

# **Senya Conduct Policies**

## **Senya Standards**

As a Senya substitute teacher, you are expected to act, speak, and treat everyone at the school with the utmost respect. This includes all students and staff members. Do not get involved or comment on internal school matters ("workplace politics") or gossip about any student, teacher, or staff member.

When you are at any school as a Senya sub, you are being watched by not only the students in the classroom but the staff and other teachers at the school. There is a zero tolerance policy for speaking or acting disrespectfully towards any student, teacher, or staff member. If student misbehavior escalates and cannot be managed, you should ask another teacher or staff member to help.

## **Dress Code**

Substitutes are to dress in professional attire for their sub jobs. This means no jeans of any kind, hoodies, exercise or lounge wear, casual sandals, or other inappropriate attire. Each school may have additional dress requirements, so you are encouraged to become familiar with those expectations for schools where you want to take jobs frequently.

## **Bring Identification to Schools**

Ensuring a secure environment is a top priority for schools. Bring identification with you when you arrive for your substitute job, such as a valid driver's license or state ID.

\*Arizona only: You must also bring your IVP fingerprint clearance card to present to the school.

Failure to provide valid identification could result in a school refusing entry. Senya counts this as a cancellation by the sub for not meeting this policy, and you will not receive payment for the job.

## **Family and Friends**

You should not have any family members or friends accompany you to substitute teaching jobs or meet you at the school during a job. This includes spouses, children, grandchildren, and babies. Schools are expecting only you, and they cannot accommodate a friend or family member, even if they are volunteering. This is both a safety and liability issue for schools. If a situation arises and you have to care for a family member, you cannot take them with you to a substitute job.

You also cannot send a friend or family member in your place for a job. If you cannot keep a job commitment, you need to cancel on the Senya platform. If a friend or family member is interested in substitute teaching, they are welcome to sign up for Senya and go through the onboarding process to work in schools!

## **Meals**

Substitutes are responsible for bringing their own meals. Do not count on being able to purchase or receive meals from schools. Once you are at a substitute job, do not leave campus to purchase

meals unless you have permission from school administration and are certain that you can return in time to resume substitute duties; it is best to plan on bringing your own meals from home. If you work less than a full day, you may not be given a meal time. Make sure that you understand if you are supposed to monitor students during their meal time. Substitutes are generally welcome to use staff rooms to eat meals.

### **Arrive Early**

It is important to plan on arriving early so that you can find parking and locate the school office. Schools need a few minutes to give you directions for the day, and you will want time to review the lesson plan. Students are typically sent to class a few minutes before the start time, so being early ensures that students are not left alone.

If you are going to be unexpectedly late, it is your responsibility to call the school to let them know. Additionally, if you do arrive late, it may affect the pay amount for that day.

### **Duty to Supervise**

As a substitute, you have a duty to supervise the students at all times unless you are specifically relieved by another staff member. This is a safety issue and must be followed strictly—you should not leave the classroom unattended for any reason (or playground, or any other area that you are supervising). If you need to leave, such as a restroom break, you must contact the office and wait until another staff member comes to supervise before you leave.

### **Cell Phone/Personal Device Usage**

Do not use your cell phone or personal device during class.

Even if students have an independent task, substitutes are expected to be actively monitoring and supporting students. You may only use your device when students are not present, such as lunch or a preparation period. You may also use your device if there is a serious medical or safety emergency in the classroom.

### **Photos and Recordings**

Taking pictures or recordings of students is never allowed and is subject to state and federal privacy laws. If you take pictures or recordings of students, you will be terminated from the Senya platform and may be prosecuted criminally and/or held liable in civil court. Posting photos or recordings of students online, such as on social media platforms, may carry additional penalties under the law. If a staff member reports seeing you take pictures or recordings of students, Senya has reasonable cause to terminate. Following the Senya policy on cell phones and personal devices protects you and students from these issues.

### **Privacy and Confidentiality**

Information about students is to be kept private and confidential. This includes but is not limited to grades, medical conditions, special education accommodations, behavior plans, discipline outcomes, and family socioeconomic status (free and reduced lunch status).

Do not share student information with other students or with anyone outside of the school staff. Parents, friends, and community members (e.g., coaches, scout leaders, clergy) may in good faith ask you questions about a student's problems or progress. You must refer all questions to school personnel. Federal FERPA laws protect student and family privacy, and violations can result in civil penalties.

### **Physical Touch**

To ensure your safety, and above all, the safety of our students, substitutes should never engage in any physical touch with students other than a handshake, fist bump, or high five when deemed appropriate. This includes refraining from hugging (even side hugs), holding, hand-holding, sitting on your lap, pats on the shoulder, or any other form of touching. Aggressive physical contact with a student or staff member will result in immediate termination from the Senya platform, and you may be prosecuted criminally and/or subject to civil action. If student behavior escalates, get help from another teacher, staff member, or administrator.

### **Sexual Harassment**

There is zero tolerance for any form of verbal, physical, or implied sexual harassment. Substitutes should completely refrain from any conversation or activity that is or can be perceived as sexual in nature. Violating this policy will result in being deactivated from the Senya platform and may result in criminal and/or civil penalties.

### **Language, Verbal Harassment**

Substitutes are expected to be examples of using appropriate language on school grounds. Any type of harassing, derogatory, or foul language of any kind will result in being deactivated from the Senya platform. This includes language around teachers and staff.

### **Controlled Substances**

It is unlawful to possess, use, or distribute tobacco, vapes/e-cigarettes, alcohol, or any other controlled substance on school grounds. It is unlawful to possess, use, or distribute narcotics or other illegal drugs on school grounds. Any prescription medications should be kept private and inaccessible to students; these should only be taken in proper dosage and should not be taken in view of students. You should not substitute if your prescription affects your judgment or ability to perform the job.

Coming to school under the influence of a substance, including an incorrect dosage of a prescription medication, will result in being deactivated from the Senya platform and may result in criminal and/or civil penalties. Possessing, using, or distributing controlled substances will result in being deactivated from the Senya platform and may result in criminal and/or civil penalties.

### **Weapons**

Senya substitutes will never bring a weapon of any kind onto school grounds. This includes defensive sprays and tasers. Violating this policy will result in being deactivated from the Senya platform and may result in criminal and/or civil penalties.

## **Political, Religious, and Personal Views; Personal Life Details**

It is never permissible to share any political, religious, or personal views while on the job. It is also never permissible to share personal details about your life with students.

It is also never permissible to ask students about their political, religious, or personal views. This includes questions about gender or sexual orientation. If a student volunteers information, such as sharing their pronouns or orientation, they are to be treated with respect, and substitutes should not push for additional details.

Violating this policy will result in being deactivated from the Senya platform, and you may be liable for civil penalties.

## **Mandatory Reporting**

“Mandatory reporting” is a set of laws that require those who work in education to report any suspicion that a student is being abused or neglected. In many states, this includes substitutes and even community volunteers. Individuals can be criminally and civilly liable for learning of suspected abuse and not reporting it to proper authorities.

For the wellbeing of students and for your own legal protection as a Senya substitute, you are to report suspected cases of abuse or neglect. Some signs include

- a student telling you directly about abuse or neglect
- visible bruises or injuries
- attempts to hide bruises or injuries; changing accounts of how bruises or injuries happened
- visible cowering when the student is approached by an adult or around certain family members
- reluctance to go with certain family members
- signs of malnourishment
- comments about harmful living conditions, guests, or punishments at home
- comments about risky behaviors, such as meeting up with strangers or having to send/receive inappropriate content
- children acting out sexual behaviors during play
- signs of self-abuse, such as cutting or suicidal comments, writing, or drawings

If you suspect abuse or neglect at home, report to a school administrator or counselor; before leaving, make sure that they are assuming responsibility for investigating and any further reporting. Keep your own documentation of making a report, such as an email to yourself with the date and which school personnel you reported to. You may also or instead contact law enforcement or your state’s child protective services office directly.

If you suspect abuse by a staff member at the school, report to a school administrator or counselor, or report to the next level of authority if it involves an administrator. You may also or instead contact law enforcement or your state's child protective services office directly.

You should be prepared for the difficult emotions around suspected child abuse. Students, especially when they are older, may share about abuse and then afterward ask you NOT to tell anyone. You should be compassionate toward their feelings but inform them that you are obligated under the law to report. You cannot compromise with mandatory reporting.

### **Self-Reporting of Criminal Offenses**

State laws require anyone who works in schools to self-report any arrests, citations, or charges of alleged criminal behavior. This includes contractors—Senya substitutes are subject to these state laws. Report this information directly to Senya Customer Support and do not complete any substitute jobs until you are cleared by Senya Customer Support.

Your account will be placed on hold if the alleged misconduct disqualifies you from working at a school under state law, and it will remain on hold pending the outcome of your case. For disqualifying alleged misconduct, you will need to provide documentation that you are cleared of wrongdoing at the close of your case to have your account resume activity.

Senya cannot provide legal advice, but as a general guideline, all felonies and a wide variety of misdemeanors can disqualify individuals from working in schools. With the exception of very minor traffic offenses (e.g., parking tickets), it is best to report, and Senya Customer Support will advise you on Senya action.

Failure to report an arrest, citation, or charge will result in deactivation from the Senya platform. You may be liable for civil and criminal penalties if you fail to report.

### **Food, Snacks, Treats**

Substitutes are not to bring food or treats of any kind to the classroom as this presents allergy risks and may violate parental dietary restrictions. Personal food items should be eaten in school faculty areas or when students are gone from the room during breaks.

### **Student Incentives**

Some teachers or schools may provide you with incentives to use, such as stickers, reward tickets of some kind, etc. You should not use any incentives that are not provided by the teacher or school. This includes food, candy, money, promises of games or free time, etc.

### **Transporting Students**

Substitutes should not be transporting students in a vehicle for any reason. This includes providing rides to or from school. Substitutes should also not accompany students off-campus, such as during meal times or walking them home after school.

### **Selling/Solicitation**

While on the job, you may not sell or solicit any product or service to students or other staff members. You also may not use access to school email lists for solicitation or any other reason outside the scope of work during a substitute teaching job.

### **School Property**

School property and classroom items are to remain at the school. If you accidentally take something home, you are responsible for dropping it back off at the school as soon as possible, preferably the very next day. This includes keys, sub badges, and classroom technology or materials. If you break something in the classroom due to inappropriate use, or do not return a taken item, you are responsible to pay.

## **Senya Operational Policies**

### **Unplanned Circumstances**

#### **Canceling a Job**

Do not accept a job if you are not 100% sure that you can be there at that date and time. If you must cancel a job, do it right away through the Senya system so that the school can get another substitute—the more notice, the better for schools to get needed help. Jobs must be canceled more than 24 hours before the start time to maintain your tier status with Senya.

#### **Last-Minute Cancellations**

Canceling a job within 24 hours of a job's start time puts a significant burden on the school and often means they cannot get a replacement in time. If you cancel a job within 24 hours before the job starts, this is considered a "last-minute cancellation."

If you cancel within 24 hours and you are on Tier 2, 3, or 4, you will be downgraded to Tier 1 for 5 consecutive jobs. If you are on Tier 1, you will need an additional 5 jobs before you can continue advancing in your tier progress. If you have 3 last-minute cancellations within a semester, you will be deactivated from the Senya platform.

*Note: Senya recognizes that medical and family emergencies do arise. After completing 10 jobs without a cancellation, you will be allowed 1 last-minute cancellation for the remainder of the semester without a penalty to your tier status. Semesters run from July through the end of December and from January through the end of June. You can only earn and use this allowance once per semester. If you have not needed to use this allowance, it will carry over and be available immediately in the next semester; however, you cannot earn additional allowances per semester. Questions and appeals can be discussed when you contact Senya Customer Support after a last-minute cancellation.*

### **No Call/No Show**

If you have accepted a job, you are expected to show up at that job. If an emergency occurs within 24 hours of the job start time, it is imperative that you cancel the job on the Senya system and call Senya Customer Support. All policies related to Last-Minute Cancellations apply.

If you fail to cancel the job on the Senya system and call Senya Customer Support (or in other words, you fail to show up without any notice), this is considered a "No Call / No Show." You will be deactivated from the Senya platform.

### **Late Arrival**

If you are going to arrive late to a job for any reason, you must communicate with the school before the start time. If you arrive late for an accepted job without prior communication with the school, the school may assume that you are not coming and cancel the job. The cancellation may not display on the Senya platform until 24 hours after the job end time. You will not receive pay or credit in the tier bonus system when a school no longer requires your services because you were late.

If a school agrees to still use your services when you contact them about a late arrival, the pay rate may be adjusted according to the school's rates for less than a full day.

If you contact a school and accept a job that is past its starting time (last-minute acceptance), the pay rate may be adjusted according to the school's rates for less than a full day.

### **Leaving or Being Removed from a Job**

If you do not complete a job for any reason, you will be paid the prorated amount based on the percentage of the job completed, rounded to the nearest half-hour.

You should never leave a job without first notifying school administration and ensuring that there is a staff member to supervise students before you leave. If you leave for any reason except a personal or family medical emergency, you will be deactivated from the Senya platform. If you leave students unsupervised, you may face criminal and civil penalties. You must notify Senya Customer Support as soon as possible after leaving due to a medical emergency.

If you are removed from a job by a school, you will be deactivated from the Senya platform.

### **School Last-Minute Cancellation**

Often, schools have a change in needs as each morning unfolds, and substitutes are expected to be flexible in meeting school needs.

However, if you show up to an accepted job and the school turns you away (they no longer need you) and they did not cancel the job on the Senya platform, you will be paid the rate accepted on the job. Schools know that they will be charged, so they typically find ways for subs to help around the school, but in the rare event you are turned away, this policy will be enforced. You must notify Senya Customer Support if this occurs.

### **Appealing a School Rating**

Because you work as a 1099 independent contractor, Senya cannot get involved to help determine or dispute a specific rating from a school.

### **Transition to Permanent School Staff**

Schools on the Senya platform have a signed agreement regarding the hiring of Senya substitutes as permanent staff. If you accept a permanent position of any kind with a school on the Senya platform, notify Senya Customer Support to support a smooth transition within the school agreement.

## **School Operations**

### **Job Placement Approval**

While Senya's goal is to match qualified substitutes with suitable assignments, the school has the authority to assess the fit between the substitute and the specific teaching context. Schools retain the right of refusal for substitute teaching assignments based on a candidate's qualifications and fit with their specific school policies, which may exceed those required by Senya. This is especially common with schools accepting candidates for long-term substitute jobs. In certain instances, final approval for a job may require communication, such as a phone call, video call, or in-person meeting with a school administrator. The school administrator will initiate contact if such an evaluation is deemed necessary.