

# **OREGON-DAVIS SCHOOL CORPORATION**

## **SUBSTITUTE TEACHER HANDBOOK**

**Effective December 19, 2016**

## **SCHOOL DIRECTORY INFORMATION**

### **OREGON-DAVIS ELEMENTARY SCHOOL**

5860 North 750 East

Hamlet, IN 46532

Telephone: 574-867-2711

Fax: 574-867-2721

Mr. William Bennett, Principal

Mrs. Bettie J. Awald, Counselor

Mrs. Dawn Hayes, Administrative Assistant

### **OREGON-DAVIS JR/SR HIGH SCHOOL**

5990 North 750 East

Hamlet, IN 46532

Telephone: 574-867-4561

Fax: 574-867-2481

Mr. Timothy Pletcher, Principal

Mrs. Debra Ecker, Guidance Counselor

Mrs. Kimberly Berg, Administrative Assistant

### **OFFICE OF THE SUPERINTENDENT**

5998 North 750 East

Hamlet, IN 46532

Telephone: 574-867-2111

Fax: 574-867-8191

Dr. Donald Harman, Superintendent

Mrs. Nicole Salazar, Treasurer

Mrs. Brenda Miller, Assistant Treasurer

Mrs. Julie McLiver, Administrative Assistant

## **GENERAL INFORMATION**

**Thank you for your interest in substitute teaching in the Oregon-Davis School Corporation. Substitute teaching is an excellent way to learn about our schools while serving our students in a positive way.**

**We hope you have a positive and successful experience!**

After you have completed the required paperwork and met with the Superintendent, Dr. Harman, you will be added to the Substitute Teacher List. When an assignment arises, Mrs. Sue Wieger will call substitutes from the Substitute Teacher List.

**Any former Oregon-Davis School Corporation student must be 22 years old in order to substitute.**

### **VALID INDIANA TEACHER OR SUBSTITUTE LICENSE**

As an approved substitute teacher, it is your responsibility to be sure your Indiana Teacher License or Indiana Substitute Teacher Permit remains active and valid. License or certificate must be on file at the Superintendent's Office. If it expires, you are responsible to renew your license or permit to remain active in our system.

### **EXPANDED CRIMINAL BACKGROUND CHECK**

An expanded criminal background check is required to substitute in the Oregon-Davis School Corporation. The background check can be accessed online at [www.odschools.org](http://www.odschools.org). The cost is \$28.85, using a debit or credit card. If the candidate does not have computer access, a request authorization must be completed and payment in cash brought into the Administration Office. Once the expanded criminal background check results are received and there is nothing that warrants Oregon-Davis School Corporation from allowing you to work, you will be added to our substitute teacher list upon approval of the Superintendent.

### **RESIGNATION**

If you are unable to continue employment as a substitute teacher, a written and signed resignation to the Superintendent's Office is required.

### **SCHOOL HOURS**

Substitutes should plan to arrive 15 minutes before the student day begins. All substitute teachers will work the following hours:

**FULL DAY: 7:05 AM - 2:35 PM**

**HALF DAY: 7:05 AM - 10:50 AM OR 10:40 AM - 2:35 PM**

<b>SCHOOL</b>	<b>STUDENT HOURS</b>	<b>FRIDAY EARLY RELEASE</b>
Jr/Sr High	7:20 am-2:34 pm	2:05 pm
Elementary	7:20 am-2:25 pm	1:50 pm

### **LENGTH OF ASSIGNMENT**

As a substitute teacher, assignments are one (1) full day or a half ( $\frac{1}{2}$ ) day. Please arrive at the expected time and know the name of the absent teacher you are assigned to substitute for.

As a substitute, you are subject to the same rules and regulations as Oregon-Davis teachers. You should become familiar with the policies applicable to a given school or assignment.

### **PROFESSIONAL DRESS**

Dress in a professional, appropriate manner for every assignment. Observe all building expectations for appropriate dress. All of the buildings are air conditioned and heated, so dress accordingly.

### **CELL PHONES**

Personal cell phones are allowed as long as they are silenced and not used during class time. As a substitute teacher, personal or prep time is the only time cell phones can be accessed.

### **SMOKE FREE CAMPUS**

The Board recognizes that the use of tobacco presents a health hazard that can have serious consequences for the user and the non-user and is, therefore, of concern to the Board. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff from the adverse impact of tobacco smoke on indoor air quality and encourage students to not use tobacco in any form, the Board prohibits the use of tobacco within any facility owned or leased or contracted for by the Board.

The Board also prohibits the use of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

The Superintendent and Building Principals shall ask an individual who is smoking in violation of this policy to refrain from smoking and cause to be removed from Corporation property an individual who is smoking in violation of this policy and fails to refrain from smoking after being asked to refrain from smoking.

### **LUNCH**

As a substitute teacher, you will receive an unpaid lunch period, if you are subbing a full day. Depending on the schedule, you may receive an unpaid lunch period, if you are subbing a ½ day. All schools have a refrigerator and microwave, if you choose to bring your lunch. A lunch can be purchased from the cafeteria for \$3.00. Do not leave the building during your lunch period.

### **COMPENSATION**

As a substitute teacher, you will be compensated as follows:

- Valid Indiana Teaching License or 4-year degree with Valid Substitute Teaching Permit  
\$65 per full day  
\$32.50 per half day
- Associate Degree with Valid Substitute Teaching Permit  
\$60 per full day  
\$30 per half day
- High School Diploma with Valid Substitute Teaching Permit  
\$55 per full day  
\$27.50 per half day

**Extended Assignments:** If you are contracted to work as a substitute teacher in the same teaching position assignment beyond fifteen (15) full consecutive days and you hold a valid Indiana Teaching License, you will be compensated at a daily rate as determined by the Oregon-Davis School Corporation's teachers' salary schedule and the Oregon-Davis Education Association. The daily rate will be paid on the sixteenth (16th) day and for continuous days

during the duration of that specific assignment. Upon the completion of such continuous assignment, you will revert to a regular substitute status and will again be paid at the regular pay schedule for substitute teachers as listed above.

**Support Staff Substitutes:** If you accept an assignment to substitute for a support staff position, the rate of pay is for Instructional Assistant is \$8.53 per hour.

### **PAY SCHEDULE**

Substitute teachers are paid for the number of days indicated on the reports turned in by the principals to the Superintendent's Office. Support staff are paid by the number of hours worked and will need to complete a timesheet (available in the office of each school building). The timesheet will need to be approved by the building principal or designee and sent to the Superintendent's Office. Payroll information is sent to the bank/credit union by wire transfer based on the required Direct Deposit Authorization.

### **REQUIRED COMPLETED FORMS**

The following forms must be completed and returned to the Superintendent's Office before you can accept an assignment:

- Completed Application
- W-4 and WH-4 (Federal and State Withholding Allowance)
- Direct Deposit Authorization with Voided Check Attached
- Expanded Background Check and Payment of \$28.85
- Form I-9
- Signed Acknowledgement of Receipt and Reading of Substitute Employee Handbook
- Copy of License or Permit (if applicable)

## GENERAL EXPECTATIONS AS A SUBSTITUTE TEACHER

1. Plan to arrive at least 15-30 minutes early for parking and planning purposes.
2. Report to the main office upon arriving at the building. Wear the nametag provided so you can be identified throughout the school day.
3. Secure Substitute Teacher Folder for the teacher you are substituting for that day. Review the contents of the folder including the daily schedule, room numbers, and student seating charts.
4. If lesson plans are not available in the folder or at the teacher's workstation, contact the front office immediately for assistance. LESSON PLANS ARE A MUST!
5. Check the folder for the correct procedures for the following:
  - a. Reporting absences and tardiness
  - b. Clearing the building during fire drills or other emergencies
  - c. Making arrangements for lunchroom supervision
6. Assume the duties of the regular teacher, which may include the following:
  - a. Supervising outside the classroom and in the hallways
  - b. Organizing playground activities at recess and during the lunch hour in the elementary building
  - c. Conducting emergency or fire drill procedures
7. Familiarize yourself with the seating arrangement and use the student seating chart to call students by name as much as possible. Observe any notations made by the Regular teacher as to sight difficulties, hearing losses, or special needs which may Be noted by the classroom teacher.
8. Introduce yourself to the class and go over the plans for the class/day. Write your name and the daily plans on the board for the students (if applicable).
9. Be sure you follow the teacher's plan for the day. Do not deviate from the written plans. Every day of instruction is very important and cannot be wasted.
10. During class time, move around the classroom, assisting students and maintaining a positive learning environment.
11. Keep students on task at all times.
12. Do not let students leave the classroom without a pass for any reason. If you determine that there is a need for an exception, please send the student with a pass and note the destination and time the student left the classroom.
13. If students arrive after the bell, ask for a pass. If the student cannot provide one, be sure to make a note for the classroom teacher upon his/her return. The classroom teacher will handle it the next day.
14. If students are busy and on task, classroom management is easier to maintain.
15. Be pleasant but firm with students. Show confidence as the substitute teacher. Students look to you as their teacher for the day; they don't know otherwise.
16. An appropriate sense of humor goes a long way in working with students at every level. Don't lose your temper with your students at any time.
17. Immediately notify the main office should an accident or severe problem occur. Telephones are available in each classroom.

18. Keep the atmosphere of the room as normal as possible by following the regularly scheduled activities and teaching plans.
19. Conversations with students should be appropriate and professional at all times. Do not share personal information with students that would be considered inappropriate.
20. As an approved substitute teacher, it is your professional responsibility to report any inappropriate student behaviors to an administrator before leaving for the day. The administrator will investigate the incident and interview witnesses, but your intervention and reporting is critical. With the new bullying legislation, it is critical that every adult in the building responds quickly and accurately to report incidents to a building administrator. It is your responsibility to report . . .not investigate.
21. Follow directions provided and leave comments for the classroom teacher concerning the day's progress and assignments given (see Substitute Teacher Report Form).
22. Complete the day's assignment by the following:
  - a. Leave the teacher's workstation and classroom clean and in order
  - b. Return any equipment to the proper place, if used during the day
  - c. Turn off lights and close the door
23. Return to the main office and return the Substitute Folder along with the Substitute Teacher Report Form. Check with the secretary to see if your services are needed the following day.

**YOU MAY NOT, AT ANY TIME, USE CORPORAL PUNISHMENT OR PHYSICAL FORCE IN DEALING WITH STUDENTS.**

## REFERENCE GUIDE FOR SUBSTITUTE TEACHERS

### **Basic Expectations Regarding Substitute Teachers:**

1. Teachers are responsible for leaving clear and adequate lessons for substitute teachers.
2. Students are expected to follow those directions.
3. The time spent with a substitute teacher should be productive and in keeping with the Mission Statement of the Oregon-Davis School Corporation.
4. Substitute teachers will follow all school, and classroom rules and procedures.
5. Substitute teachers will supervise their classes at all times.
6. Substitute teachers will help care for and protect our building.

**School Day:** Substitute teachers should report to the office 15-30 minutes prior to the start of school.

**Parking:** Substitute teachers should park in the staff lot, unless otherwise directed.

**Lunch:** The teacher's lunch period is on the Substitute Teacher Information sheet. Cost is \$3.00. (Substitute teachers should feel free to go to the head of the line.)

**Checking Out:** At the end of the teaching assignment, substitutes are to return any materials, notes, and Substitute Teaching Report Form to the main office. (Do not leave on the teacher's desk.)

### **Five Things To Know AT ODSC**

**1-3. Drugs, Alcohol, Tobacco:** If at any point in your work here you suspect that any student is using, possessing, or under the influence of any of these substances, call the office immediately. Do not attempt to search the student yourself, and, above all, do not ignore the situation.

**4. Safety:** If at any point you see a student engaging in dangerous behavior, stop that behavior immediately. In terms of classroom supervision, remember the important things: be vigilant, keep moving around the room and among the students, and keep the kids in the room. If you are substituting for a teacher who has a student teacher, you must remain in the class.

**5. Instructional time on task:** Follow the plans that have been left for you and keep the students on task. **Do not** allow students to sleep, play cards, or engage in other activities that are not related to the course work at hand.

### **Passes:**

**Do not** write passes for students to go to the library or anywhere else in the building unless instructed to do so by the teacher for whom you are substituting.

**Do not** allow students to leave your room for any reason other than an emergency.

**Do** write passes for students if they tell you they need to go to the nurse or a counseling emergency. However, make a note of the time and check back with the secretary to make sure they did arrive. (It helps to let the students know you will do that.)

**Do not** allow students to eat snacks or have soft drinks in the classroom.

**Do** communicate with the office in case of any questions you might have regarding passes or procedures in any class.

**Things you might hear as a substitute teacher, but should not necessarily believe:**

1. "Oh, she lets us sleep in here all the time."
2. "We were supposed to have a free day today!"
3. "He usually lets us go outside to study."
4. "We always get to work together on our tests."
5. "He usually lets us take this (expensive equipment) home with us."
6. "She doesn't mind if we write in our books."
7. "He always lets us use the phone and make long distance calls from his office."
8. "She never marks us tardy."
9. "Trust me."
10. "He said we could have an extra day to finish our assignment."

Any line similar to those above, either in tone or context, should be received incredulously. Above all, be skeptical!

**Oregon-Davis Elementary School**

**Substitute Teacher Report Form**

Substitute's Name: \_\_\_\_\_

Substituting For: \_\_\_\_\_

Date of Substituting: \_\_\_\_\_

Room #: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_ Full Day \_\_\_\_\_

Was a seating chart available? Yes \_\_\_\_\_ No \_\_\_\_\_

Were lesson plans provided? Yes \_\_\_\_\_ No \_\_\_\_\_

Were lesson plans followed? Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", please explain:

\_\_\_\_\_

The general classroom behavior throughout the day was:

Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

Were there any lessons you had particular problems/issues/concerns with:

\_\_\_\_\_

Please list any students who were disruptive/discipline problems:

\_\_\_\_\_

Were you provided with sufficient information for this assignment?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain:

\_\_\_\_\_

What comments and/or suggestions would you have from this assignment?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE COMPLETE THIS FORM AND RETURN TO THE OFFICE  
AT THE END OF THE DAY.**

Principal's Signature: \_\_\_\_\_

**Oregon-Davis Jr/Sr High School**

**Substitute Teacher Report Form**

Substitute's Name: \_\_\_\_\_

Substituting For: \_\_\_\_\_

Date of Substituting: \_\_\_\_\_

Room #: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_ Full Day \_\_\_\_\_

Was a seating chart available? Yes \_\_\_\_\_ No \_\_\_\_\_

Were lesson plans provided? Yes \_\_\_\_\_ No \_\_\_\_\_

Were lesson plans followed? Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", please explain:

\_\_\_\_\_

The general classroom behavior throughout the day was:

Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

Were there any lessons you had particular problems/issues/concerns with:

\_\_\_\_\_

Please list any students who were disruptive/discipline problems:

\_\_\_\_\_

Were you provided with sufficient information for this assignment?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain:

\_\_\_\_\_

What comments and/or suggestions would you have from this assignment?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE COMPLETE THIS FORM AND RETURN TO THE OFFICE  
AT THE END OF THE DAY.**

Principal's Signature: \_\_\_\_\_

## **Acknowledgement of Receipt and Reading of the Substitute Employee Handbook**

I have been directed to read and review the Oregon-Davis School Corporation Substitute Employee Handbook. This handbook outlines my responsibilities of the School Corporation.

I have read the information contained in the handbook. If I have any questions, I should contact the Building Principal or immediate supervisor. I understand the handbook is not an employment contract, but does provide the organizational employment procedures by which I am governed.

***I agree to comply with the guidelines and procedures of the Oregon-Davis School Corporation. I understand that my employment with the School Corporation is on an "at will" basis and that I am not entitled to any form of job tenure.***

Please return this signature page to the Superintendent's office annually.

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Employee Printed Name

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Assignment and/or Position

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Signature of Employee

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Date