

WELCOME

Welcome to the Life Enrichment Education Program! We're thrilled you're subbing for us and are looking forward to doing great work together.

Our mission is to support students with complex learning profiles to become as independent as possible. We do this in a collaborative way. We expect to learn from each other by making communication skills the foundation on which all other skills are shaped and developed. It is everyone's job to model, promote, and implement communication strategies for all students.

This guide will help you prepare for subbing in LEEP classrooms. Please do not hesitate to ask questions.

Dress Code

Wear modest, comfortable, non-restrictive, washable clothing and low-heeled, closed-toe shoes. Refrain from wearing clothing displaying inappropriate language, symbols, or pictures. Do NOT wear clothing that may inadvertently expose undergarments.

Also, refrain from wearing jewelry, rings, watches, bracelets and chains which can be caught in equipment or pulled by students.

Make sure to wear your Clackamas ESD Identification badge!

Please be mindful of heavily scented lotions and perfumes which can aggravate students and fellow staff.

Universal Precautions

- Treat all human blood and certain bodily fluids as if they are known to be infectious for blood-borne diseases
- Avoid direct contact with bodily fluids
- Use a barrier, such as gloves or a mask, and wash hands after removing gloves
- Don't eat or touch your mouth or eyes while providing first aid care
- Clean up and dispose of waste products and needles appropriately
- Hand washing is the single most important thing you can do to prevent transmission of infectious organisms
- Soap in a dispenser and disposable towels are best
- When water isn't available, use germicidal wipes or a waterless, alcohol-based hand wash
- Disinfect surfaces with a bleach solution

If you are ever injured on the job, notify a LEEP program coordinator immediately:
Tiffany Wiencken (503) 998-3625 or Teresa Copeland (Asst Sped Director)(503)
675-4182.

Guidelines for Substitutes

To succeed as a substitute in LEEP classrooms, please follow these key guidelines. Substitutes who observe these instructions will receive positive feedback and are more likely to be offered future assignments.

1. Follow the classroom's established schedule
2. Work with staff to learn and understand student programs and skill level instructional needs
3. Adapt your interaction with students based on feedback from permanent classroom staff
4. Work cooperatively with classroom staff
5. Follow instructions and assume responsibility for your assigned duties
6. Use strategies/techniques consistent with student behavior management plans
7. Be punctual, manage time productively, and return from breaks/lunch promptly
8. Refrain from discussing confidential information with others in the classroom and school
9. Dress appropriately per dress code requirements

Proper Communication

Student information is confidential and protected by law. It is very important that substitutes observe the rules regarding confidential information.

- Do NOT discuss student placement or progress information
- Do NOT talk about fellow substitutes or CESD staff in/out of the classroom
- Do NOT discuss personal matters or details regarding your private life

The following chart lists a few examples of possible questions and requests you may encounter and what the appropriate response would be:

Possible Request	Possible Response
"What's wrong with Suzanna?"	"Student information is confidential to everyone but his/her parents and teachers."
"Who's the funny looking kid that flaps his hands all the time?"	"Sorry, I can't talk about kids outside of school."
"What's the scoop on Gail...I hear her husband...?"	"It would not be appropriate for me to talk about my colleagues."
"I heard Jason is doing better with that new special education teacher."	"Jason's progress is confidential. It's not okay for me to discuss these matters."
"Is Tanya in the special reading class?"	"Placement of students is a confidential matter. We're not allowed to speak about student placements outside of school."

