

# GENERAL INFORMATION

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## **Accidents and Injuries**

Always use common sense when an accident or injury occurs. Attend to the injury and send a reliable student to the office (or nearest staff member) for help. Particular attention to preventing accidents or injuries must be given when supervising playground areas and in physical education, shop, and science classes.

The Auburn School District has a standard accident form that must be completed when an accident or injury occurs to any student or employee. Forms are available from the office manager.

## **Appropriate attire**

Substitutes should wear attire that presents a professional appearance that is befitting of the age, grade level, subject area, and responsibilities of the substitute assignment. Avoid the use of perfumes, colognes, and fragrances which will cause allergic reactions in staff or students.

## **Called in Error**

If you are called in error and we are unable to reach you before you arrive at the school, we will make every effort to place you in another assignment. If we are unable to place you elsewhere, you will have the option of working a half-day at the location where you were originally assigned and receiving the normal pay for a half-day assignment or you may choose not to work and you will not receive pay for the day.

## **Cell Phone Use**

Cell phones must be off or silenced and will not be used while in the classroom, in office areas, on the playground, or while involved in the supervision or instruction of students. Emergencies happen, please check with school staff before using your cell phone at school. Personal long distance phone calls are not to be made using district phones.

## **Inclement Weather**

When winter weather approaches, guest teachers should listen to a local radio station or television for school closures, late arrivals, or limited transportation announcements. If you have an assignment and the Auburn schools are closed or starting late, your assignment will be altered accordingly. It is your responsibility to keep up-to-date on any school changes due to weather; however, we will try to keep you informed in as a timely manner as possible. A message will be placed on both the Auburn School District web site homepage and in the message alerts section of the substitute system.

## **Paid Sick Leave**

All employees are entitled to accrue paid sick leave at the rate of at least one (1) hour of paid sick leave for every 40 hour worked. However, because “at will” employees such as substitutes,

students, and personal service contracts are not required to work, most at will employees will not be able to use paid sick leave. As a benefit, the district will grant usage of paid sick leave to long-term substitutes who are in the same assignment greater than 20 consecutive days. In these instances, substitutes will submit a **Paid Sick Leave Request Form** to payroll. Additional information regarding paid sick leave is available on the “Payroll and Benefits Services” homepage.

**Parking**

Avoid parking in visitors, reserved, or handicapped spaces. Use staff parking areas as designated at each school. If unsure about the location where you should park, please ask the office staff.

**Student Illness**

If a student becomes ill, whether in the classroom or on the play field, they should not be sent to the office or restroom alone. Either send a reliable classmate with the ill student or get help from another staff member.

**Student Photographs/Videos**

Absent parent permission for the particular purpose, staff members may not take, send, share, or post pictures, text messages, emails, or other materials that personally-identifies district students in electronic or any other form of personal technology.