

# **SHERIDAN COMMUNITY SCHOOLS**



## **SUBSTITUTE TEACHER HANDBOOK**

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## **SHERIDAN COMMUNITY SCHOOL CORPORATION EQUAL OPPORTUNITY EMPLOYER**

The School Board of Sheridan Community School Corporation intends for all hiring and employment practices of the school corporation to comply with all Federal, State, and administrative guidelines regarding discrimination. It is the policy of the Board that no staff member or candidate for such a position in this Corporation shall be discriminated against on the basis of race, color, religion, national origin, creed, ancestral heritage, age, sex, marital status, or disability.

The School Board of Sheridan Community School Corporation intends to observe its responsibilities and procedural safeguards for staff in regards to the Individuals with Disabilities Act (Section 504), Americans with Disabilities Act (ADA), and Family and Medical Leave Act of 1993.

The School Board of Sheridan Community School Corporation intends for no employee to suffer harassment while on the job. This includes supervisory harassment, worker to worker harassment, and harassment by students or patrons. Any employee who feels they are the victim of such harassment should report such action to their supervisor or the supervisor of the harassing party. The School Corporation will follow procedural due process in following up the complaint.

## **SHERIDAN COMMUNITY SCHOOL CORPORATION SUBSTITUTE TEACHER EXPECTATIONS**

Sheridan Community School Corporation seeks to employ the very best people as employees in all positions and at all levels because our students are the most important assets of our community. Their education and development into productive citizens hinges on the opportunities and relationships we are able to offer at Sheridan Community Schools.

As an employee at Sheridan Community Schools, you are expected to act with professionalism and complete collegiality. This is not only students, but parents, tax payers, community members, fellow employees, and visitors to our school system. Everyone who passes through our school system should be impressed with the atmosphere that you help create. We want our facilities to be safe, caring, and welcoming. If nothing else is apparent to a visitor, we expect them to see that our people are friendly and respectful to all they come into contact with.

As a rule of thumb, treat others as you would like to be treated. Think as a prudent parent, taking care of other children as you would your own. Never discount the impact you have on a young mind that is looking at every adult as a potential role model. Conduct yourself as if many eyes are on you. They are and they know what you do is important.

**It is a Great Time to be a Blackhawk!**

Please read this Substitute Teacher Handbook carefully in order to become acquainted with the general policies that guide the operation of the schools. The information in this handbook is designed to assist you with understanding the general policies that Sheridan Community Schools operate under. Hopefully it will assist in answering any questions you may have.

## **INFORMATION FOR SUBSTITUTES**

### **Subfinder Directions**

At SCS we use the Subfinder Program to report all staff absences in the corporation. This program fills those absences with substitutes. The Subfinder program can be used by phone or via the internet. The first step is to call the Subfinder phone system (once you have been approved to sub) at 1-877-225-1961 and it will prompt you. The first prompt is to record your name, the system will ask for your password, which is the last four digits of your social security number. Once you have recorded your name you are officially enrolled in the Subfinder program. You can check all of your personal information, any open jobs, jobs you are already scheduled for, jobs you have already worked, time you would like to schedule yourself as unavailable, etc. You are also able to do the same functions via the internet at <https://sheridan.subfinderonline.com>. The Subfinder program works in a few different ways: as stated previously you are able to check available jobs as soon as an absence is put in the Subfinder program. Also, at designated call times, the Subfinder program will begin to try to fill a job by calling substitutes. Every substitute has a designated number in the program. That number can be given to a staff member for them to use so the staff member can specifically request a sub. The Subfinder program is an efficient way to schedule absences and substitutes. Any questions please contact Kim Childers at 317-758-4172 or [kchilders@sheridan.k12.in.us](mailto:kchilders@sheridan.k12.in.us).

### **Substitute Teacher Salary Schedule**

<b>Levels of Pay Scale</b>	<b>Rate per Day for Subs</b>
Non-certified substitutes	\$75.00
Certification in area substituting	\$85.00
SCS Retired Teachers substituting	\$95.00

### **Paydays**

Employee and payroll withholding information must be completed and submitted to our district payroll clerk prior to processing and receiving paychecks. Paychecks are distributed bi-weekly on Thursdays. Direct deposit is recommended and forms can be found at the administrative office.

### **Discipline**

Substitute teachers are responsible for control of classes. Corporal punishment is prohibited by school district policy. Substitute teachers are encouraged to seek assistance from the principal or another teacher as it is needed. If a student goes out of his/her way to make trouble for the substitute, the student should be referred immediately to the office. Be sure to call the office to inform the secretary which student is coming to the office and why.

## **HELPFUL HINTS FOR CLASSROOM MANAGEMENT**

### **“THE FIRST FIVE MINUTES”**

1. Begin teaching before the bell rings
2. Have something for student to do – all on them – as soon as they enter the room!
3. Whatever the task may be, it should:
  - Be simple – at least the first part should not require a long explanation
  - Be a quiet activity – such as reading or writing
  - Be part of the total learning experience – not – “busy work”
  - Be ready before class begins
4. Never waste time by making plans or preparing materials during class time
5. Be sure students know:
  - When to sharpen pencils
  - When and where to get needed materials
  - How much time, talking, and motion is acceptable in “getting started”
6. Follow the same general format each day:
  - Get them busy as soon as possible
  - Vary the assignments
  - Encourage the habit of immediate work
7. Periodically check on yourself:
  - Are you planning for all the period?
  - Are you utilizing those first five minutes?

Utilization of the previous “Helpful Hints’ will help the schedule of the day and discourage discipline issues. If you have any questions and/or problems develop please contact the office.

## **HELPFUL HINTS AND CHECKLIST FOR SUBSTITUTES TEACHERS**

1. Report to the office first
  - Introduce yourself if you are in the school for the first time
  - Check-in and receive initial instructions
  - Ask if there are any schedule changes for today
  - Verify check-out procedures
2. Emergency procedures of the school
  - If you do not know or it's not provided in the lesson plans, please ask the principal or assistant principal
3. Lesson Plans
  - Be prepared to teach
  - Follow the lesson plans left by the regular teacher as closely as possible
  - Ask other teachers if you need additional plans or need clarification of the daily plans
4. Classroom schedule
  - What is today's class schedule?
  - When do the students eat lunch?
  - When do the students have recess (elementary)?
5. Classroom management
  - Maintain discipline
  - Be consistent and positive
  - Review class rules or discuss rules to be followed while the regular teacher is out
6. You should:
  - Never read books, magazines or newspapers in the classroom unless it is part of the instructional program
  - Avoid discussing and comparing situations in one school while serving in another
  - Treat all student information confidentially
  - Dress neatly and appropriately for each and every assignment
  - Complete the Substitute Evaluation Form before leaving the building

## **First-Aid, Safety and Health**

As a substitute, you are expected to provide good quality supervision to the students entrusted to your care. In the event of an injury, please use common sense rules and immediately contact the office or another teacher. If a fire or tornado drill occurs while you are on duty, please follow posted directions or the classroom teacher nearest to your room to the proper exit.

## **Dress Code**

### **Sheridan Community School Corporation Bylaws & Policies**

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#### **3216 - STAFF DRESS AND GROOMING**

The School Board believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. All professional staff members shall, when assigned to Corporation duty:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities;
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to Corporation property;
- E. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

#### **Where to Report for Duty as a Substitute Teacher**

Substitute Teachers are expected to report to the principal's office in the school where he or she will be substituting. Please be on time! The following materials will be provided by the classroom teacher and will be found in the perspective classroom.

1. Lesson Plans, showing the day's work to be accomplished.

2. Seating Chart
3. Teaching manuals and desk copies of texts
4. Schedule – including schedule of regular studies, special classes and special room rules.
5. Discipline Procedures

Please follow the plans explicitly and provide documentation regarding absences, discipline issues, if the plans were completed, and questions that students may need clarified. Positive comments are always a pleasure to return to. Following are the hours of each school. Please arrive 15 minutes prior to the start of school and you may leave 15 minutes after the close of each school.

<b>SCHOOL BUILDING</b>	<b>ARRIVAL TIME</b>	<b>SCHOOL HOURS</b>	<b>DEPARTURE TIME</b>
Sheridan Elementary School	7:40 AM	7:55 AM – 3:00 PM	3:20 PM
Sheridan Middle School	7:45 AM	8:00 AM – 3:00 PM	3:15 PM
Sheridan High School	7:45 AM	8:00 AM – 3:00 PM	3:15 PM

### **Taking Attendance:**

<b>SCHOOL BUILDING</b>	<b>DIRECTION ON TAKING DAILY ATTENDANCE</b>
Sheridan Elementary School	Attendance should be taken in the morning and after lunch and given to the office each time it is taken.
Sheridan Middle School	Attendance should be taken each class period and given to the office each period.
Sheridan High School	Attendance should be taken each class period and given to the office at the end of the day.

### **What is expected of our Substitutes:**

You, as a substitute, are entrusted with carrying out the plans of the regular teacher as fully as possible, and we consider your job to be important and worthy of our appreciation. If you are substituting in the middle/high school and are not trained in the subject area, lesson plans should fit your needs accordingly. If you have any questions about the lesson plans, please contact the principal or assistant principal.

Additionally, a substitute may not specifically follow an individual teacher's schedule. Occasionally, it may be necessary for a substitute to cover a/or class(es) as needed (ie. Prep period) to ensure all classes are appropriately supervised.

At the end of the day we ask that you fill out and return to the office secretary a "Substitute Teacher Assessment Report". This form will provide valuable feedback to the school regarding your assignment and what was prepared for your time in the classroom. The teacher for whom you substitute will give a follow-up report on your performance to the principal as well. The following is a sample of the form used to evaluate the substitute teacher services.

Sheridan Community Schools really appreciates our substitutes! We couldn't do the great job we do with our students without each of you!



# Sheridan Community Schools

## Substitute Teacher Assessment Report

Substitute's Name\_\_\_\_\_Teacher's Name\_\_\_\_\_

Subject/Grade Level\_\_\_\_\_Date(s)\_\_\_\_\_

To be completed by the substitute and returned to the office at the end of the day.

Yes    No    Clear lessons plans were provided for all classes?  
Comments\_\_\_\_\_

Yes    No    Sufficient activities were planned for each period?  
Comments\_\_\_\_\_

Yes    No    Class roll and seating charts were provided?  
Comments\_\_\_\_\_

Yes    No    Where necessary, special directions concerning instruction, students and other  
duties; were they clearly stated?  
Comments\_\_\_\_\_

Yes    No    Administration/Staff were helpful?  
Comments\_\_\_\_\_

Yes    No    Students' behavior was satisfactory and students stayed on task?  
Comments\_\_\_\_\_

Please describe any questions or problems you had during the day:

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## Substitute Teacher Evaluation Form

Substitute Teacher \_\_\_\_\_ Date(s) of Assignment \_\_\_\_\_  
(Print) Last Name (Print) First Name

School \_\_\_\_\_ Grade/Subject \_\_\_\_\_

<p><b>Principal:</b> Please complete. Check statement(s) which reflects your opinion:</p> <p>Observation made?                      Yes                      No</p> <p><input type="checkbox"/> Thoroughly capable and dependable.</p> <p><input type="checkbox"/> Services satisfactory.</p> <p><input type="checkbox"/> Recommend for <b>emergency assignment(s)</b> <i>only</i>.</p> <p><input type="checkbox"/> Insufficient observation to warrant evaluation.</p> <p><input type="checkbox"/> Should <b>NOT</b> be assigned in the future. <b>Comment required below.</b></p> <p><b>Comments:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Principal/Designee Signature:</p> <p>_____</p>	<p><b>Classroom Teacher:</b> Please complete. Although you were not present while the substitute was in your classroom, please attempt to respond to the following statements:</p> <p>Followed lesson plans                      Yes                      No</p> <p>Left adequate summary of work covered                      Yes                      No</p> <p>Left room in good order or replaced items used                      Yes                      No</p> <p>Maintained good discipline (as verified with colleagues)                      Yes                      No</p> <p>Would request for future assignments                      Yes                      No</p> <p><b>Comments or suggestions for improvement:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Classroom Teacher Signature:</p> <p>_____</p>
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**Sheridan Community Schools**  
**24795 N. Hinesley Road**  
**Sheridan, Indiana 46069**

**RECEIPT OF SUBSTITUTE HANDBOOK**

**The undersigned hereby acknowledges that he/she has received/read the Sheridan Community School Substitute Handbook.**

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**Substitute Signature**

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**Printed**

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**Date**