



# HAMILTON SOUTHEASTERN SCHOOLS

## Substitute Teachers' Handbook

### *Communication*

*is basic to the  
success of any  
educational  
program.*

Dear Substitute Teacher:

Welcome to Hamilton Southeastern Schools. We believe classroom instruction is the heart of an exemplary education program. Hamilton Southeastern Schools is privileged to have the finest teaching staff in the state of Indiana. Occasionally, teachers are unable to perform their daily classroom duties. In these situations, substitutes are utilized to cover the educational responsibilities of the regular classroom teachers. Substitute teaching is a significant part of our instructional program. Continuity and stability of classroom instruction are cornerstones in the educational process.

This handbook will outline responsibilities and expectations for substitute teachers. It is not a contract; therefore it is subject to change. General information relative to the program will also be provided. We request that you review the material prior to substituting and periodically during the school year.

Communication is basic to the success of any educational program. We encourage you to share information with teachers and principals throughout your substituting experience. We are requesting your assistance to make Hamilton Southeastern an even better place to educate young people.

Dr. Michael J. Beresford

Assistant Superintendent of Human Resources/Student Services

**At-will employees do not have a contract;  
therefore, employee handbooks are not a contract  
and are subject to change.**

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**If you are scheduled to sub and become unavailable, call the automated sub system at 1-800-942-3767, or log in at [www.aesopeducation.com](http://www.aesopeducation.com), to remove your name from the assignment so that a replacement sub can be found. If you are scheduled at a high school, junior high or intermediate school, and it is after 7 a.m., or at an elementary school and it is after 8 a.m., please contact the school where you are scheduled to work, also.**

## **SUBSTITUTE TEACHERS' PAY**

A substitute teacher possessing a valid Indiana teacher's license or a substitute teaching permit will be compensated \$70 per day for his/her service; \$35.00 will be paid for a half-day of subbing. Should a substitute teacher serve in the **same** assignment beyond 15 consecutive school days, he/she will be compensated at a daily rate as determined by the corporation's teachers' or instructional assistants' salary schedule. The daily rate will be paid for the 16th day and for additional **continuous** days during the duration of that specific assignment. Upon the completion of such a **continuous** assignment, the substitute teacher will revert to a regular substitute status and will again be paid at the regular pay schedule for the substitute teacher. A substitute is paid for the number of days indicated on the reports turned in by the schools to the Administration Office. Payroll checks are electronically sent via direct deposit into the substitute's personal bank account. Direct-deposit forms are available at the Administration Office and the individual schools. Paydays are on the 15th and the last business day of the month.

## **INDIANA STATE TEACHERS' RETIREMENT FUND**

There will be an automatic salary deduction for retirement purposes for members of the Indiana State Teachers' Retirement Fund (TRF). To be eligible to be a member of the Indiana State TRF, a person must have obtained at least an Associate's degree and taught 120 days in a school year, or 60 days in each of two school years, in an Indiana school. Retroactive payments for service performed prior to a (substitute) teacher reaching the required number of days are not required. However, should he/she wish to purchase service credit for substitute teaching service prior to becoming a member of the TRF, he/she may telephone the Indiana State TRF (317-232-3860) for additional information.

## ADMINISTRATIVE PROCEDURES

### DEVELOPMENT OF THE SUBSTITUTE TEACHER LIST

After completion of the appropriate application process, substitute teacher applicants are interviewed by the director of Human Resources or his designee. Applicants approved by the director are placed on the corporation substitute teacher list.

A variety of circumstances may result in a substitute teacher's name being removed from the list. Common reasons are, but not limited to, the following: A substitute teacher may elect to have his/her name removed by notifying the substitute coordinator. A substitute may sign a contract to serve in a more permanent capacity such as an instructional assistant, regular or temporary teacher, or permanent substitute. Building principals may request the removal of a substitute teacher's name as a result of unsatisfactory performance.

### ASSIGNMENTS

It will be presumed that a substitute teacher is willing to work anywhere in any school for which he/she is qualified. It is the substitute's responsibility to edit his/her availability in the *Preferences* section of Aesop, the sub system used by Hamilton Southeastern Schools. A substitute may be requested to serve a morning, an afternoon, a full day or an indefinite number of days. If the regular classroom teacher returns earlier than expected, leaving the substitute without a teaching assignment, the substitute should report to the main office for a re-assignment for the remainder of the assignment time. When notified, the substitute teacher is given the name of the school, the grade assignment, the name of the absent teacher, the expected time of arrival and the length of the assignment (if known).

### SUBSTITUTE TEACHER CALLING PROCESS

Hamilton Southeastern Schools uses an automated service to find and manage substitute jobs. This system, called Aesop, utilizes both the telephone and the internet to assist in locating jobs in the school district. The Aesop system is available 24 hours a day, seven days a week. Aesop uses three methods to make jobs available to substitutes:

1. A sub can search for and accept jobs, change personal settings, update his/her calendar, and personalize his/her available call times by accessing Aesop at [www.aesopeducation.com](http://www.aesopeducation.com). If the teacher has updated lesson plans on the internet, a sub will be able to view them online once he/she accepts the job.
2. A sub may interact with Aesop by way of a toll-free, automated voice instruction menu at 1-800-942-3767. Here, he/she can proactively search for jobs and manage existing jobs. Aesop will automatically record his/her name for Hamilton Southeastern Schools on the phone system; to review or change the recording of his/her name, the sub should call Aesop and select Option 4.
3. Aesop will make phone calls to subs to offer jobs. Aesop may call for subs from 5:45 a.m. until noon, and 5 p.m. until 9 p.m. It does not call on Friday evening, all day Saturday or Sunday morning.

Note: Upon completion of the sub-enrolling process, a sub will receive an e-mail providing an ID number and PIN number to access Aesop. Once he/she logs in, he/she can click on the Help icon on the right, and watch a video. The sub can adjust his/her schools and days available.

If a sub accepts a job, Aesop will issue a confirmation number. **The transaction is not complete until Aesop supplies the confirmation number.**

## RESPONSIBILITIES AND EXPECTATIONS OF THE SUBSTITUTE TEACHER

1. **Arrive 30 minutes prior to the start of the school day**, dressed appropriately for the day's teaching assignment. This will allow for time to review lesson plans, become familiar with the building's floor plan, and acclimate yourself to the school settings.
2. Upon arrival, report to the main office, and notify the building sub coordinator of your assignment for the day. Sign in, and obtain an identification badge. You will be sent to the classroom in which you will be subbing for the day.
3. After receiving the day's lesson plan, review it and request help if the lesson is not well-defined. The lesson should provide opportunities to direct activities, interact with students, facilitate activities, etc.; you will not be required to babysit. If the lesson plan is not constructed in this manner, return to the main office and request assistance. A teacher familiar with the material to be presented in the lesson plan may also be utilized as a resource. Please take the time to meet the teachers in your general area; they are a valuable resource and capable of answering most of your questions on daily classroom operations. **It is extremely important to complete the lesson plan that was left by the classroom teacher. If circumstances arise that prevent this, please leave a note of explanation for the teacher.**
4. When you are comfortable with the lesson plans:
  - a. Locate the *Hamilton Southeastern Schools Emergency Procedure Guide* flip chart. This contains a variety of information concerning emergency situations. In addition, you should walk the fire drill path and locate the designated safe place in the event of a tornado drill.
  - b. Check procedures for reporting attendance and tardiness.
  - c. Locate and review seating charts.
  - d. Check lesson plan information for supervision responsibilities, changes in the day's schedule, and lunchroom responsibilities.
5. Substitutes will assume the duties of the regular teacher:
  - a. Area supervision (lunchroom, hallways, recess, bus duty, etc.),
  - b. Collection and care of money,
  - c. Responsibility for every child in the room during emergency drills and situations,
  - d. Care of instructional equipment and materials, and
  - e. Maintenance and care of the classroom and classroom furniture.
6. Be sensitive to medical conditions and allergies. Do not bring or eat peanuts or nuts around students; always allow a student to go to the school nurse. Immediately notify the principal should an accident or severe problem (medical or otherwise) occur.
7. Never write a transportation slip changing a student's after-school transportation without a note from the parent.
8. Confer with the principal, regular teacher or faculty members concerning matters with which they may assist.
9. Keep the atmosphere of the room as nearly normal as possible by following the regularly scheduled activities and teaching plan.

*Check the Hamilton Southeastern Schools Emergency Procedure Guide flip chart for emergency drill and exit information.*

*The substitute teacher should **not**, at any time, use corporal punishment or physical force in dealing with students.*

*Limit cell phone and computer use to lunch or prep periods ONLY.*

*Do not change the settings on the teacher's classroom computer.*

*It is **not** appropriate to be listening to an iPod or reading a book while supervising a class.*

*Remember to leave a note for the teacher detailing the day's activities or to complete the online Sub Feedback information on Aesop.*

*Poor language by a substitute teacher, and situations in which students are embarrassed, must always be avoided.*

*Maintain an attitude of cheerfulness and confidence in the classroom.*

10. Attend all required meetings (if your assignment is five days or more).
11. Grade papers and leave comments concerning the day's progress and assignments.
12. Secure the necessary supplies and equipment from the office or media specialist, and be sure that such equipment and supplies are used carefully. Report any damages to the principal. Be sure you understand how to operate any audio-visual equipment required.
13. **Limit cell phone and personal computer use to lunch or plan periods only.** Do not change settings on the teacher's classroom computer.
14. **Students must be well-supervised at all times. Do NOT leave your classroom unattended. Do NOT leave school campus at any time during the school day unless your absence is approved by a building administrator.**
15. You should expect to stay until the end of the half or full day assigned to you. If the end of the assigned time is a prep period, check with the principal or building sub coordinator to see if help is needed elsewhere.
16. At the conclusion of the day's assignment:
  - a. Leave the teacher's desk and room in order.
  - b. Return equipment to the proper place.
  - c. Close the windows, adjust the shades, turn off the lights, and lock the classroom door.
  - d. Leave keys and materials in the office.
  - e. Check with the building sub coordinator to see if your services are needed the following day
  - f. Leave a note detailing the day's activities for the teacher, or complete the online Sub Feedback information on Aesop.
  - g. Sign the teacher's absence (payroll) form. Payroll checks are issued on the 15th and the last business day of the month.

## SUGGESTIONS FOR THE SUBSTITUTE TEACHER

The following suggestions may be helpful to substitutes as they prepare to continue classroom assignments.

1. Become familiar with the textbooks and teaching materials for the subjects you may be asked to teach.
2. Elementary substitute teachers may prepare a packet of materials containing such things as: stories, poems, language activity suggestions, science experiments, math games and games for physical education (both quiet and active).
3. Observe bulletin boards as a means of familiarizing yourself with the current classroom activities. Familiarize yourself with seating charts.
4. Go over the names of the students, and try to familiarize yourself with several of them. Observe any notations made by the regular teacher as to sight difficulties, hearing losses or emotional problems of students.
5. Report any occurrences that do not appear to be "normal." All schedule changes should be pre-approved.
6. If students are busy with useful activities, discipline problems will not usually



**HAMILTON SOUTHEASTERN SCHOOLS  
BUILDINGS AND PRINCIPALS 2016-2017**

<b>Hamilton Southeastern Schools</b> Administration Office 13485 Cumberland Road, Fishers, IN 46038	(317) 594-4100 fax 594-4109	<b>Dr. Allen Bourff</b> Superintendent <a href="mailto:aboutff@hse.k12.in.us">aboutff@hse.k12.in.us</a>	7:30am - 4:30pm
<b>Brooks School Elementary (BSE) *</b> 12451 Brooks School Road, Fishers, IN 46037	(317) 915-4250 fax 915-4259	<b>Dr. Dana Kaminski</b> Principal <a href="mailto:dkaminski@hse.k12.in.us">dkaminski@hse.k12.in.us</a> <b>Mrs. Fatima Rich</b> Assistant Principal	8:55am – 3:40pm
<b>Cumberland Road Elementary (CRE)*</b> 13535 Cumberland Road, Fishers, IN 46038	(317) 594-4170 fax 594-4179	<b>Mrs. Lisa Lederach</b> Principal <a href="mailto:llederach@hse.k12.in.us">llederach@hse.k12.in.us</a> <b>Mr. Mitchell Hammersley</b> Assistant Principal	8:55am – 3:40pm
<b>Durbin Elementary (DES)</b> 18000 Durbin Road, Noblesville, IN 46060	(317) 594-4840, (765) 534-3188 fax (765) 534-4238, (800) 487-8179	<b>Mrs. Linda Ededuwa</b> Principal <a href="mailto:lededuwa@hse.k12.in.us">lededuwa@hse.k12.in.us</a> <b>Mrs. Trice Black</b> Assistant Principal	8:55am – 3:40pm
<b>Fall Creek Elementary (FCE)</b> 12131 Olio Road, Fishers, IN 46037	(317) 594-4180 fax 594-4189	<b>Mrs. Amy Jackson</b> Principal <a href="mailto:ajackson@hse.k12.in.us">ajackson@hse.k12.in.us</a> <b>Mrs. Therisa Seymour</b> Assistant Principal	8:55am – 3:40pm
<b>Fishers Elementary (FES)</b> 11442 Lantern Road, Fishers, IN 46038	(317) 594-4160 fax 594-4169	<b>Dr. Brian Sloan</b> Principal <a href="mailto:bsloan@hse.k12.in.us">bsloan@hse.k12.in.us</a> <b>Mrs. Jeni Ricketts</b> Assistant Principal	8:55am – 3:40pm
<b>Geist Elementary (GES)</b> 14051 East 104 <sup>th</sup> Street, Fishers, IN 46040	(317) 915-4260 fax 915-4269	<b>Mrs. Christi Thomas</b> Principal <a href="mailto:clthomas@hse.k12.in.us">clthomas@hse.k12.in.us</a> <b>Mrs. Lynn Laffey</b> Assistant Principal	8:55am – 3:40pm
<b>Harrison Parkway Elementary (HPE)</b> 14135 Harrison Parkway, Fishers, IN 46038	(317) 915-4210 fax 915-4219	<b>Mrs. Andrea Burke</b> Principal <a href="mailto:aburke@hse.k12.in.us">aburke@hse.k12.in.us</a> <b>Ms. Rebekah Kuzniewski</b> Assistant Principal	8:55am – 3:40pm
<b>Hoosier Road Elementary (HRE)</b> 11300 East 121 <sup>st</sup> Street, Fishers, IN 46037	(317) 915-4240 fax 915-4249	<b>Mr. William Hurst</b> Principal <a href="mailto:whurst@hse.k12.in.us">whurst@hse.k12.in.us</a> <b>Mr. Andrew Foreman</b> Assistant Principal	8:55am – 3:40pm
<b>Lantern Road Elementary (LRE)</b> 10595 Lantern Road, Fishers, IN 46037	(317) 594-4140 fax 594-4149	<b>Mrs. Danielle Thompson</b> Principal <a href="mailto:dthompson@hse.k12.in.us">dthompson@hse.k12.in.us</a> <b>Mr. Sean Henseleit</b> Assistant Principal	8:55am – 3:40pm
<b>New Britton Elementary (NBE)</b> 8660 East 131 <sup>st</sup> Street, Fishers, IN 46038	(317) 594-4130 fax 594-4139	<b>Mrs. Lori Mankin</b> Principal <a href="mailto:lmankin@hse.k12.in.us">lmankin@hse.k12.in.us</a> <b>Mr. Scott Gorrill</b> Assistant Principal	8:55am – 3:40pm
<b>Sand Creek Elementary (SCE)</b> 11420 East 131 <sup>st</sup> Street, Fishers, IN 46038	(317) 915-4270 fax 915-4279	<b>Mr. Peter English</b> Principal <a href="mailto:penglish@hse.k12.in.us">penglish@hse.k12.in.us</a> <b>Mrs. Wendy Natalie</b> Assistant Principal	8:55am – 3:40pm
<b>Thorpe Creek Elementary (TCE)*</b> 14642 East 126 <sup>st</sup> Street, Fishers, IN 46037	(317) 594-4310 fax 594-4319	<b>Mrs. Sara Curran</b> Principal <a href="mailto:scurran@hse.k12.in.us">scurran@hse.k12.in.us</a> <b>Mrs. Jana Allen</b> Assistant Principal	8:55am – 3:40pm
<b>Early Childhood Program</b> 12351 Brooks School Road, Fishers, IN 46037	(317) 915-4256 fax 915-6281	<b>Ms. Peg Rideout</b> Coordinator <a href="mailto:prideout@hse.k12.in.us">prideout@hse.k12.in.us</a>	

**\*Early Childhood at these schools only, Mon-Thurs: AM: BSE, SCE & TCE: 8:30am – 11:40am, AM CRE 8:15am – 11:25am; PM: BSE, SCE & TCE: 12:25pm – 3:35pm PM CRE 12:15pm-3:25pm**



# Hamilton Southeastern Schools

## School location map



ADM	Central Office	FHS	Fishers High School	LRE	Lantern Road Elementary
BSE	Brooks School Elementary	FIJ	Fishers Junior High	NBE	New Britton Elementary
CRE	Cumberland Road Elementary	FOCUS	FOCUS Building	RJH	Riverside Junior High
DES	Durbin Elementary	GES	Geist Elementary	RSI	Riverside Intermediate
FCE	Fall Creek Elementary	HHS	HSE High School	SCE	Sand Creek Elementary
FCI	Fall Creek Intermediate	HIJ	HSE Intermediate / Junior High	SCI	Sand Creek Intermediate
FCJ	Fall Creek Junior High	HPE	Harrison Parkway Elementary	TCE	Thorpe Creek Elementary
FES	Fishers Elementary	HRE	Hoosier Road Elementary		



# HAMILTON SOUTHEASTERN SCHOOLS 2017 - 2018 DISTRICT CALENDAR

T = Number of Teacher Days S = Number of Student Days

August				September				October				November				December			
T:	19	S	17	T:	20	S:	20	T:	17	S:	17	T:	19	S:	19	T:	14	S:	14
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
7	8	9	10	11	4	5	6	7	8	1	2	3	4	5	6	7	8	9	10
14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
28	29	30	31		25	26	27	28	29	30	31	27	28	29	30	25	26	27	28

  

January				February				March				April				May			
T:	20	S:	19	T:	18	S:	18	T:	21	S:	21	T:	16	S:	16	T:	20	S:	19
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5	5	6	7	8	9	5	6	7	8	9	2	3	4	5	6
8	9	10	11	12	12	13	14	15	16	12	13	14	15	16	9	10	11	12	13
15	16	17	18	19	19	20	21	22	23	16	17	18	19	20	14	15	16	17	18
22	23	24	25	26	26	27	28	29	30	23	24	25	26	27	21	22	23	24	25
29	30	31			26	27	28	29	30	30	31	30	31		28	29	30	31	

  

June			
T:	25	26	27
M	T	W	T
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

Make-up Days if Needed\*\*

Grading Period Ends

Flex Day\*

Start/End Days

No School

Teachers Only

Memorial Day Holiday

20 Minute Early Release Day\*\*\*

## First Semester

Total Student Days 87

Aug 7-8	Teacher Orientation and In-Service All Staff
Aug 9	First Full Day for All Students
Sept 4	Labor Day - No Students
Sept 8	Mid-Term - 1st Grading Period
Oct 6	1 <sup>st</sup> Grading Period Ends
Oct 16-20	Fall Break
Nov 10	Mid-Term - 2nd Grading Period
Nov 22-24	Thanksgiving Break - No Students
Dec 20	First Semester Ends - Last Day Before Winter Break

## Second Semester

Total Student Days 93

Jan 3	Teacher Orientation and In-Service
Jan 4	First Day after Winter Break
Jan 15	Martin Luther King Day
Feb 2	Mid-Term - 3rd Grading Period
Feb 19	Presidents Day
Feb 20	Flex Days*
Mar 9	3rd Grading Period Ends
Mar 30 - Apr 6	Spring Break
Apr 20	Mid-Term - 4th Grading Period
May 25	Last Day for Students** Second Semester Ends
May 28	Memorial Day
May 29	Last Day for Teachers
June 1	Commencement Rehearsal
June 2	Commencement

Board Adoption: Sept. 14, 2016

\*Flex days will be used as instructional days to make up for any cancellation days.

\*\*Students must attend 180 days. If instructional days are lost, extra minutes will be added to the remaining days.

\*\*\*Staff Professional Development days will take place on Mondays. Students will be released 20 minutes early on these days.