



Substitute Teacher Handbook



Huntington County Community School Corporation

1063 E 900 S, Warren IN 46792

260-356-8312



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WELCOME TO HCCSC! We are so glad you have chosen to work with our students and staff during this year. Below you will find some important information regarding your job as a substitute teacher.

SCHOOL INFORMATION

<p>Andrews Elementary School Principal: Ms. Amy Rudolf 509 E. Jefferson St. Andrews, IN 46702 Phone: 260-786-3021</p>	<p>Flint Springs Elementary School Principal: Mrs. BreAnne Dyer 1360 E. Tipton St. Huntington, IN 46750 Phone: 260-356-7612</p>	<p>Horace Mann Elementary School Principal: Mrs. Mindy Reust 2485 Waterworks Road Huntington, IN 46750 Phone: 260-356-5464</p>
<p>Lincoln Elementary School Principal: Mrs. Jennifer Yarger 2037 E. Taylor St. Huntington, IN 46750 Phone: 260-356-2914</p>	<p>Roanoke Elementary School Principal: Mrs. Jami Craft 423 W. Vine St. Roanoke, IN 46783 Phone: 260-672-2806</p>	<p>Salamonie School Principal: Mrs. Elizabeth Kitchen 1063 E 900 S Warren, IN 46792 Phone: 260-468-3093</p>
<p>Crestview Middle School Principal: Mrs. Rachel Yarger 1151 W 500 N Huntington, IN 46750 Phone: 260-356-6210</p>	<p>Riverview Middle School Principal: Ms. Jaymee Wappes 2465 Waterworks Rd. Huntington, IN 46750 Phone: 260-356-0910</p>	<p>Huntington North High School Principal: Mr. Pat McLaughlin 450 MacGahan St. Huntington, IN 46750 Phone: 260-356-6104</p>

INTRODUCTION

This handbook serves as a guide to help those interested in substitute teaching with Huntington County Community School Corporation. Students need and deserve to be taught by highly qualified teachers. When the teacher is out, we want to serve our students well with a qualified, knowledgeable substitute teacher. Your contributions are important to our school system as well as to the development of our students. If you have any questions, please feel free to contact Reanna Jennings, Director of Human Resources, at rjennings@hccsc.k12.in.us.

REQUIREMENTS

Substitute teachers must hold a valid Indiana Teaching license or have a high school diploma or GED and be 18 years of age and obtain a Substitute Teacher's Certificate (issued by the Indiana Department of Education IDOE). All Substitutes must also complete HCCSC provided in-service training.

CERTIFICATION

If you hold a valid teaching license in another state and have applied for your Indiana License or Substitute Certificate, you can provide documentation to Human Resources to show that the filing is

in progress with the IDOE. It is not necessary for you to apply for a duplicate Substitute Certificate if you work at more than one school corporation in Indiana. You can log into LVIS and print a copy of your license to give to Human Resources.

IMMIGRATION LAW

Under the provisions of the Immigration Law, Huntington County Community School Corporation must attest that we have examined documents provided by the substitute teacher that establish both the applicant’s identity and eligibility for employment. The substitute teacher must provide evidence of eligibility to be hired by producing any of the document(s) on the List of Acceptable Documents of the I-9.

W-4 AND WH-4 WITHHOLDING TAX FORMS

The new substitute teacher must complete a W-4 Employee’s Withholding Exemption Certificate and a WH-4 State of Indiana Employee’s Withholding Exemption and County Residence Certificate. The substitute is required to keep these records up to date. If changes occur from year to year, it is the substitute teacher’s responsibility to inform the Payroll Department in the Administration Building of the changes.

CALLS FOR SUBSTITUTES

Calls made to you for your services as a substitute teacher will come from Region 8 calling system or the school secretaries. Substitutes can establish their call preference on the application and select the schools that you wish to sub in.

LENGTH OF ASSIGNMENT

A full day of substituting is considered seven ½ hours, with an unpaid ½ hour lunch. A half day of substituting is considered 3.5 hours or less. A substitute teacher should be flexible. You may be asked to assume other instructional duties such as supervising another class so that the teacher can participate in a staff development activity, tutoring individual or small groups of students, working in the media center, or recess/lunchroom supervision. You could also be asked to cover another teacher’s class during prep time. A substitute teacher is not issued prep time to review or prepare for a lesson.

SUBSTITUTE TEACHER ARRIVAL

School	Report Time	End Time	Half Day
High School	7:10	3:10	AM 7:10-11:10 PM 11:10-3:10
Middle Schools	7:00	3:00	AM 7:00-11:00 PM 11:00-3:00
Elementary Schools	8:00	4:00	AM 8:00-12:00 PM 12:00-4:00

Report to the main office to check into your assignment and introduce yourself to the secretary. It is a good idea to arrive early enough to go over the day's activities. Determine what activities or changes in the schedule are planned for the day. If you find yourself in an unavoidable situation in which you may be late, please contact the school immediately. The building secretary will issue equipment and a visitor badge.

Upon entering the classroom, go through the following checklist:

1. Review the teacher's schedule.
2. Review the lesson plans for the day, and write instructions on the board. Follow the lesson plans to the best of your ability. Look for handouts and other assignments or gather the materials needed to complete the assignment.
3. Look over the seating chart. Be aware of students with special physical IEP, ILP, and 504 needs.
4. Review the reporting absences and tardies.
5. Check the room's fire drill/emergency procedures.
6. Locate the restrooms and lounge.
7. Be sure all lights are on. If there are blinds in the classroom, please open and allow the natural light to shine inside the classroom.
8. Enter the hallway during passing periods.
9. Perform the regular teacher's extra duties (lunchroom supervision, recess duty, care of plants and animals, etc.).
10. Grade papers if asked by the teacher, and leave comments regarding the activities completed that day and the assignments given, if possible.

HCCSC utilizes a 30-minute delay at all school buildings on Wednesdays for staff professional development/meetings. Substitute teachers will not report to these meetings.

STUDENT ARRIVAL

When the students arrive, please greet them at the door. Introduce yourself to them. Keep the atmosphere of the room as normal as possible by following the teacher's lesson plans as closely as possible.

Attendance is taken each class period at the high school and daily at the elementary and middle schools. Follow the procedures to report attendance. Make note of any students who are tardy.

CLASSROOM MANAGEMENT

Please speak clearly and loud enough for all students to hear.

You should be positive, firm, and pleasant. Sometimes a smile is all it takes. Announce the lesson plans for the day. If a student says, "we did that yesterday," then you should explain that there is always more to learn and offer optional activities for those who finish early. If all of this is done in a good-natured manner, you may be surprised at how quickly the class settles down to the business of learning.

Students should stay seated during class and be engaged in their assignments. Just because the classroom teacher is absent does not mean that the students can play. If a student has their head on the desk, please walk by and quietly ask them to work on the classroom assignment that was provided. If they do not engage after you talk with them, then make a note for the teacher.

Students should not leave the classroom during class time. Do not allow students to go to the restroom without a pass in middle school and high school. If a student presents a pass, then dismiss the student according to the time on the pass.

We encourage substitute teachers to walk around the classroom to observe student activity and engage in their class work. Students may be asked to work in groups. Please be sure that the noise level is maintained.

Be fair. Give the students the benefit of the doubt. For example, if you see a student walking around the room in a high school class, you are asking for a confrontation if you command, "sit down!" Ask the student, in a pleasant way, why he or she is walking around. The chances are either that there is a good reason or that the student will then sit down. Be reasonable. Respect the students and treat them as people. Students of all ages are good at reading your intentions. Your attitude and tone of voice let them know where you stand. Building rapport is helpful in classroom management.

Substitute teachers should be engaged in the student activities and not conducting personal work or conducting personal searches on the school corporation computers/laptops.

Notify the main office immediately should an accident or severe problem occur.

All students are expected to place their cell phones in the cell phone caddy at the high school at the beginning of class. Cell phones are not to be in the classroom at the elementary and middle school levels. Substitute teachers should not have their cell phones visible to students throughout the day. Please do not text, call, or use social media while students are present.

SUPERVISION OF STUDENTS

Students must be supervised at all times. Do not leave students unattended in the classroom for any reason including your use of the restroom. For an emergency, please call the office for assistance.

STEWARDSHIP OF MATERIALS AND FURNITURE

Be vigilant of how the students are handling materials including supplies, furniture, books, and bulletin boards. It is your responsibility to oversee that nothing gets broken or damaged. Many of our teachers provide these materials themselves and are entrusting you to help students take care of them. Before the students leave for the day/period, they should help straighten up the room making sure any trash is thrown away and desks/furniture are in formation.

DISCIPLINE

If a discipline problem arises and the substitute finds he/she is unable to solve it, please refer the student to the main office or designated person in charge. The substitute teacher should not use corporal punishment at any time. If you send the student to the main office, please call to let the secretary know that the student should be arriving at the main office.

Never leave the students in the classroom unattended. If you need assistance, check with the teacher next door or call the main office.

END OF SCHOOL DAY

Your service is extremely grateful. To help the classroom teacher, please perform the following:

- Make notes for each class period regarding the student demeanor, lesson plan completion, student assignments completed/graded, and any thoughts or concerns.
- If any student causes disruptions, please note the name so the teacher is aware.
- Please return the equipment to the proper place.
- Be sure the classroom lights are turned off, and the room is in order before you leave
- Lock the classroom door.
- Return keys to the main office. Check with the secretary to see if your services are needed for the following day.

RESPONSIBILITIES OF THE SCHOOL

The school will provide a friendly welcome to the substitute teacher. Information about general building procedures (hall duties, lunchroom duties, emergency procedures, restroom privileges of students, location of restrooms and teachers' lounge, etc.) will be provided. The regular classroom teacher will provide a schedule of the day's program clearly outlined, up-to-date seating chart, instructions on sending students to the nurse or office, dismissal procedures, lesson plans with textbooks and materials clearly marked, and notes about any special problems that a student may have and the names of students responsible enough to assist the substitute with special duties. The regular classroom teacher will leave instructions regarding homework, key and grading of papers, privileges of students in the room and work to complete during plan time.

EMERGENCY/CRISIS PLANS

Each classroom in every school has a comprehensive plan to cover several emergency issues. Each plan has instructions and responsibilities to ensure the safety for our students and staff. Take time to locate the signs at the exit of the classroom and be familiar with exit routes. A master copy of the crisis management plan is on file in the administrative offices. You may ask to review the building plan, or you may ask questions to clarify the procedures.

The following is a list of emergency plans:

- Fire evacuation plan
- Shelter in place
- Severe Weather Drills
- Lock Down shelter plan

TEACHER ATTIRE AND DRESS

We prefer substitute teachers do not wear jeans. Please dress in a professional manner as this sets a good example for the students. Dress in a manner consistent with your professional duties. Comfortable footwear is encouraged. There will be much standing and walking during the day.

ETHICS

Substitute teachers are expected to maintain the same ethical standards as regular teachers. Confidential information and gossip should not be spoken of outside the building or posted on social media. No materials or supplies are to be removed from the building. Be overly cautious concerning conversations with students as remarks are sometimes misinterpreted. Substitutes should not be

critical of the schools, principals, or the regular classroom teachers as this leads to a poor relationship between the staff and substitute teachers.

RATE OF PAY

All substitute teachers are paid \$110.00 per day or \$55.00 per half day. HCCSC retired teachers are paid \$200 per day or \$100.00 per half day. Substitutes are paid for the number of days indicated on the reports turned in by the school secretary to the payroll office at the administration building every two weeks. Since pay stubs are located online, the payroll office should be notified immediately of any address changes. All substitute teachers are required to participate in direct deposit. Direct deposit is open to any bank or credit union. Direct deposit forms are included in the application packet. It is suggested that each substitute keep a record of the date, school, and regular teacher's name whenever he/she works. You are also able to get this information from our Region 8 system when you log in. Included in this book is a blank copy of the Substitute Teaching Record form for your convenience. If there are any questions about the amount received, the substitute should contact Candice Priest, Payroll Specialist, at 260-356-8312 extension 6155.

Long-Term Substitute Assignments are school board approved to be paid as follows: the first fifteen (15) days are paid at the \$110.00 per day rate of pay. Beginning on the 16th day of the assignment the substitute will be paid as follows: Substitutes who hold a Substitute permit - \$110.00 a day and Licensed teacher or HCCSC retired teacher - \$229.73 per day. There is no retro pay on Day 1-Day 15.

Any Substitute Teacher subs for a paraprofessional the rate of pay will be \$110.00 per day or \$55 per half day.

Substitutes do not have any paid holidays or insurance benefits.

PAYROLL DEDUCTIONS

Substitute teachers are subject to payroll deductions required by law. This includes Social Security Tax, Indiana State Tax and Federal Withholding Tax.

SUBSTITUTE TEACHER OBSERVATION

You will be observed in the following areas each time you substitute in a school.

- Prompt arrival for assignments
- Interaction with students
- Interaction with staff
- Following plans left by teacher
- Professional & appropriate behavior
- Ability to maintain order in the classroom

EXPANDED CRIMINAL HISTORY CHECK

The State of Indiana requires an expanded criminal history check on all new school employees. As the statute is worded it indicates that all employees being paid by a school corporation must present an expanded criminal history profile or apply for one through the school corporation. The form is enclosed in your packet. You will not be able to substitute until the criminal check is complete. This typically takes 24-48 hours. There are no provisions for exceptions.

BOARD POLICY

During the course of his/her employment with the School Corporation, each professional/support staff employee and substitute teachers shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted employee.

SCHOOL CANCELLATION / DELAY

It is the substitute teachers' responsibility to check with local radio and television stations or the HCCSC school website if there is a question as to whether school will be delayed or canceled due to snow, fog, or other weather-related problems. Please listen to the weather forecast and news the night before and the day of your assignments so you do not make an unnecessary trip to a building. Every attempt will be made to post such closings and delays in a timely manner. Substitute teachers can sign up on the ParentSquare application, which is located on the HCCSC website.

If a two-hour delay is called, the substitute teacher would report to the school building an hour and half later than the normal start of the school day so they can prepare the classroom. If the school day is canceled the substitute position is canceled for the day.

VIDEO PROFESSIONAL DEVELOPMENT

Please use the link or QR code to watch the Sub Talk Videos.

Link: <https://bit.ly/HCCSCsubtalk>

