

CSC Southern Hancock County Substitute Teacher Handbook



2020-2021

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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
Robert Yoder, Assistant Superintendent
Miles Hercamp, Director of Instructional Services
Katherine Eastes, 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

Amy Dawson, Assoc. 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**

Katherine Eastes, 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.

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, club leadership, coaching, etc.

REFERENCE CHECKS: Each prospective substitute teacher will be required to give 3 references (1 reference MUST be with your current or last employer - email address required). The references will be checked and, in addition, the school district will conduct a criminal history report. A written Letter of Recommendation from a current or former authority/supervisory figure required.

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. To apply for a Substitute license: [LVIS - IN.gov](http://LVIS-IN.gov).

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?

Contact the Human Resources Department with questions or concerns you have about substitute teaching. The Central Office number is (317) 861-4463.

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: IA, secretary, teacher's aide, fitness assistant or media) you will be paid an hourly rate of \$14.20/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 on the district website www.newpal.k12.in.us (under Departments - Accounting/Payroll).

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.

- 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 and to notify the Human Resources Department of your eligibility for enrollment.

How should I dress to substitute teach?

Dress in our district is "business casual." Suits and dresses are not required. 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 regarding a field trip 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.

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).

When do substitute teacher’s report on two hour delay days?

Substitute teachers may arrive with the delay schedule. You may sign up for delay / closing notifications via our Substitute Remind Group, instructions included at the end of this handbook.

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 on your day’s experiences.

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 as soon as possible.

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 June/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 substitute teacher 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

Austin Theobald, Principal
Laura Walsh, Principal's Administrative Assistant / Treasurer
Trisha Ennis, 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: 8:55 a.m.

First Dismissal Bell: 3:30 p.m. This is the time to leave the room and move students toward the front bus loading area.

Final Dismissal Bell: 3:35 p.m. 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 the 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 317/462-7396 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 the office 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

Mrs. Kayleigh Fosnow, Principal
Mr. Nicholas Giant, 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 at 8:20 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. Mrs. Fosnow 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. Jan Kehrt, Principal
Mr. John Dehr, Assistant Principal
Mrs. Hillari Johnson, Principal's Administrative Assistant / Treasurer
Mrs. Gillian Ingold, Administrative Assistant for Data & Attendance/Receptionist

Lesson Plans

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

School Day

Substitute teachers should report to the main office.

Certified Teachers: 8:20 a.m. - 3:30 p.m.

Non-Cert (IA's): 8:35 a.m. - 3:30 p.m.

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 8:50 bell. Please send it to the office with a student. You can find an attendance form along with your badge/key when arriving in the front office before clock in. 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. Suzanne Kishindo, Assistant Principal
Mrs. Leah Everett, Principal's Administrative Assistant / Treasurer
Mrs. Jenni Harris, 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 7:25 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. Keith Fessler, Principal
Mr. Craig Moore, Interim Principal
Dr. Lisa Clouse, Interim Assistant Principal
Ms. Amanda Schwyn, School Counselor
Mr. Chris Yount, Athletic Director / PE Teacher
Mrs. Melissa Hurst, Administrative Assistant for Athletics and Student Services
Mrs. Kristina Myers, Administrative Assistant for Attendance
Mrs. Robin Pratt, Principal's Administrative Assistant / Treasurer
Mrs. Kerry Taylor, Administrative Assistant / Receptionist, Student Activities
Mrs. Cody Strong, Administrative Assistant / Athletics

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 at 7:20 am.

Substitute Expectations during Planning Time

During a teacher's planning time, the substitute should report to the office unless otherwise directed by the sub plans/teacher.

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 if their behavior doesn't change, 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 after writing down their name, please call the office at ext. 3000 to inform them that you will be sending the child to the office to see Mr. Moore.

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. Jim Voelz, Principal
Mrs. Amy Dawson, Associate Principal
Mr. Allen Cooper, Athletic Director
Mr. Jeffrey Wright, Assistant Athletic Director
Mr. Nicholas Mitchaner, Assistant Principal
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. Megan Shaffer, 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 7:20 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 the main office.

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/Suggestions

★ Adaptability and Flexibility are a MUST

- Substitute may be asked to change assignments last minute
- Different classes/grades require different structure
- Each school has the ability to reassign the Substitute Assignment in relation to classroom/student coverage

★ Arrive with ample time to feel prepared for the day

- Review lesson plans and ask questions prior to students arriving (Not sure of the lesson plan instructions, ask a peer - do not teach incorrectly or how you “think” it is taught)
- Familiarize yourself with the Emergency Procedures document (Codes, drills, etc.)
- Ensure you have the necessary supplies and materials needed for the day
- Do not leave the classroom area once students arrive unless instructed by an administrator (If you need a restroom break, ask a staff member to remain in the class until you return)

★ Introductions are the “Key to a Great Start”

- Be welcoming (SMILE :0) and acknowledge students with a greeting as they arrive (don’t ignore)
- Approach the day with a positive attitude and structured outline/schedule
- Outlining the day’s schedule to the students help them transition smoothly
- Be willing to answer questions and ensure students are comfortable asking
- Professional and Confident

★ Leave detailed notes for the Teacher

- It is important to update the Teacher on student’s performance, lesson plan completion, any unusual happenings, communications from parents, etc. Be concise, professional and factual in your communications.

Students’ Perspective

➤ Who are You?

- Today is going to be different. Some students adapt to change quicker than others. If a student is struggling (primary grades usually) with the change, show compassion. Help them understand you can relate to how they are feeling (because you probably can relate more than anyone else being nervous in the beginning)
- Share with them you plan to keep their day as “normal” a day as possible
- Intermediate/JH students may see having a Substitute in a completely different light (Party Time!). Keeping to your Substitute/Teachers plans will help in classroom structure. If a student says, “That’s not what we normally do or you are doing this wrong” type comments, reassure them you are confident in the day’s schedule and instructions left for them (and you of course) to follow. Making them feel accountable with following the teacher’s instructions and not just telling them to do it will give them more responsibility/accountability.
- With accountability comes acknowledgement (communicate, communicate, communicate) to the student that they are going a great job or maybe they are not being accountable for what their teacher is expecting of them today. It can be helpful to let the class know that you take pride in leaving daily notes to the Teachers on everyone’s day. It’s fun to “praise” on their positive behaviors. Sadly, if notes have to be left regarding behaviors the teacher wasn’t expecting, that has to happen as well.
- Secondary/HS students are experienced with Substitute Teachers and for the most part continue on as if nothing has changed. It is important to leave feedback notes even when the day goes with no problems.

Disruptions

- ❖ It is important to appraise the situation before reacting (if possible - exceptions if students are in a harmful situation). **Remember, under no circumstance is physical or verbal punishment used to discipline a student.**
- ❖ Address the student individually (making sure they understand why they are being spoken to) and inquire why they are choosing to be disruptive. Listen (give them the benefit of the doubt) and respond with understanding (if appropriate) and ensure them that they can turn their day around and have it end on a positive note. If the negative behaviors continue, you may request the student sit in a different location (separate those that are possibly a part of the disruption) and explain (privately) to the student why they are being asked to relocate. If a student refuses to follow an instruction, it may be necessary to seek assistance from a school administrator.
- ❖ BE FAIR, REASONABLE, RESPECTFUL AND RELAXED - Consistency is so important with keeping the classroom structure.
- ❖ Make sure you document any incidents/conversations had regarding behavior concerns/incidents.
- ❖ Familiarize yourself with each building's Substitute Instruction sheet. Vital and helpful information is contained there.

Substituting in Special Education/Essential Skills Classes

The Community School Corporation of Southern Hancock County provides special education and related services. There will be Substituting opportunities for students who qualify/ require special services. Students so identified might possibly be assigned in general classrooms or within the Essential Skills classrooms. We want all employees to be confident when accepting assignments/jobs therefore detailing these positions is important but assignments will differ based on the students needs.

1. Special classes for students with disabilities may have paraprofessionals. Utilize their knowledge of routines, students' information, etc. These employees work under the direction of teachers so lesson plans should include their activities and responsibilities as well. Check for notes from the teacher that could provide information regarding students who might require some special attention.
2. Instruction of student support services students generally requires a high level of continuity and structure. It is important to follow lesson plans and daily schedules as closely as possible. Communicate to the students the teacher's expectations of them for the day and that you are going to assist them as instructed.
3. Do not extend special consideration to students (do not do the work for them) 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, what medical concerns there are and how to notify the appropriate personnel if a medical emergency occurs.

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/weapon of any sort on school grounds.
- As a temporary member of our staff, you are expected to keep all information about students in confidence.
- Any violation of the above mentioned prohibited activities will result in disciplinary action up to and including possible separation of employment.

Performance Guidelines/Expectations

- Maintain a cancellation rate of less than 20%
- Maintain a Review/Performance rating from teachers/staff of 3 or above
- Work a minimum of 1 assignment/job per semester
- Be On Time - 15 minutes prior is preferable
- Use Appropriate Language
- Create a classroom environment free of hostility
- Follow Teacher’s Substitute plans/lessons
- Uphold expected classroom management
- Proper/acceptable discipline procedures for students
- Keep Last Minute Cancellation of Assignments/jobs to a minimum
- Do not allow - No Call/No Show circumstance for your assignment/job

HOW IS THE CANCELLATION RATE CALCULATED? (Example)

A. How many days canceled/semester: 2
B. Number of days worked/semester: + 4
C. Total: 6

Total % canceled is A/C: $2/6 = 33\%$

D. How many days canceled/semester: 1
E. Number of days worked/semester: +13
F. Total: 14

Total % canceled is D/F: $1/14 = 7\%$



Notes

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				
Mon, 4/30/2018	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools	<input type="button" value="Reject"/> <input checked="" type="button" value="Accept"/>

REMIND App: Delay / Closing Notifications

(C. Snyder or K. Montes) will be sending the notifications.

Pick a way to receive messages for **Substitutes**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/cscshcsubs

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message [@cscshcsubs](https://www.twttr.com/@cscshcsubs) to the number 81010.

If you're having trouble with 81010, try texting [@cscshcsubs](https://www.twttr.com/@cscshcsubs) to (206) 557-3703.

** Standard text message rates apply.*



Don't have a mobile phone? Go to rmd.at/cscshcsubs on a desktop computer to sign up for email notifications.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance

