elementary August 21**
Middle School August 14
High School August 16
- **Día de puertas abiertas - Primaria 21 de agosto, Secundaria 14 de agosto, Preparatoria 16 de agosto**
- ⌋ **Beginning of Quarter inicio del trimestre**
- ⌋ **End of Quarter final del trimestre**
- Ⓜ **Professional Development (No School)**
Desarrollo Profesional (No hay clases)
- Ⓜ **Teacher Work Day (No School)**
Día de trabajo para los maestros (No hay clases)
- **District PD Institute - Optional (No School)**
Desarrollo Profesional (No hay clases)
- ⋈ **Parent Conference (No School)**
Conferencia de padres (No hay clases)
- † **Record Day (No School)**
Día de Registro de Calificaciones (No hay clases)
- + **Intercession - March 11-13**
Sesiones Intermedias- Primavera- 11-13 de marzo

Breaks/Intersessions (Grey Shading)

- **Vacaciones/Descansos Entre Sesiones (sombreado gris)**
- **Labor Day - September 3**
Día del Trabajador - 3 de septiembre
- **Fall Break - October 8 - 19**
Vacaciones de Otoño - 8 - 19 de octubre
- **Election Day - November 6**
Día de elección - 6 de noviembre
- **Thanksgiving Break - November 21 - 23**
Día de Acción de Gracias - 21 - 23 de noviembre
- **Winter Break - December 17 - January 2**
Vacaciones de Invierno - 17 de diciembre - 2 de enero
- **Martin Luther King Jr. Day - January 21**
Día de Martin Luther King Jr. - 21 de enero
- **Spring Break - March 11 - 22**
Vacaciones de Primavera - 11 - 22 de marzo
- **Memorial Day - May 27**
Día de los héroes caídos - 27 de mayo

* Testing Dates Exámenes Estatales

State Testing occurs in April. Specific dates are to be determined by the Oklahoma State Department of Education.
Las pruebas estatales ocurren en abril - las fechas específicas serán determinadas por el Departamento de Educación del Estado de Oklahoma.

⚠ Administration Building Closings

- **Días de Cierre para las Oficinas Administrativas**
- **Independence Day - July 4**
Día de la Independencia - 4 de julio
- **Labor Day - September 3**
Día del Trabajador - 3 de septiembre
- **Thanksgiving Break - November 22 - 23**
Día de Acción de Gracias - 22 - 23 de noviembre
- **Winter Break - December 24 - January 1**
Vacaciones de Invierno - 24 de diciembre - 1 de enero
- **Martin Luther King Jr. Day - January 21**
Día de Martin Luther King Jr. - 21 de enero
- **Spring Break - March 18 - 22**
Vacaciones de Primavera - 18 - 22 de marzo
- **Memorial Day - May 27**
Día de los héroes caídos - 27 de mayo

2018 - 2019

July 2018						
M	Tu	W	Th	F	Sa	Su
						1
2	3	4 ^Δ	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 [Ⓜ]	26 [Ⓜ]	27 [Ⓜ]	28	29
30 [Ⓜ]	31 [Ⓜ]					

August 2018						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2018						
M	Tu	W	Th	F	Sa	Su
					1	2
3 ^Δ	4	5	6	7	8	9
10	11	12	13	14 [⋈]	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2018						
M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2018						
M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 ^Δ	23 ^Δ	24	25
26	27	28	29	30		

December 2018						
M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 ^Δ	25 ^Δ	26 ^Δ	27 ^Δ	28 ^Δ	29	30
31 ^Δ						

January 2019						
M	Tu	W	Th	F	Sa	Su
	1 ^Δ	2 [Ⓜ]	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 ^Δ	22	23	24	25	26	27
28	29	30	31			

February 2019						
M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8 [⋈]	9	10
11 [Ⓜ]	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2019						
M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11 ⁺	12 ⁺	13 ⁺	14	15	16	17
18 ^Δ	19 ^Δ	20 ^Δ	21 ^Δ	22 ^Δ	23	24
25	26	27	28	29	30	31

April 2019						
M	Tu	W	Th	F	Sa	Su
1*	2*	3*	4*	5*	6	7
8*	9*	10*	11*	12*	13	14
15*	16*	17*	18*	19*	20	21
22*	23*	24*	25*	26*	27	28
29*	30*					

May 2019						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 [Ⓜ]	25	26
27 ^Δ	28	29	30	31		

June 2019						
M	Tu	W	Th	F	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



Oklahoma City Public School District

SCHOOL HOURS

Tier 1	Tier 2		Tier 3
7:35 am – 2:25 pm	8:20 am – 3:10 pm		9:10 am – 4:00 pm
Capitol Hill HS	Adams ES	F.D. Moon ES	Classen SAS
Centennial MH	Arthur ES	Nichols Hills ES	Capitol Hill ES
Douglass MH	Bodine ES	North Highland ES	Cleveland ES
Grant HS	Britton ES	Oakridge ES	Horace Mann ES
John Marshall MH	Buchanan ES	Parks ES	Jefferson MS
Northeast MH	Cesar Chavez ES	Parmelee ES	Kaiser ES
NW Classen HS	Coolidge ES	Pierce ES	Mark Twain ES
Southeast HS	Edgemere ES	Prairie Queen ES	Rogers MS
Star Spencer HS	Edwards ES	Putnam Heights ES	Roosevelt MS
Emerson HS	Eugene Field ES	Quail Creek ES	Taft MS
	Fillmore ES	Rancho Village ES	Webster MS
	Gatewood ES	Ridgeview ES	Westwood ES
	Green Pastures	Rockwood ES	
	Greystone Elementary ES	Sequoyah ES	
	Hawthorne ES	Shidler ES	
	Hayes ES	Southern Hills ES	
	Heronville ES	Spencer ES	
	Hillcrest ES	Stand Watie ES	
	Jackson ES	Telstar ES	
	Johnson ES	Van Buren ES	
	King ES	W Nichols Hills ES	
	Lee ES	Wheeler ES	
	Linwood ES	Wilson ES	
	Monroe ES	Willow Brook ES	

*Central Office Hours: 7:30 am - 4:30 pm

2018 - 2019 OKCPS School Sites

School	Address	Zip	Phone
Elementary Schools			
Adams	3416 SW 37	73119	587-1600
Arthur	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	2717 S Robinson	73109	587-1800
Cesar Chavez	600 SE Grand Blvd.	73129	587-9800
Cleveland	2725 NW 23	73107	587-8200
Coolidge	5212 S Villa	73119	587-2800
Edgemere	3200 N Walker	73118	587-5100
Edwards	1123 NE Grand	73117	587-3200
Esperanza	3517 S Linn	73119	587-6900
Eugene Field	1515 N Klein	73106	587-5700
Fillmore	5200 S Blackwelder	73119	587-4800
Gatewood	1821 NW 21	73106	587-2400
Greystone	2401 NW 115 th Terr	73120	587-3100
Hawthorne	2300 NW 15	73107	587-5900
Hayes	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
Johnson	1810 Sheffield Road	73120	587-6700
Kaiser	3101 Lyon Blvd	73112	587-3600
School	Address	Zip	Phone

Elementary Schools

School	Address	Zip	Phone
King	1201 NE 48	73111	587-4000
Lee	424 SW 29	73109	587-3400
Linwood	3416 NW 17	73107	587-1700
Mark Twain	2451 W Main	73107	587-3700
Monroe	4810 N Linn	73112	587-5600
F.D. Moon	1901 NW 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	2601 S Tulsa Ave	73108	587-7400
Prairie Queen	6609 S Blackwelder	73159	587-7750
Putnam Heights	1601 NW 36	73118	587-2700
Quail Creek	11700 Thornridge Rd	73120	587-6500
Rancho Village	1401 S Johnston Dr	73119	587-9700
Ridgeview	10010 Ridgeview Dr	73120	587-9700
Rockwood	3101 SW 24	73108	587-1500
Ross	2601 S Villa	73108	587-8700
Sequoyah	2400 NW 36	73112	587-9200
Shidler	1415 S Byers	73125	587-4600
Southern Hills	7800 S Kentucky	73159	587-2900
Spencer	8900 NW 50	73084	587-8600
Telstar	9521 NE 16	73130	587-8900
Van Buren	2700 SW 40	73119	587-2000

School	Address	Zip	Phone
W Nichols Hills	8400 N Greystone	73120	587-4900
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
Middle Schools			
Belle Isle	5904 N Villa	73112	587-6600
Jefferson	6800 S Blackwelder	73159	587-1300
Rogers	4000 N Spencer Rd	73084	587-4100
Roosevelt	3233 SW 44	73119	587-8300
Taft	2901 NW 23	73107	587-8000
School	Address	Zip	Phone
Webster	6708 S Santa Fe	73139	587-3900
Mid-High and High Schools			
Capitol Hill HS	500 SW 36	73109	587-9000
Centennial Mid-High	1301 NE 101	73131	587-5200
Classen SAS Mid-High	1901 N Ellison	73106	587-5400
Douglass Mid-High	900 ML King	73117	587-4200
Grant HS	5016 S Penn	73119	587-2200
John Marshall Enterprise Mid-High	12201 N Portland	73120	587-7200
Northeast Academy Mid-High	3100 N Kelley	73111	587-3300
NW Classen HS	2801 NW 27	73107	587-6300
Southeast HS	5401 S Shields	73129	587-9600
Star Spencer HS	3001 N Spencer Rd	73084	587-8800
Emerson/ EES	715 N Walker	73102	587-7900

Emerson South Mid-High	2219 SW 74th St. Suite 125	73159	587-7900
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D. Daily Responsibilities

1. Arriving at the Job Site

Report to the Main Office upon arrival. Ask for any 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. Full-time teachers work seven (7) hours per day, reporting to the building 20 minutes before classes for elementary and middle schools or 25 minutes for mid-high and high schools. and remaining on duty 20 minutes after classes are dismissed for the day at elementary and middle schools or 15 minutes for mid-high and high schools.

2. Before Getting Started

- Examine lesson plans left by the classroom teacher
- Introduce yourself to teachers in nearby classrooms
- Secure the materials and equipment necessary for class
- Check for fire drill, tornado and other safety related instructions
- Greet students at the door when they arrive. Introduce yourself and ask their names
- Be ready to initiate the first activity or assignment as soon as the class begins
- Be sensitive to the environment 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
- Keep notes, bulletins, and other communications for the regular classroom teacher
- Turn in attendance sheet by 9:00 am for elementary and by the end of the day for secondary

E. On-Site Operations

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 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.

Further questions pertaining to responsibilities can be directed to the Substitute Teacher's HR Business Partner Gina Sadberry at ersadberry@okcps.org.

F. In Case of Potential Emergencies

1. In Case of Student Injury

In the event that there is an injury to a student, please contact the office immediately. A Visitor/ Student Incident Form should also be completed and submitted to Risk Management via email at damage@okcps.org or calling (405) 587-0009.

2. In Case of Personal Injury

In the event that you are personally injured, please contact the building administrator(s) immediately. In addition, please also follow these steps:

- Contact Risk Management at (405) 587-0009
- Fill out the Injury & Illness Report on the OKCPS Website
- If you require medical treatment during normal business hours, Risk Management will provide transportation and direct you to the appropriate location,
- If it is after business hours, please contact Cyndi Hays at (405) 312-9218, Amy Kessler (405) 208-9800, or Ian Wolfe (405) 496-5689
- Post-accident drug screening is required for all OKCPS Employees who seek medical treatment.

- After treatment follow up with Risk Management and your HR Business Partner regarding your work status and condition. You will not be allowed to return to work without proper paperwork from your visit to your doctor.

IF YOUR INJURIES ARE SERIOUS OR LIFE THREATENING CALL 911 FOR TRANSPORT TO THE NEAREST APPROPRIATE MEDICAL FACILITY

G. Information Technology (IT)

The technology department is responsible for all aspects of technology in the Oklahoma City Public School District. They support administrators, teachers and students with day to day issues, training and much more.

1. District Technology Handbook

The District Technology Handbook is a resource to help all district personnel understand and navigate IT Services offerings, workflows and procedures. It is a formal way of documenting our external processes in order to help you become more effective in the care and use of technology. The District Technology Handbook can be located on the OKCPS website under Departments/ Information Technology/ District Technology Handbook.

2. Employee Acceptable Use Policy (AUP)

It is a requirement for OKCPS employees to visit the AUP site and agree to the policy before a computer username and e-mail address is created. Once you have agreed to the district policy (AUP), you will have access to the district resources and are expected to follow the policy at all times. It is advised that you read through the policy and make note of the rules and regulations of the Oklahoma City Public School System.

<http://aup.okcps.org/aupnew/>

For IT assistance please call (405) 587-HELP (4357).

H. Substitute Teacher Code of Ethics

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

1. Recommended Attire

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.

I. Board of Education Policies

To view all OKCPS Board of Education Policies, please visit the district website. The drill down path is Board of Education/ Board Policies. As a substitute teacher you agree abide by all board policies.

NONDISCRIMINATION

The District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extra-curricular activity, or employment in the District on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage, veteran, parental, family and marital status.

Official district-wide publications distributed to students, parents or patrons should contain a statement on non-discrimination. The statement must be font style and size that is plainly legible. The statement should read: "Oklahoma City Schools does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage, veteran, parental, family and marital status."

The Oklahoma City Public Schools Board of Education directs the superintendent of schools to prepare necessary rules, regulations and procedures to ensure that all local, state and federal laws, regulations and guidelines are followed.

OSSBA Policy DAA

**HARASSMENT BASED ON SEX, SEXUAL ORIENTATION, RACE, COLOR, NATIONAL
ORIGIN, DISABILITY, AGE, OR OTHER REFERENCED BASES**

Policy Statement

It shall be a violation of this policy for any student, employee, or third parties participating in, observing, or otherwise engaged in school or district-sponsored activities, to harass a student or employee based on race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage, veteran, parental, family and marital status. Further, it shall be a violation of this policy for any employee to tolerate harassment based on a student's or employee's race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage, veteran, parental, family and marital status by students, employees, or third parties participating in, observing, or otherwise engaged in school or district-sponsored activities.

For the purpose of this policy, employees includes: school board members, school employees, agents, volunteers, contractors, or other persons subject to the supervision and control of the school district.

The district shall:

1. Promptly investigate all complaints, written or verbal, of sexual harassment and harassment based on race, color, national origin, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage, veteran, parental, family and marital status;
2. Promptly take appropriate action to stop any harassment;
3. Take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

Definitions & Examples

1. **Sexual Harassment**

- A. Sexual harassment consist of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
 2. Submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 3. That conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile, or offensive employment or educational environment (i.e., the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).
- B. Examples of conduct that may constitute sexual harassment, if it meets the immediately preceding definition, include:
1. Unwelcome sexual physical contact;
 2. Unwelcome ongoing or repeated sexual advances, flirtation or propositions, or remarks, including requests or pressure for sexual favors;
 3. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
 4. Graphic comments about an individual's body, sexual activity, or sexual attractiveness;
 5. Sexual jokes, notes, stories, drawings, gestures, or pictures;
 6. Spreading sexual rumors;
 7. Touching an individual's body or clothes in a sexual way, including inappropriate patting, pinching, rubbing or brushing against another's body;
 8. Displaying sexual objects, pictures, cartoons, or posters;
 9. Impeding or blocking movement in a sexually intimidating manner;

10. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol;
 11. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc.;
 12. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.
- C. Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, by his or her conduct, that it is unwelcome.
- D. An employee who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.
- E. Specific Prohibitions
1. Administrators and Supervisors
 - a. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.
 - b. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.
 2. Non-administrative and Non-supervisory Employees

It is sexual harassment for a non-administrative and non-supervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to sanctions as described below.

2. Harassment Based on Race, Color, National Origin, Disability, Age, Religion, Sexual Orientation, Gender Identity or Expression, Genetic Information, Alienage, Veteran, Parental, Family and Marital Status.

A. Conduct based on the above-referenced characteristics constitutes harassment when it:

1. Creates an intimidating, hostile, or offensive working or educational environment; and
2. Substantially or unreasonably interferes with an individual's work or education; or
3. Otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the educational program.

B. Examples of conduct that may constitute harassment based on the above-listed characteristics, if it meets the immediately preceding definition, include:

1. Graffiti containing racially offensive language, or offensive language based on any other characteristic listed above;
2. Name calling, jokes, or rumors;
3. Physical acts of aggression against a person or his/her property because of the person's race, color, national origin, disability, age or religion;
4. Hostile acts that are based on another's race, color, national origin, disability, age or religion;
5. Written or graphic material that is posted or circulated and which intimidates or threatens individuals based on their race, color, national origin, disability, age or religion.

Complaint Procedure

The complaint processing/investigation procedure for harassment may be found in OKCPS Board Regulation G-02-R1.

SUBSTITUTE TEACHERS

The Oklahoma City Board of Education realizes that teachers may occasionally be absent from the classroom and recognizes the need for qualified substitute teachers. All substitutes will be employed by the school system and paid by the school system in accordance with Board policy.

The Senior Human Resource Officer is responsible for providing a substitute teacher when the regular teacher cannot be present and or an alternative educational program is not provided for students. Certified substitute teachers shall be provided whenever possible. When a certified substitute is not available for assignment, a non-certified teacher will be sought for the assignment. Assignments of substitutes will be managed by the substitute office, in Human Resources, which uses a substitute contacting and tracking system.

A non-certified, non-degreed 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 ninety (90) days during a school year.

A non-certified substitute teacher with a bachelor, master or doctorate 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 one-hundred (100) days during a school year.

Any portion of a day counts as a full day toward these limits.

When a substitute is hired as a contract teacher the effective date of hire will be determined by the most recent paycheck received as a substitute. For instance, when a substitute submits a time sheet at the end of a pay period, that pay is calculated and paid on either the 15th or the last work day of the month. If a substitute is subsequently offered a teaching contract their effective date will be the first of the month or the sixteenth of the month, the effective date being determined by the last paycheck they received as a substitute.

LONG-TERM ASSIGNMENTS

A Long-term assignment is defined as the same assignment for more than 20 consecutive days in one year.

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 temporary 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. When the substitute accepts a different assignment, they revert to regular certified substitute pay.

Substitute teachers are not eligible for any employee benefits (this includes, but is not limited to, sick leave, vacation pay, teacher retirement, and health and medical benefits).

Substitute teachers 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 and at the will of the District. Substitute teachers are not entitled to any due process prior to the termination of their employment with the District.

DRUG AND ALCOHOL-FREE WORKPLACE

No employee engaged in work for the Oklahoma City Public Schools district or in connection with a federal, state, or local grant administered by the Oklahoma City Public Schools district shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, while on or in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.12, or dispense, possess, use, or be under the influence of marijuana or any alcoholic beverage while on or in the workplace.

“Workplace” is defined to mean the site for the performance of any work done in connection with the Oklahoma City Public Schools district or under a federal, state, or local grant. This includes any school building or any school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

As a condition of employment with the Oklahoma City Public Schools district or any federal, state, or local grant administered by Oklahoma City Public Schools district, each individual who is so employed shall notify his or her supervisor of his or her conviction of any criminal drug statute violation occurring in the workplace as defined above, no later than five days after such conviction.

As a condition of employment with the Oklahoma City Public Schools district, or in any federal, state, or local grant administered by the Oklahoma City Public Schools district, each employee shall abide by the terms of the school district regulation respecting a drug-free workplace.

An employee who violates the terms of this regulation may be non-renewed or his or her employment may be suspended or terminated pursuant to employee disciplinary procedures.

OSSBA Policy DCCB

J. Frontline Absence Management – Quick Start Guide



Absence and Substitute Management



LOGGING IN ON THE WEB

To log in to the absence management system, type aesoponline.com in your web browser's address bar.

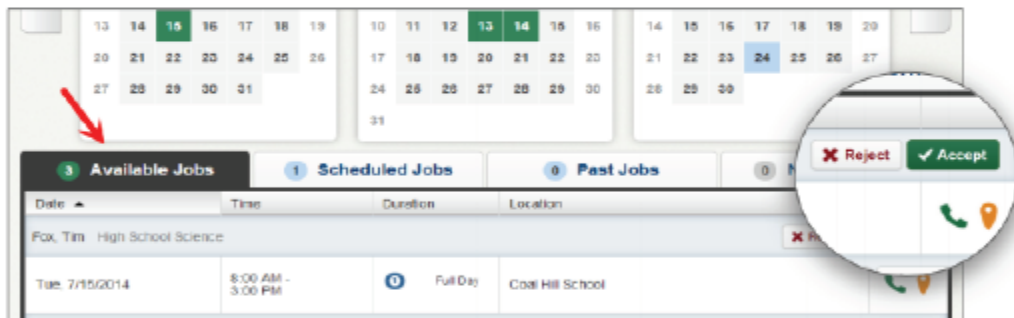
The Sign In page will appear. Enter your ID and PIN and click Login.

CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

SEARCHING FOR AVAILABLE JOBS

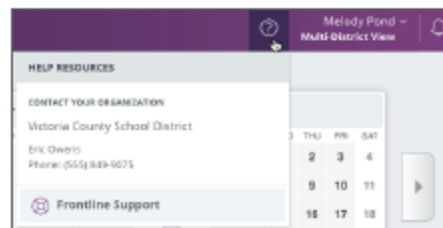
The system makes it easy to find available jobs right on the homepage. Available jobs appear in green on the calendar and in list form under the "Available Jobs" tab.



To accept a job, simply click the **Accept** button next to the absence. If you do not want to accept this job, click the **Reject** button, instead.

GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support** to go to the Learning Center to search a knowledge base of help and training materials.



ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is the system available on the web, but you can also find and accept available jobs, manage personal information, change your PIN number, and more, all over the phone.

When You Call into Absence Management

To call, 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).

When calling the absence management system, you can:

- 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

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically start calling substitutes, trying to fill the job.

Keep in mind, when the system calls you, it will be calling about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – Press 1
- Prevent absence management from calling again today – Press 2
- Prevent absence management from ever calling again – Press 9

If you are interested in the available job, Press 1. You will be asked to enter your PIN number (followed by the # sign). At this point, the absence management system will list the job details, and you will have the opportunity to accept or reject the job.



