

CSC Southern Hancock County Substitute Teacher Handbook



2018-2019

Community School Corporation of Southern Hancock County	3
Administration	3
Mission Statement	3
Equal Opportunity Educational Institution	3
Introduction	4
Requirements	4
Frequently Asked Questions	5
Brandywine Elementary School	8
Lesson Plans	8
School Day	8
Substitute Expectations during Planning Time	8
Attendance Procedures	8
Discipline Procedures	8
Lunch Schedule	8
Emergency Procedures	8
New Palestine Elementary School	9
Lesson Plans	9
School Day	9
Substitute Expectations during Planning Time	9
Attendance Procedures	9
Discipline Procedures	9
Lunch Schedule	9
Emergency Procedures	9
Sugar Creek Elementary School	10
Lesson Plans	10
School Day	10
Substitute Expectations during Planning Time	10
Attendance Procedures	10
Discipline Procedures	10
Lunch Schedule	10
Emergency Procedures	10
New Palestine Intermediate School	11
Lesson Plans	11
School Day	11
Substitute Expectations during Planning Time	11
Attendance Procedures	11
Discipline Procedures	11
Lunch Schedule	11
Emergency Procedures	11
New Palestine Jr. High School	12

Lesson Plans	12
School Day	12
Substitute Expectations during Planning Time	12
Attendance Procedures	12
Discipline Procedures	12
Lunch Schedule	12
Daily Schedule	12
New Palestine High School	13
Lesson Plans	13
Substitute Expectations during Planning Time	13
Attendance Procedures	13
Discipline Procedures	13
Lunch Schedule	13
Emergency Procedures	13
Passes	13
Other Important Information	14
Suggestions For Substitutes	15
First Impressions	15
Students' Attitudes	15
A Disruptive Class	16
Substituting in Special Education Classes	16
Prohibited Activities	17
Performance Guidelines	17
Notes	18
Frontline Absence Management Quick Start Guide	20
2018-19 Payroll Calendar	22
Substitute Teaching Checklist	23

Community School Corporation of Southern Hancock County

PO Box 508
4711 South 500 West
New Palestine, IN 46163
317.861.4463
Corp.newpal.k12.in.us

Administration

Dr. Lisa Lantrip, Superintendent
Mr. Robert Yoder, Assistant Superintendent
Miles Hercamp, Director of Instructional Services
Dr. Marcia Piercy, Director of Student Services

Mission Statement

In partnership with parents, teachers, administrators, staff, and the community, it is the mission of the Board of School Trustees of the Community School Corporation of Southern Hancock County to provide a supportive, caring, and safe environment in which the knowledge and necessary skills are provided to enable every student to reach their full potential. It is the Board's vision that a Southern Hancock education will produce young adults who will become productive, responsible citizens and life-long learners.

Equal Opportunity Educational Institution

The Community School Corporation of Southern Hancock County does not discriminate on the basis of age, race, religion, sex, handicapping condition, or national origin including limited English proficiency in its educational programs or employment practices.

The Community School Corporation of Southern Hancock County is committed to equal opportunity with respect to its educational services, programs, instruction, and facilities. NO person is excluded from participation in, denied the benefits of, or is otherwise subjected to unlawful discrimination under any educational program or student activity.

For further information, clarification or complaints, please contact the following person(s):

Title IX Coordinator

Keith Fessler, Principal
New Palestine High School
4485 South Victory Drive
New Palestine, Indiana 46163
317.861.4417

Office of Civil Rights

United States Department of Education
Washington, D.C.

Section 504 Coordinator ADA Coordinator

Marcia Piercy, Director of Student Services
Administration Office
4711 South 500 West
New Palestine, Indiana 46163
317.861.4463

Introduction

The Community School Corporation of Southern Hancock County employs approximately 200 certified staff members to provide positive learning experiences for over 3,700 students during the course of a 180-day school year. It is inevitable that one or more employees will be absent from their assigned instructional duties on any one given day due to such things as personal illness and/or business, staff development activities, curriculum development, student field trip experiences, etc. It is imperative that students continue to learn during the absence of their regular instructor.

Requirements

The following information will help you determine if you are eligible to become a substitute teacher in Southern Hancock Schools.

CERTIFICATE: A person who holds a valid Indiana Teacher License and who meets all other local criteria for substitute teaching will not need to apply for a Substitute Teacher Certificate. The Division of Teacher Licensing of the Indiana Professional Standards Board issues all new Substitute Teacher Certificates upon the condition that the candidate is recommended by the superintendent or his designee of a school district. The Community School Corporation of Southern Hancock County MAY recognize and accept any and all valid Substitute Teacher Certificates.

EDUCATION / EXPERIENCE REQUIREMENTS: The minimum education required for recommendation for a Substitute Teacher Certificate is either sixty (60) college credit hours (copy of official transcript is required), or two years experience working with children. Examples of these experiences are daycare work, cadet teaching, camp work, private or public schoolwork, church youth work, etc.

REFERENCE CHECKS: Each prospective substitute teacher will be required to give both personal and previous employer references, especially those for previous education related experiences. The references will be checked and, in addition, the school district will conduct a criminal history report.

AGE REQUIREMENT: Substitute teachers must be at least 21 years of age.

Once you have determined that you are eligible to become a substitute teacher, the application process begins. You must fill out an online application to be considered for substitute teaching. You can do this on our website, under "employment".

Frequently Asked Questions

Who do I go to for questions about substitute teaching?

Courtney Warrick & Christy Snyder are both available for any questions or concerns you have about substitute teaching. They can be contacted at the central office.

Courtney: 317-861-4463 ext 1004 cwarrick@newpal.k12.in.us

Christy: 317-861-4463 ext 1008 csnyder@newpal.k12.in.us

The building secretaries & principals are also a good resource for questions.

How much do substitutes get paid?

Substitutes are paid \$85.00 for a full day and \$42.50 for a half day when subbing for the classroom teacher. Full day or half day pay is determined by the details listed on the assignment you sign up for via Frontline. When subbing for the classroom assistant, you will be paid a designated hourly rate for the hours worked. If you sub for an hourly worker (example: secretary, teacher's aide, fitness assistant or media) you will be paid an hourly rate of \$13.20/hour.

Substitute teachers possessing a valid Indiana Teacher's License and teaching in the same assignment will be compensated at a daily rate determined by the corporation's teachers' salary scale beginning on the sixteenth consecutive day. Upon completion of a continuous assignment, the substitute teacher will revert to a regular substitute status and will again be paid at the regular pay schedule for substitute teachers.

When do substitutes get paid?

Substitutes get paid bi-weekly on the same days as other school district employees. The payroll calendar is provided in this handbook.

What time do I have to report to the schools?

A general guideline is to arrive at least 15 minutes early; however, you should always check with the individual buildings. Please see individual buildings' pages for specific building times.

To ensure an assignment you have signed up for hasn't been cancelled or changed, it is best to check your school email in the morning prior to the assignment start time.

Do I have retirement benefits?

Substitute teachers are eligible for membership in the Indiana State Teachers' Retirement Fund (ISTRF) under the following policy. Enrollment forms are available in the Personnel Department.

- Be certified by the Indiana State Board of Education
- Have obtained at least an Associate's Degree, and
- Teach at least one hundred twenty (120) days in a year or at least sixty (60) days in each of two years.

It is your responsibility to track the number of days you teach with regards to ISTRF.

How should I dress to substitute teach?

Dress in our district is “business casual.” Suits and dresses are not required, but please dress in a professional and neat manner. Do not dress in the same manner as students. Professional dress sets a good example and will aid in classroom control. You may dress accordingly if subbing for a Physical Education teacher or if you are notified there will be a field experience on that day.

In the event of inclement weather, where do I go for school closing information?

Decisions to close or delay school due to weather conditions will normally be made by 6:00 a.m. You may be notified by the district’s automated service via a text message, e-mail, and/or phone call. You will be given information during your interview on how to customize your alerts online.

Announcements will also be made on the following news stations:

- WTTV - Channel 4
- WRTV - Channel 6
- WISH - Channel 8
- WTHR - Channel 13
- WXIN - Channel 59

Information will also be posted on the district’s webpage at newpal.k12.in.us, Facebook page at facebook.com/SouthernHancock, and on the district’s Twitter page at [@SouthernHancock](https://twitter.com/SouthernHancock).

Are substitute teachers allowed to use the computers?

Substitute Teachers are given a school account as well as a school email address. You can use these to access Absence Management, the school training site & Doculivery (pay stubs). Your school email address will be how we contact you, and you are expected to check it on a regular basis. You must follow the corporation’s Acceptable Use Policy for computers. Computers may not be used for personal use for any reason.

Do I need to evaluate my substituting experience at the end of the day?

Yes! We recommend you give us feedback via Frontline Absence Management at the end of the day.

Will the teacher I substitute for evaluate my performance as a substitute teacher?

Teachers have the opportunity to evaluate a substitute teacher if they wish. This is usually determined on a case by case basis.

What happens if I receive negative feedback from teachers?

Building reports regarding a substitute’s unsatisfactory performance may necessitate the temporary or permanent removal of the individual’s name from the Substitute Teacher List until the nature of the problem and its resolution are determined.

A substitute teacher’s name may be removed from the list for any reason, deemed necessary by the administration and to be in the best interest of the school corporation.

What do I do if I suspect a child is being abused?

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator, in the presence of the staff member if possible, shall immediately call the Child Protective Services or Hancock County Sheriff’s Department. -Board Policy 8462

What do I do if I have been verbally or sexually harassed by a student or district employee?

Harassment of any kind is not tolerated in our district. Please report all concerns to the building administrators.

Will I be required to go through an orientation process?

At the beginning of each school year, all substitute teachers are invited to attend an orientation meeting held at the corporation office. Although this meeting is not mandatory, valuable information is learned and we strongly urge everyone to attend.

Every July, all employees will be assigned annual online employee training. If a substitute teacher does not complete this training by the end of the first semester, they will not have access to substitute teacher jobs until the training is completed. If the substitute teacher doesn't complete the online mandatory training prior to the last day of school, they will be removed from the substitute teacher list indefinitely.

Do I need to reapply every year to be kept on the calling list?

No, you do not need to reapply each year. However, during the summer we will contact you to inquire if you wish to remain on the substitute call list. If you do not reply, your name will not be included. Also, please note, you will be required to work at least once a semester to stay on our active sub list. If you separate from us, you will be required to complete another expanded criminal history check if you decide to return.

Brandywine Elementary School

413 East 400 South
Greenfield, IN 46140
317.462.7396

Rhonda Peterson, Principal

Laura Walsh, Principal's Administrative Assistant / Treasurer

Jenni Harris - Administrative Assistant / Receptionist

Lesson Plans

Sub plans are usually found in the classrooms. If a teacher knows they are going to be out, they will have them laying on the desk, usually with a note for the substitute. Occasionally the secretary will have plans to give to the substitute teacher when they check in at the office upon arrival. If plans cannot be found on the desk, please contact the office at the earliest possible time.

School Day

Tardy Bell: 8:45 am.

First Dismissal Bell: 3:25 pm. This is the time to leave the room and move students toward the front bus loading area.

Final Dismissal Bell: 3:30 pm. If delayed in heading to the bus loading area and this bell rings, please phone the office that you are running behind.

Substitute Expectations during Planning Time

During planning time and if possible, the substitute is expected to grade papers, make copies as needed for the remainder of the day, or check with office for any other possible assignments.

Attendance Procedures

After the Tardy Bell rings at 8:45 am, morning pledges will be conducted via the office P.A. At the conclusion of the pledges, attendance should be taken and a list of absent students sent to the office, leaving a list for the teacher as well. If a student arrives late, please send a subsequent note to the office with this information, or call extension 100 to report it.

Discipline Procedures

Minor discipline problems are expected to be handled by the substitute teacher with a note left for the teacher with specifics of any minor incidents. For moderate or major discipline problems, the student should be sent to the office with a note indicating the problem, or the sub may call extension 100 and ask that the Principal be sent to the room to remove the student.

Lunch Schedule

Lunch is served beginning at 11:00 am and ending at 12:30 pm, depending on the teacher's schedule.

Emergency Procedures

Each room has a map located in the front of the room with detailed instructions on where to report in the case of a fire or tornado.

New Palestine Elementary School

PO Box 538
4801 South 500 West
New Palestine, IN 46163
317.861.5287

Ms. Katy Eastes, Principal

Mrs. Kayleigh Fosnow, Assistant to the Principal

Mrs. Brenda Sellers, Principal's Administrative Assistant / Treasurer

Mrs. Nikko Loman, Administrative Assistant / Receptionist

Lesson Plans

Lesson plans can be found in the teacher's classroom. Most teachers use a substitute folder.

School Day

Substitute teachers report in at 8:15 am. Substitute teachers should report to the main office. At the end of each school day, substitute teachers should submit the follow- up comments form.

Substitute Expectations during Planning Time

During teacher planning time and when substitutes do not have recess duty, this time can be used to complete tasks left by the teacher or work on a note for the teacher.

Attendance Procedures

Substitute teachers should find an attendance form and a lunch count form (for salad orders) with the teacher's "sub-folder". The attendance form should be completed and sent to the office. The salad order form should be sent to the cafeteria.

Discipline Procedures

Many disciplinary issues can be handled by a substitute teacher or with assistance from another teacher on the team. Substitute teachers are encouraged to make an office referral when there is any question about how a situation should be handled. An Office Referral Form should also be in the "sub folder". This form should be used when sending a student to the office for disciplinary reasons. Substitute teachers may also seek assistance for disciplinary concerns by contacting the office by dialing extension 5402. The school social worker can be contacted at ext. 5015. Ms. Eastes is the principal, ext. 5010.

Lunch Schedule

Lunch is served beginning at 11:25 am and ending at 1:20 pm, depending on the teacher's schedule.

Emergency Procedures

Each room has a map located in the front of the room with detailed instructions on where to report in the case of a fire or tornado.

Sugar Creek Elementary School

PO Box 558
2337 South 600 West
New Palestine, IN 46163
317.861.6747

Ms. Kari Shelton, Principal
Mr. John Dehr, Assistant Principal
Mrs. Hillari Johnson, Principal's Administrative Assistant / Treasurer
Megan Shaffer, Administrative Assistant for Data & Attendance
Mrs. Gillian Ingold, Administrative Assistant / Receptionist

Lesson Plans

Lesson plans can be found on in the teacher's classroom. Most teachers use a substitute folder.

School Day

Substitute teachers should report to the main office at 8:15 am, **even on a two hour delay.**

Substitute Expectations during Planning Time

At SCE a substitute teacher is not needed during planning time, which is the same as the Unified Arts time. During recess times when the substitute teacher does not have a duty, this time could be used to grade papers or work on a note to the teacher.

Attendance Procedures

Substitute teachers should complete an attendance form after the 8:45 bell. Please send it to the office with a student. You can find an attendance form and a lunch count form (for salad orders) with the teacher's "sub-folder". The attendance form should be completed and sent to the office. The salad order form should be sent to the cafeteria. Students that come in late should bring a Late Slip. If they don't have a Late Slip, please call the front office at x7001 for guidance.

Discipline Procedures

Many disciplinary issues can be handled by a substitute teacher or with assistance from another teacher on the team. Substitute teachers are encouraged to make an office referral when there is any question about how a situation should be handled. An Office Referral Form should also be in the "sub folder", this form should be used when sending a student to the office for disciplinary reasons. (It can also be used when sending a student to the health clinic.) Substitute teachers may also seek assistance for disciplinary concerns by contacting the office.

Lunch Schedule

Lunch is served beginning at 10:50 am and ending at 1:20 pm, depending on the teacher's schedule.

Emergency Procedures

Each room has a map located in the front of the room with detailed instructions on where to report in the case of a fire or tornado.

New Palestine Intermediate School

5613 West 200S
New Palestine, IN 46163
317.861.3267

Mr. Vincent Meo, Principal
Mrs. Megan Welch, Assistant Principal
Mrs. Lori Burks, Principal's Administrative Assistant / Treasurer
Kelly Montes, Administrative Assistant for Data & Attendance

Lesson Plans

Lesson plans can be found on the teacher's desk.

School Day

Substitute teachers should report to school at 7:15 AM.

Substitute Expectations during Planning Time

At NPI a substitute teacher is not needed during planning time, which is the same as the Unified Arts time. During recess times when the substitute teacher does not have a duty, this time could be used to grade papers or work on a note to the teacher.

Attendance Procedures

Attendance should be taken at the beginning of the school day. The substitute teacher may either choose a responsible student to take the attendance to the office or call the attendance secretary in the main office to report the attendance.

Discipline Procedures

Many disciplinary issues can be handled by a substitute teacher or with assistance from another teacher on the team. Substitute teachers are encouraged to make an office referral when there is any question about how a situation should be handled. An Office Referral Form should also be found on the teacher's desk, this form should be used when sending a student to the office for disciplinary reasons. (It can also be used when sending a student to the health clinic.) Substitute teachers may also seek assistance for disciplinary concerns by contacting the office.

Lunch Schedule

Lunch is being served from 10:20 AM to 1:20 PM, depending on the teacher's schedule.

Emergency Procedures

Each room has a map located in the front of the room with detailed instructions on where to report in the case of a fire or tornado.

New Palestine Jr. High School

PO Box 478
2279 South 600 W
New Palestine, IN 46163
317.861.4487

Mr. Jim Voelz, Principal
Mr. Craig Moore, Assistant Principal
Mrs. Amanda Schwyn, Guidance Counselor
Mr. Chris Yount, Athletic Director / PE Teacher
Mrs. Kerry Taylor, Administrative Assistant for Athletics and Guidance
Mrs. Kristina Myers, Administrative Assistant for Attendance
Mrs. Robin Pratt, Principal's Administrative Assistant / Treasurer
Mrs. Melissa Hurst, Administrative Assistant / Receptionist

Lesson Plans

Lesson plans can be found on the teacher's desk. In the case of an unexpected absence, Mrs. Pratt may have the lesson plans that have been emailed to her by the staff member.

School Day

Substitute teachers should report in at 7:15 am.

Substitute Expectations during Planning Time

During a teacher's planning time, the substitute should report to the office.

Attendance Procedures

Attendance should be taken at the beginning of each period. Have a responsible student take the attendance to the office.

Discipline Procedures

If a student is misbehaving, please give the child a warning and tell them that his/her name will be written down. (Students whose names are left by the sub for inappropriate behavior are required to serve an after-school detention when the teacher returns.) If the student continues to misbehave, please call the office to inform them that you will be sending the child to Mr. Moore. Have a responsible student escort the disruptive student to the office.

Lunch Schedule

Lunch is served beginning at 10:30 am and ending at 1:20 pm, depending on the teacher's schedule.

Daily Schedule

7:00 am-7:35 am: Team Planning/Conferences/Meetings/Individual Planning, everyday except Friday.

New Palestine High School

PO Box 448
4485 South Victory Drive
New Palestine, IN 46163
317.861.4417

Mr. Keith Fessler, Principal
Mr. Adam Barton, Assistant Principal
Mr. Allen Cooper, Athletic Director
Mr. Jeffrey Wright, Assistant Athletic Director
Mrs. Julie Young, Dean of Students
Ms. Caitlin Fangman, Guidance Counselor
Ms. Jennifer Lightcap, Director of Guidance
Mr. Trent Whitaker, Guidance Counselor
Mrs. Nancy Komornik, Administrative Assistant for Guidance
Mrs. Karen Ginther, Principal's Administrative Assistant
Mrs. Melissa Tillage, Administrative Assistant for Athletics
Mrs. Kathy Robinson, Administrative Assistant for Attendance

Lesson Plans

Lesson plans should be found in the classroom. If not, contact the office.

School Day

Substitute teachers should report to the main office at 7:10 am.

Substitute Expectations during Planning Time

Prep time can be spent in the room or teachers lounge if not needed anywhere else.

Attendance Procedures

Please take attendance at the beginning of the period and call ext. 2002 or 2001 with the names of those students absent or tardy. A student is tardy if he/she is not in the room when the bell rings.

Discipline Procedures

Document the issue and call the office.

Lunch Schedule

Lunch is served from 11:10 am - 12:35 pm Mondays, Tuesdays, and Fridays and 10:40 am - 12:40 pm Wednesdays and Thursdays. For lunch period A, students go to lunch first and then report to class. A suggestion for those classes with lunch other than A is to take attendance at the beginning of class and also on return from lunch. The bell schedule will be given to you at the high school.

Emergency Procedures

Fire Drill/Tornado Drill instructions are posted in the room.

Passes

Substitute teachers DO NOT ISSUE PASSES. If you need to send a student to the Main Office/Clinic or the Guidance Office, please call to let us know to expect the student.

Other Important Information

All substitutes need to get a parking pass from either the main office or the bookstore.

Students are not to use the classroom phone. DO NOT allow students to leave class to make phone calls.

Check in with the main office before leaving the building.

Please return the key and folder to the main office at the end of the school day.

Suggestions For Substitutes

First Impressions

Until you are thoroughly familiar with the atmosphere of any given school, it is best to avoid extremes. The way you appear, the way you structure your teaching, and the way you relate to others would be less conspicuous if the pattern follows the norm rather than either extreme. In as much as your position involves moving from school to school, adaptability and flexibility should be your characteristics.

Arrive at a new school early enough before classes start to give you time to become oriented and relaxed. Check the fire drill procedures and find the location of the lesson plan, as well as necessary supplies and materials that you may need during the day. Once students arrive you should not leave the classroom area unless instructed by an administrator.

As you greet the class, introduce yourself. Once you begin the lesson, be friendly and understanding but firm. Start out with a positive attitude. If you fully expect the class to behave well, there is the likelihood that they will behave well. Students generally live up to what is expected of them. Look at your assignment as fun, challenging, and an opportunity to work with and help young people.

You will have to set the pace for the class within the first five minutes. You should be positive, pleasant, and firm. Sometimes a smile is all it takes. Once you have announced the plans for the day, you should not accept "We did that yesterday." Instead, explain that there is always more to learn and offer optional activities for those who finish early.

If all of this is done in a good, calm, and professional manner, you may be surprised at how quickly the class settles down to the business of learning.

Students' Attitudes

From a student's point of view, seeing a substitute teacher in the classroom means that the day will at least be "different." If students do not know you, they do not know exactly how different it will be. It is natural to expect that the students may be apprehensive, too.

In the primary grades, the young children may actually fear the new adult they see. Some may even cry. One substitute who specializes in primary grades maintains that honestly, laced with kindness and warmth, usually eases the situation.

By the time students reach the upper elementary years they begin to dispel their nervousness by testing the substitute. They are attempting to find your limits but hoping that they are reasonable and things will not be too far from the norm. Fairness is their watchword. If you combine fairness with firmness, you will reassure them that their day will not disintegrate into chaos and they will usually cooperate.

Secondary school students have already had numerous experiences with substitute teachers. Most of them usually take the attitude that this day will be easier and perhaps they can sit next to a friend instead of according to the seating chart. At this age level, students need to know that the substitute expects learning to continue and that the work that they are completing will be checked by the regular classroom teacher.

A Disruptive Class

Longfellow wrote: "Into each life some rain must fall; some days must be dark and dreary." Substitute teachers are not likely to escape this fact of life. Every student is an individual, and every combination of students has a unique chemistry and set of reactions. There is no absolute rule on how to deal with disruptions. Your disciplinary methods must often change from one case to another, depending on how you appraise the situation. **It is important for you to know that under no circumstances is physical or verbal punishment used to discipline a student.**

If only a few students are disrupting the class, it usually helps to isolate the leader, but not in such a way that you give him/her a stage on which to continue to draw attention. If the entire class becomes so disruptive that learning cannot proceed, assistance should be sought from the school administrator. You should always remember that disciplinary problems arise most frequently when students perceive that there is nothing better to accomplish. Your competence as a teacher and your ability to interest a class in learning are your best defenses against behavioral problems.

Substitute teaching can be a very satisfying job. Keep in mind the following suggestions:

- You should be ready to show the students from the start that you are interested;
- Be fair;
- Give students the benefit of the doubt;
- Be reasonable;
- Respect the students;
- Treat students as persons;
- If you can carry out your responsibilities in an atmosphere of relaxation and enjoyment, you will go home each evening feeling you have been successful.

Substituting in Special Education Classes

The Community School Corporation of Southern Hancock County provides special education and related services. You may be called to substitute for students who are mentally handicapped, learning disabled or physically handicapped. Many youngsters so identified will be found in regular classrooms. Working with these students may represent a concern to some, but such fears are needless. A few pointers appear below but remember that students with physical or learning difficulties are more like their non handicapped peers than not. When working with students who are handicapped, it may be helpful to remember:

1. The instruction of handicapped students generally requires a high level of continuity and structure. It is important to follow lesson plans and daily schedules as closely as possible. Give the students your expectations and expect completion of the assigned work.
2. Check for notes from the teacher that could provide information regarding students who might require some special attention.
3. Do not extend special consideration to students unless otherwise instructed in the lesson plans or notes.
4. In working with students with health-related conditions, familiarize yourself with the location of the nurse's office and the immediate supervisor should an emergency occur.
5. Students in any one classroom may be working at different levels and rates. A good "rule of thumb" is to keep students busy. The classroom teacher may provide fillers.
6. Special classes for students with disabilities may have paraprofessionals. Such persons may be most helpful in knowledge of routines, students' information, etc. These persons work under the direction of teachers so lesson plans should include their activity and responsibilities as well.

7. Maintain the seating chart left by the classroom teacher. He/she may have a good reason for pairing or separating students. Attempt to keep movement within the classroom to a minimum.

Prohibited Activities

- The possession, use or distribution of illegal drugs, alcohol or tobacco on school property is strictly prohibited.
- It is a violation of federal law to possess a firearm of any sort on school grounds.
- As a temporary member of our staff, you are expected to keep all information about students in confidence.

Performance Guidelines

Each semester, we will be reviewing cancellation percentages, as well as average performance ratings. If you have 20% or higher cancellation rate, or a rating below a 3, we will be reviewing other performance factors to determine if you will remain on our substitute list.

Frontline Absence Management Quick Start Guide



Substitute QuickStart Guide |

Absence Management

SIGNING IN

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

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

RECOVERING CREDENTIALS

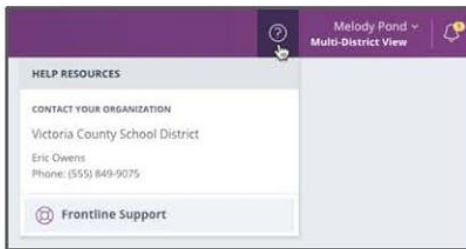
If you cannot recall your credentials, use the recovery options or click the **"Having trouble signing in?"** link for more details.

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Date	Time	Duration	Location	Filter
Barker, Bob				<input type="checkbox"/> Reject <input checked="" type="checkbox"/> Accept
Mon, 4/30/2018	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools	



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**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on 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 begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call 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). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.



2018-19 Payroll Calendar

Substitute Teaching Checklist

- Submit application
- Provide one letter of recommendation from a former supervisor / authority figure
- Meet with Courtney, in HR, to go over sub handbook
- Be sure three references are listed on your application; they will be contacted via email. YOU are responsible for making sure they reply.
- Submit background check via the link that is provided on the "Job Offer" form.
 - Please be aware that you will receive a second set of emails to complete the IN DCS check. These emails may come 24 - 48 hours after you submit your initial background check, but need submitted asap in order to expedite the process.
- Submit application for sub permit via <https://license.doe.in.gov/> .
- Provide either two years of college credit, via official transcripts (can be copies), or two years experience with children indicated in your letter of recommendation.
- Once your sub permit has been approved, send a copy to Courtney at cwarrick@newpal.k12.in.us
- Complete all online paperwork
- Complete online training
- Once your background check is approved, and we have all other required information, you will be sent an invitation to attend a new hire meeting at central office to scan fingerprint into time clock system, & to provide required documents (I-9 documents, social security card & voided check)
- Receive Absence Management login and school email account information from Courtney.
- Start subbing!