



Crawfordsville ATHENIANS

**SUBSTITUTE
TEACHER**

HANDBOOK

ENTER TO LEARN, GO FORTH TO SERVE

TABLE OF CONTENTS

Introduction, Mission Statement, Requirements, Background Check	4
Pay Schedule/Compensation, Indiana Codes, Substitute Teacher List	5
Responsibilities of the School	6
Responsibilities of the Substitute Teacher.....	6-9
Best Substitute Teacher Practices	10-11
Substitute Teacher Agreement... ..	12
School List and Contact Information.....	12

INTRODUCTION

This booklet is designed to be helpful to you as a substitute teacher in the Crawfordsville Community School Corporation (CCSC). You have one of the most difficult assignments in our school system. All CCSC personnel are expected to establish and maintain a respectful attitude toward substitutes and their work. We wish to extend to you a cordial welcome as a member of the CCSC family. Your daily work is an important contribution to the instructional program of our schools, and we feel confident that you will do everything possible to meet the high standards required for teaching in our schools.

VISION & MISSION STATEMENT

The vision of the Crawfordsville Community School Corporation is to provide each student with a foundation for building a successful future as a responsible, productive citizen in a global society.

The mission and goals of the Crawfordsville Community School Corporation are to:

- Support a variety of paths to academic success and lifelong learning.
- Support character education and character development in the school community.
- Support the appropriate use of fiscal resources to maintain and enhance the community's investment in education.
- Support programs to overcome obstacles that interfere with learning.
- Support the involvement of parents and community as partners in education.

REQUIREMENTS

All substitute teachers must hold a **VALID** Indiana Teacher License or a Substitute Teaching Permit. The requirements for a Substitute Teacher's Permit are established locally, but the certificate is issued by the Indiana Department of Education. These requirements include but are not limited to the applicant holding a high school diploma, being eighteen (18) years of age or older, and a criminal background check. More information may be found at <https://www.in.gov/doe/educators/educator-licensing/substitute-permits/>

CRIMINAL RECORD CHECK

All employees of CCSC are required by state law to report convictions of certain crimes enumerated in state law to CCSC. Each individual employed by CCSC for a non-certified position will be required, at the time of employment, to have an extended background Criminal History check completed. The cost of the criminal history check will be paid by the candidate for the position.

The results of the criminal history check will be taken into account, when final employment recommendations are made. Further, the results of the criminal history check will be kept on file at the office of the Superintendent.

An employee must renew a criminal background check every five (5) years.

PAY SCHEDULE

The daily rate for substitute teachers is established by the Board of School Trustees. After fifteen consecutive days working for the same teacher, a substitute who holds a valid Indiana Teacher License will receive the daily regular teacher pay rate (no benefits). A person holding only a Substitute Certificate will not receive higher pay for long-term substituting.

COMPENSATION

Full Day Teacher Assignment - \$100/day

Full Day Assistant/Aide Assignment – \$80/day

Substitutes must possess a valid Indiana Substitute Permit kept on file in the office of the Superintendent.

INDIANA CODES

Please note that it is the practice of the CCSC to oppose any claims of unemployment that we believe to be unfounded. Per Indiana Code **IC 22-4-14-7**, employees receiving reasonable assurance of employment from an educational institution for the next term are not eligible for unemployment for the period of established customary recess between terms.

Indiana Code **IC 22-4-14-7**: (1) With respect to service performed in an instructional, research, or principal administrative capacity for an educational institution, benefits may not be paid based on the service for any week of unemployment commencing during the period between two (2) successive academic years, or terms, or during the period between two (2) regular but not successive terms, or during a period of paid sabbatical leave provided for in the individual's contract, to any individual if the individual performs the services in the first of the academic years or terms and if there is a reasonable assurance that the individual will perform services in an instructional, research, or principal administrative capacity for any educational institution in the second of the academic years or terms. (2) With respect to services performed in any capacity (other than those listed in subdivision (1) of this section) for an educational institution, benefits may not be paid based on the service of an individual for any week that commences during a period between two (2) successive academic years or terms if the individual performs the service in the first of the academic years or terms and there is reasonable assurance that the individual will perform the service in the second of the academic years or terms.

THE SUBSTITUTE TEACHER LIST

CCSC operates on an automated sub-calling system Frontline (Aesop). **You may receive assignment calls between 5:30 a.m. – 8:30 a.m. and/or 4:00 p.m. – 9:30 p.m.** Frontline may call up to 48 hours before available jobs during the times listed above. You will be assigned an ID/PIN number. You can log in to Frontline and accept jobs before the phone calls, set the parameters on when to be called, select schools you prefer to sub and add non-workdays. If your computer access is limited, you can also call Frontline to review available assignments. Frontline's website has tutorials and guides to understand the system better. You have the option to set the preferences for the schools you wish to work in but realize doing so may limit your potential assignments.

Substitute teachers are at-will employees. You may request to be removed from the list at any time

during the school year. **SUBSTITUTE TEACHERS ARE ASKED TO NOTIFY THE ADMINISTRATION OFFICE IN WRITING WHEN THEY NO LONGER WANT TO REMAIN ON THE LIST.** In an effort to keep our substitute list functioning effectively, we conduct periodic checks of substitute activity.

At the end of each school year, a Reasonable Assurance letter will be sent via email and USPS. Complete this to inform CCSC of your intent to return the following school year.

If a substitute teacher's work is unsatisfactory, his/her name may be removed from the list at the sole discretion of CCSC.

RESPONSIBILITIES OF THE SCHOOL

The principal or office should see that the substitute teacher is given:

- A friendly welcome
- An introduction to the office personnel and a neighboring teacher
- Information about general building procedures (hall duties, lunchroom duties, restroom privileges of students, location of restrooms and teachers' lounges, etc.)
- Information about procedures in case of an emergency or injury to a pupil
- Notice of any special activities for the day

The regular teacher should:

- Leave a schedule of the day's agenda clearly outlined.
- Leave an up-to-date seating chart (if applicable)
- Leave lesson plans that the substitute can easily follow, with tests and materials clearly marked.
- Leave notes about any special problems that a student may have and the names of students responsible enough to assist the substitute with special duties.
- Have instructional materials accessible. This should be indicated if the teacher does not want certain supplies used. Curriculum guides and courses of study should be available.
- Leave instructions concerning homework, grading of papers, oral work, and privileges of students in the room.
- Teachers will not share school username and password, including PowerSchool and Google Suite
- Teachers will leave non-network login information for any curricular and instructional needs

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

- Engaged students are much better-behaved students. Please follow lesson plans.
 - Lesson plans should be on the desk.
 - If there are no lesson plans on the desk, contact the principal.
- If a teacher requests that students work on a lesson, walk around the room and help students.
 - You are to interact with students.
 - Check lesson plans to see if you have a duty.

- If you have a situation where a student gets out of hand, call the office for assistance.
- Students are not allowed to use cell phones, but please check with the principal for exceptions.
- At the preschool/elementary level, check with the secretary regarding morning procedures (should classes be picked up in the gym, etc...) Preschool and elementary students will have breakfast in the classroom.
 - You will also need to go out to recess with students, so dress appropriately.
- At the middle and high school levels, you must be in the hallway during passing periods to maintain order.
 - If there is a problem, intercede.
 - Greet students as they enter your room.

ETHICS

Substitute teachers are expected to maintain the same ethical standards as regular teachers. Gossip should not be repeated. No materials or supplies are to be removed from the building.

You should make every effort to follow daily lesson plans prepared by the teacher. Such cooperation eliminates interruptions of the learning process.

Substitute teachers are subject to the same rules and regulations as regular teachers and are expected to fulfill the duties of the regular teacher. The substitute should become familiar with the policies applicable to a given school or assignment.

PROHIBITED CONDUCT TOWARD STUDENTS

Employees are prohibited, under any circumstances, from engaging in any improper fraternization or undue familiarity with students, regardless of the student's age and/or whether the student may have "consented" to such conduct. This includes, but is not limited to: inappropriate touching, being alone with a student, flirting, dating, making suggestive comments, giving personal gifts, and communicating directly with a student through text, email, and/or any other form of written or electronic communication.

SOCIAL MEDIA USE

An employee's personal or private use of social media may have unintended consequences. While the school board respects the First Amendment rights of CCSC employees, those rights do not include permission to post inflammatory comments that could compromise the mission of the school corporation, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes online conduct by staff members off school property, including from the individuals' private computers. Social media use should be done professionally, with attention given to the respective staff member's professional responsibilities.

Social media includes such internet-based applications as Twitter, Instagram, Facebook, etc. which create opportunities for user interaction. CCSC instructional staff are authorized to access social media from the

school corporation's network, provided such access has an educational purpose, for which the instructional staff member has the prior approval of the building principal.

Personal access and use of social media, blogs, or chat rooms from the corporation's network is expressly prohibited. Such use will subject the student and/or staff member to disciplinary action, up to and including possible termination.

The school board approves the utilization of social media to promote activities occurring in and around the corporation. This promotion, as well as that of student and staff achievements, must be approved in advance by the school corporation superintendent.

ARRIVAL

Report to the front office at the time indicated on the school list, which appears later in this handbook. You should introduce yourself to the Principal and/or Administrative Assistant. Please plan to arrive early enough to go over the day's schedule and activities and determine which activities or changes in the schedule are planned for the day. See a neighboring teacher for assistance.

Check the correct procedure for:

- Reporting absences and tardies
- Clearing the building during fire drills and other emergencies
- Collecting the daily lunch count
- Collecting monies (if applicable)

STUDENT ARRIVAL

When the class arrives, introduce yourself to them. Keep the atmosphere of the room as nearly normal as possible. Notify the principal or office immediately should an accident or severe problem occur. Perform the regular teacher's extra duties (lunchroom supervision, recess duty, etc.). Leave comments regarding the activities completed and the assignment given.

END OF DAY OR CLASS PERIOD

At the end of the day, leave all papers on the teacher's desk. Teachers appreciate notes and will praise and address classes based on those notes.

If you have a lanyard, please leave it with the secretary.

If you have any feedback about your subbing experience, such as information you would have liked to have been provided by the school, please share that with the secretary or building principal

DISCIPLINE

If a discipline problem arises and you are unable to solve it, please refer the student to the principal or designated person in charge. **The substitute teacher should not use corporal punishment or place hands on a student at any time.**

A substitute teacher with much experience made the following statement:

The substitute's first objective is to gain the respect of the students. This can be done by:

- being prompt
- being neat
- being patient
- being honest
- having a sense of humor
- being enthusiastic
- having a definite objective
- maintaining dignity

UNUSUAL REQUESTS

As a substitute, you are responsible for the students in your classroom. Occasionally, outsiders may request that students be allowed to leave your teaching station or that information be given about a certain student. Please refer all outsiders to the school office. If you are not sure about a person's affiliation with the school, refer them to the office with any request.

USE OF TECHNOLOGY AND MATERIALS

As a substitute you will be provided, if necessary for curricular or instructional use, a generic substitute login account. The teacher will leave in substitute lesson plans any non-network logins needed for this type of use.

Substitutes should have students use classroom computers if it is part of the daily assignment. Computers are not for personal use.

If the plans left by the regular teacher include the use of student devices, ask a neighboring teacher for tips on the operation of the equipment. If the equipment malfunctions in any way, it is important that it be turned off immediately and reported to the principal.

CELL PHONES

Personal cell phones are allowed if they are silenced and not used during class time. Personal or prep time is the only time cell phones can be accessed for substitutes. Student cell phones should not be accessed during the school day, either per school policy.

LUNCH

Substitutes may bring their lunch or buy lunch in the school cafeteria. Refrigerators and microwave ovens are located in the teacher's work area. Substitutes are discouraged from leaving the building during lunchtime. Some building locations are more accessible to restaurant options than others and the Market Street train crossing should be considered at these times. If you must leave, be sure to sign out through

the office and when returning.

BEST SUBSTITUTE TEACHER PRACTICES

1. Plan to arrive at least 15 minutes before the school's start time for parking and planning purposes (this time is already accounted for in Frontline). The approximate student start time for each school is included in this handbook.
2. Report to the main office upon arriving at the building.
3. Review the contents of the substitute folder, the daily schedule, and your assignment. If lesson plans are not available, contact the front office immediately for assistance.
4. Check the correct procedures for the following:
 - a. reporting absences and tardiness
 - b. clearing the building during fire drills or other emergencies
5. Assume the duties of the regular teacher, which may include the following, but are not limited to:
 - a. supervising outside the classroom and in the hallways organizing playground activities at recess and during the lunch hour in the elementary building conducting emergency or fire drill procedures following the teacher's lesson plans as closely as possible.
6. Become familiar with the teaching materials that have been left for you to use (if any).
7. Observe bulletin boards to familiarize yourself with the current classroom activities.
8. Familiarize yourself with the seating arrangement. Use the seating chart if available.
9. Go over the names of the students. Observe any notations made by the regular teacher as to sight difficulties, hearing losses, or emotional challenges of the students in the room.
10. Introduce yourself to the class and review the plans for the day.
11. During class time, be sure to move around the classroom, assisting students as needed as well as maintaining a positive learning environment.
12. Maintain an attitude of cheerfulness and confidence.
13. Maintain order and quietness during work periods.
 - a. If students are busy with useful activities, discipline problems will not usually develop. The substitute teacher should be pleasant but firm. If he/she knows what he/she is teaching and presents it in an interesting manner, he/she will be able to keep the students' attention.
14. Immediately notify the main office should an accident or severe problem occur. Telephones are available in all classrooms.
15. Confer with the principal, assistant principal, a regular teacher, or school counselor concerning matters requiring additional assistance.
16. Keep the atmosphere of the room as normal as possible by following the regularly scheduled activities and teaching plans.
17. Conversations with students should always be appropriate and professional at all times.
18. If asked, grade papers and leave comments for the classroom teacher concerning the day's progress and assignments are given.
19. Secure the necessary supplies or other materials from the office.
20. Complete the day's assignment by the following:

- a. leaving the teacher's desk and room in order
- b. returning equipment to the proper place
- c. turning off lights
- d. leaving the substitute folder in the main office or teacher's desk (whichever the teacher has given instructions to do)
- e. check with the principal or administrative assistant before exiting when your daily assignment is finished.
- f. Be sure to ask for help or call the front office if you have a question.

REMEMBER

1. Be prompt
2. Be enthusiastic
3. Be neat
4. Be patient
5. Have a sense of humor

ADDITIONAL RESOURCES

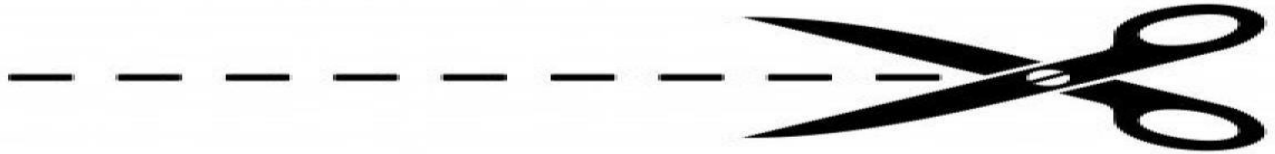
You may find the Indiana Department of Education's website to be very helpful for further information. Their web page is <https://www.in.gov/doi/>

THE SUBSTITUTE TEACHER MAY NOT, AT ANY TIME, USE CORPORAL PUNISHMENT OR PHYSICAL FORCE IN DEALING WITH STUDENTS.

CCSC may modify this handbook and any provisions at its sole discretion.

Corporation Contacts

BUILDING	NAME	POSITION	EXT	ADDRESS	PHONE	E-MAIL
Administration	Rex M. Ryker	Superintendent	8108	1000 Fairview Ave	362-2342	rryker@cville.k12.in.us
Administration	Brent Bokhart	Assistant Superintendent	8103	1000 Fairview Ave	362-2342	bbokhart@cville.k12.in.us
Administration	Brittany Cooper	Director of Elementary Education	8104	1000 Fairview Ave	362-2342	bcooper@cville.k12.in.us
Administration	Stephanie Wilkinson	Admin Assistant	8101	1000 Fairview Ave	362-2342	swilkinson@cville.k12.in.us
CHS	Jay Strickland	Principal	1080	One Athenian Drive	362-2340	jstrickland@cville.k12.in.us
CHS	Mark Melton	Asst. Principal	1089	One Athenian Drive	362-2340	mmelton@cville.k12.in.us
CHS	Sarah Nicodemus	Director of CTE	1079	One Athenian Drive	362-2340	snicodemus@cville.k12
CHS	Renae Tebbe	Admin Assistant	1001	One Athenian Drive	362-2340	rtebbe@cville.k12.in.us
CMS	Tami Haas	Principal	2102	705 Wallace Ave.	362-2992	thaas@cville.k12.in.us
CMS	Blake Surber	Asst. Principal	2106	705 Wallace Ave.	362-2992	bsurber@cville.k12.in.us
CMS	Kim Scanlon	Admin. Assistant	2103	705 Wallace Ave.	362-2992	kscanlon@cville.k12.in.us
Hoover	Marci Galinowski	Principal	4201	1301 S. Elm Street	362-2691	mgalinowski@cville.k12.in.us
Hoover	Emily Murphy	Admin. Assistant	4200	1301 S. Elm Street	362-2691	emurphy@cville.k12.in.us
Hose	Jennifer Hall	Principal	3201	800 Fairview Avenue	362-2886	jhall@cville.k12.in.us
Hose	Heather Rock	Admin. Assistant	3203	800 Fairview Avenue	362-2886	hrock@cville.k12.in.us
Nicholson	Jill Cocanower	Principal	5101	1010 Lane Avenue	362-2607	jcocanower@cville.k12.in.us
Nicholson	Hannah Berber	Admin Assistant	5100	1010 Lane Avenue	362-2607	hberber@cville.k12.in.us
Willson	Heidi Plunkett	Director	6101	500 E. Jefferson	362-0005	hplunkett@cville.k12.in.us
Willson	Megan Wilson	Admin. Assistant	6100	500 E. Jefferson	362-0005	mwilson@cville.k12.in.us



**Tear off this back page and return to Central Office
1000 Fairview Ave, Crawfordsville, IN 47933**

I, _____, have read and fully understand what is expected of me through the CCSC Substitute Teacher Handbook. I understand that, during the school year, if I do not accept assignments that I have been offered via phone or that have been available to me via web for a period of (1) school year, CCSC will assume I am no longer interested in substituting and may remove me from future subbing consideration. If extenuating circumstances apply, please notify the HR office to be considered for reactivation.

Signature of Substitute: _____ Date: ____/____/____