

TRITON SCHOOL CORPORATION

Administration Office

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HANDBOOK FOR SUBSTITUTE TEACHERS

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INTRODUCTION

Substitute Coordinator

Mindy Klotz - Secretary
Administration Office 574.342.2255

Substitute Contacts in Buildings

Angie Williamson - Secretary
Elementary School..... 574.342.2355

Mendy Davis - Secretary
Jr. Sr. High School..... 574.342.6505

This booklet is designed to contain helpful information and tips to the substitute teachers in the Triton School Corporation. We wish to extend to you a cordial welcome as a member of our staff. Should you require assistance at any time during your substitute service, please do not hesitate to contact the school office.

Triton School Corporation Mission

To develop students
who are literate, responsible,
proficient in state and national standards,
and college or career ready.

Triton School Corporation Core Values

Continuous Improvement
High Expectations
Alignment
Shared Leadership
Social Responsibility
Evidence-Based Decision Making
Accountability

REQUIREMENTS

License

All substitutes must hold a valid Indiana Teacher's License or a Substitute Teaching Certificate. Each applicant must furnish verification of 60 college credit hours as well as a copy of their current license.

Background Checks

TSC requires Expanded Criminal History Checks on every applicant for substitute teaching in our district. This information will be kept in your employee file.

Customary Breaks

Vacation periods during the course of the school year, as well as summer break, are considered customary breaks within the school calendar. You are not eligible for unemployment during these breaks. If you have questions regarding this policy or the specific dates, please contact the substitute coordinator.

Removal From The Substitute List

Your name will be removed from the substitute list if one of the following situations should occur during the school year:

- 1. Voluntary:** You must notify the substitute office in writing if you wish to be removed from the contact list. Once this information is received you will not be called for service. Should you wish to reactivate your name, you will need to contact the substitute coordinator.
- 2. No Service:** Should you sign up to substitute teach and you do not take assignments, accept calls or return messages, your name will be removed after 60 days. Special circumstances and/or arrangements made with the substitute coordinator do not apply to the 60 day period.
- 3. Termination:** If the substitute coordinator should receive three (3) complaints from buildings within the district about you, your name will be removed. If a single incident is severe or criminal in nature, it will be decided by the administrators if it is in the best interest of the district to remove your name immediately.

SCHEDULED HOURS

Please plan to arrive at least 15 minutes prior to posted hours

Elementary School

- 7:45 a.m. Outside supervision begins. No student shall enter the building unless participating in the breakfast program
- 7:50 a.m. Breakfast begins
- 8:05 a.m. Early bell
- 8:15 a.m. Late bell – students are to be in their seats
- 2:55 p.m. Bus riders are dismissed (*2:35 p.m. early dismissal on Fridays*)
- 3:00 p.m. Walkers are dismissed
- 3:10 p.m. Outside supervision ends. Students not picked up should report to the school office

Jr. Sr. High School

- 7:50 a.m. Hall supervision
- 8:03 a.m. First bell
- 8:05 a.m. Second bell - school begins
- 3:15 p.m. School is dismissed (*2:45 p.m. early dismissal on Fridays*)

PROCEDURE FOR CALLING SUBSTITUTE TEACHERS

Substitutes are called based on a daily need within the district. Most assignments are on a daily basis. On occasion a teacher may be gone for multiple days and you may be asked to take this assignment for the duration of the absence. If the absence becomes a more permanent need, the building principal will determine all assignments for over 15 days.

Calls for substitutes are made by each building based upon their needs. The elementary uses an automated system to contact substitutes for grades K-6. The high school secretary calls all substitutes for grades 7-12.

It is very important that the district has the correct contact information so that you may be notified of assignments. Please notify the administration office immediately of any address or telephone number changes.

DUTIES AND DIRECTIONS FOR SUBSTITUTE TEACHERS

Dress Code

Please dress in a professional and neat manner. Do not dress in the same manner as students. A professional manner sets a good example and will aid in classroom control. You may dress accordingly if substituting for a PE teacher or if you are participating in a field trip that day that requires more casual dress.

Accidents

Accidents at school are generally minor in nature. Occasionally an emergency will occur requiring further treatment. In case of an accident, notify the principal and/or school nurse immediately so they may take control of the situation.

Should you have an exposure incident with bodily fluids, contact the school office immediately and complete the necessary forms to ensure treatment.

Entering the Building

1. Park in designated parking spaces.
2. Immediately check in at the main office. You will be required to sign in and will receive a map of the school as well as directions to your classroom. As part of our "Safe Schools" policy, you will be required to wear some form of identification. You must wear the ID at all times while in the building.
3. When you enter the classroom, check that you have a lesson plan and seating chart/class list. If not, notify the office immediately.

DUTIES AND DIRECTIONS FOR SUBSTITUTE TEACHERS

continued

Daily Guide

- Park in designated parking lots.
- Report to the school office prior to the start of school to let the personnel know you are in the building. You will be issued a substitute name tag and a substitute teacher form to be completed and submitted to the office at the end of the day. Proceed to the classroom.
- The following should be found on the teacher's desk.
 - ✓ Information regarding special duties
 - ✓ Changes in schedule
 - ✓ Lesson plans
 - ✓ Class record book
 - ✓ Seating chart
 - ✓ Time schedules
 - ✓ Teacher handbook
 - ✓ Emergency instructions
 - ✓ "This is how you contact the office..." instructions
- Check fire drill, tornado drill, and emergency evacuation instructions so that you will know which exit to use and are familiar with proper procedures should the need arise.
- Take attendance and record absences. Please be sure to record all tardy students. It is important to write down the number of minutes tardy.
- Introduce yourself to the class and write your name on the blackboard for all to see. Always use Ms., Miss, Mrs., or Mr. as informality can lead to disrespect.
- Follow the regular teacher's plans. Do not take the liberty of neglecting, adding to, or omitting any part of the plans they left you. Follow the regular teacher's instructions on giving assignments, tests or quizzes, or working in groups. If circumstances arise that prevent you from carrying out the plan, try to determine those circumstances in advance. If in doubt, then ask questions of another teacher or an administrator.

DUTIES AND DIRECTIONS FOR SUBSTITUTE TEACHERS

continued

- Grade daily papers and leave comments concerning the day's progress and assignments given. Do not record grades in record book.
- TSC expects all staff members, teachers and substitute teachers to exhibit professional behavior at all times; therefore, you should make every effort to be a good role model.
 - ✓ Dress in clean, school-appropriate attire
 - ✓ No personal internet or cell phone usage in class
 - ✓ No physical handling/grabbing of students
 - ✓ Student supervision is necessary at all times. – walking the room is recommended. No reading, knitting, etc. as these activities distract from classroom duties
 - ✓ Never allow students access to the teacher's desk, file cabinets, drawers, or other storage areas. Students are never permitted access to the teacher's computer
 - ✓ Do not send students on personal errands
 - ✓ No student should leave the room without a pass
 - ✓ Never use profanity
 - ✓ Never talk about individual students or staff members
 - ✓ Never yell at students
 - ✓ Never use putdowns or sarcasm

Supplies and Materials

1. Secure from the office any supplies not found in the classroom.
2. Report any damage to any equipment or materials to the office as soon as possible.

DUTIES AND DIRECTIONS FOR SUBSTITUTE TEACHERS

continued

Class Control and Discipline

1. Maintain maximum classroom control at all times.
2. Please remember that you are responsible for the students assigned to you. Know where they are and what they are doing at all times.
3. Do not hesitate to ask questions of other teachers about how to proceed with any situation in your assigned classroom. It is an indication that you realize your responsibility and wish only to do the best job possible serving our students.
4. Notify the principal if disciplinary assistance is needed.
5. If you cannot leave the room, call or send a third party for help.
6. Discipline will be handled by the regular teacher upon return.
7. Refrain from sending students to nurse's office unless there is an obvious need.

End of Day

1. Please stay until students have been dismissed. If you have a planning period at the end of the day, please be sure to check at the office to see if you are needed elsewhere in the building.
2. Leave the teacher's desk and room in order
3. Make detailed notations about any and all situations with students for the regular teacher. They need to know when their students misbehave.
4. Return equipment and materials to their proper place.
5. Shut down the classroom computers.
6. Close the windows, turn off lights, and close the classroom door.
7. Check with the principal or secretary to see if your services are needed the following day.
8. Submit completed substitute form to the office along with your name tag.

ETHICAL STANDARDS

1. Recognize, as a substitute teacher that you are a member of the professional staff serving the community.
2. Accept a substitute call as an obligation unless illness or some emergency prevents acceptance.
3. Allow other staff members to help you and express your appreciation for their help.
4. Consider all records confidential.
5. Substitutes should not be critical of the schools, principal, or the regular classroom teacher, as this leads to a poor relationship between the staff and substitute teachers. Make all observations or suggestions to the principal of the school.
6. Avoid commenting to others on progress of students or work of teachers.
7. Consider yourself a teacher and not a substitute.
8. Reading a book, surfing the web, etc. while in charge of a classroom is NOT acceptable.
9. When you accept a substitute assignment, you have made a commitment to do a job – do it to the best of your ability!

FIRST IMPRESSIONS

Until you are thoroughly familiar with the atmosphere of any given school, it is best to avoid extremes. Your appearance, the way you structure your teaching, and the way you relate to others will be less conspicuous if the pattern follows the norm rather than any extreme. Adaptability and flexibility should be your characteristics.

Arrive at the school early enough before classes to give yourself time to become oriented and relaxed. Check the fire drill procedure for your room and be familiar with the school's emergency procedures. Find the location of the class roster/seating chart, lesson plan, as well as necessary supplies, materials, and equipment you may need during the day.

Familiarize yourself with the location of the media center (library), closest restroom for students, cafeteria, staff lounge, and the bus drop-off/pick-up location. It is easier to find these places prior to the students' arrival in your classroom. Once students have started to arrive, you should not leave the classroom area unless instructed by an administrator.

As you greet the class, introduce yourself. Once you begin the lesson plan, be friendly and understanding, but firm. Start out with a positive attitude. If you fully expect the class to behave well, there is the likelihood that they will behave well. Students generally live up to what is expected of them. Look on your assignment as fun, challenging, and an opportunity to work with and help young people. They can sense immediately whether you have their best interests in mind.

You will have set the pace for the class within the first five minutes. You should be positive, pleasant, and firm. Sometimes a smile is all it takes. But you should also have the courage of your convictions as to how the classroom will progress. Once you have announced plans for the day, you should not accept "we did that yesterday". Instead, explain that there is always more to learn and offer optional activities for those who finish early. Develop enough confidence to avoid such crutches as "your teacher says you have to do this". The class will respect you more if you stand on your own principles and make it clear that you are there to provide continuity in learning.

If all of this is done in a good and calm manner, you may be surprised at how quickly the class settles down to the business of learning. Students may resent a substitute who hands out mountains of work just to keep things quiet. They prefer a day with some structure and order in which they can actually accomplish something and continue their daily studies.

STUDENTS' ATTITUDES

From the students' point of view, seeing a substitute teacher in the classroom means the day will at least be "different". If they do not know you, they do not know exactly how different it will be. It is natural to expect that the students may be apprehensive too.

In the primary grades the young children may actually fear the new adult they see. Some may even cry. One substitute who specialized in these grades maintains that honesty laced with kindness and warmth usually eases the situation. She tells the children honestly "your teacher is not feeling well today so I am here to be your teacher. I want you to help me." If one child seems especially distressed, she may ask that student to sit near her and be the special helper. Temporarily taking the child away from the group prevents apprehension from spreading.

Secondary school students have already had numerous experiences with substitute teachers. Most of them usually take the attitude that this day will be easier and perhaps they can sit next to a friend instead of according to the seating chart.

Perhaps the crucial factors in their attitudes are:

1. Knowing the substitute and knowing that the substitute expects learning to continue.
2. Knowing the regular classroom teacher leaves work and expects it to be done.
3. Knowing the work will be checked by the regular teacher.

THE DISRUPTIVE CLASS

Every student is an individual, and every combination of students has a unique chemistry and set of reactions. There is no absolute rule on how to deal with disruptions. Your disciplinary methods must often change from one case to another depending on how you appraise the situation. It is important for you to know that under no circumstances should physical or verbal punishment be used to discipline a student. The most common cause of misbehavior is a lack of adequate lesson plans. If students are kept busy learning, they will not resort to antisocial behavior. Your job is not merely to keep them quietly busy, but to guide learning.

If only a few students are disrupting the class, it usually helps to isolate the leader, but not in such a way that you give him/her a stage on which to continue to draw attention.

If the entire class becomes so disruptive that learning cannot proceed, assistance should be sought from the school administration. You should always remember that disciplinary problems arise most frequently when student perceive that there is nothing better to accomplish. Your competence as a teacher and your ability to interest a class in learning are your best defenses against behavioral problems. A class that is interested in what is being taught will squelch a potential ringleader; a bored class will applaud the individual.

Use your spare time to improve your competence. Learn how to operate instructional equipment during a planning period. Use time between classes to find out what the class has been working on recently.

You have a decided advantage if you are regularly assigned to the same school because of your competent performance. Your task is easier when you know the students and they know you. Along with your competence, your next best assets should be an open mind and a sense of humor.

- Be fair; be reasonable
- Respect the students; give the students the benefit of the doubt
- Always be ready to show students that you are interested

Your attitude and tone of voice will set the mood for the day. When they see you are not going to fight them, you begin to build rapport.

Substitute teaching can be a very satisfying job. If you can carry out your responsibilities in an atmosphere of relaxation and enjoyment, you will go home each evening feel you have been successful.

SUBSTITUTING IN SPECIAL EDUCATION

Triton School Corporation provides special education and related services for students who reside in the community and attend school in districts that are members of the JESSE cooperative. You may be called to substitute for students who are mentally disabled, learning disabled, or physically disabled. Many children so identified will be found in regular classrooms. Working with these students may represent a concern to some, but some fears are needless. A few pointers appear below. Remember that students with physical or learning difficulties are more like their non-disabled peers than not.

When working with students who are disabled, it may be helpful to remember:

- The instruction of disabled students generally requires a high level of continuity and structure. It is important to follow lesson plans and daily schedules as closely as possible. Give the students your expectations and expect completion of the assigned work.
- Check for notes from the teacher that could provide information regarding students who might require some special attention.
- In working with students with health related conditions, familiarize yourself with the location of the nurse's office and the immediate supervisor should an emergency occur.
- Students in any one classroom may be working at different levels and rates. A good rule of thumb is to keep students busy. The classroom teacher may provide fillers.
- Special classes for students with handicaps may include instructional assistants. Such persons may be most helpful in knowledge of routines, student information, etc. These assistants work under the direction of teachers, so lesson plans should include their activity and responsibilities as well.
- Maintain the seating chart left by the classroom teacher. He/she may have good reason for pairing or separating students.
- Attempt to keep movement within the classroom to a minimum.

COMMUNICABLE DISEASE INFORMATION

All employees are directed to utilize the universal precautions outlined to prevent the transmission of dangerous communicable diseases, including Acquired Immune Deficiency Syndrome (AIDS), through blood or other bodily fluids.

In the event of a bodily fluid spill:

- Immediately send for the custodial staff for cleanup.
- Keep all students away from any furniture or area that has been soiled with blood or other bodily fluid until the custodial staff has completed the cleaning process of the area.
- Wear gloves when in contact with blood or other bodily fluids. To protect yourself, consider every student's body fluids as potentially infectious. A good rule of thumb is "if it's wet, wear gloves".
- Take measures to ensure that any clothing or objects soiled with an individual's blood or other bodily fluids do not continue to come in contact with other individuals.
- If an individual's blood or other bodily fluids come in contact with your skin, or that of other individuals, clean the skin immediately with alcohol or scrub the area with soap and water, then wash with alcohol.
- Place all materials used in the cleanup in plastic bags and close tightly.
- When an accident involves or causes an excessive spill of bodily fluids, whether on the playground, in PE class, or in a regular classroom, an adult should accompany the student to the health room.
- After above steps have been taken, wash hands using the following procedures:
 - Wet both hands using a generous amount of soap and work up a lather. This will lift bacteria from the skin.
 - Wash for a minimum of ten (10) seconds. A greater degree of contamination will require a longer washing time. Be sure to clean carefully under and around your fingernails.
 - Keep your hands down. Rinse them well with warm running water.
 - Dry your hands with paper towels. Use a towel to turn off the water. This protects your now clean hands from being contaminated by the potentially dirty fixtures.

PAYROLL INFORMATION

The daily rate of pay for substitute teachers is \$60.00.

Substitutes will be paid every two weeks in accordance with the adopted substitute salary schedule.

If a substitute works fifteen (15) consecutive days for the same teacher and holds a currently valid regular Indiana Teaching License, he/she becomes entitled to be compensated on the current school corporation salary schedule for as long as he/she remains in that position or at any time during the school year when they substitute for that same teacher.

An Employee's Withholding Exemption Certificate, Form W-4, is required of all personnel appearing on the payroll. All substitute teachers should file this certificate in the Administration Building, 100 Triton Drive, Bourbon, Indiana, 46504. At that time, the substitute should obtain information regarding dates payroll checks are issued.

If a substitute has been scheduled to work on a certain day and school is canceled, delayed, or other circumstances arise where the substitute has not worked, they will not be paid. Substitute personnel will be paid for actual days in the classroom and will not be paid for holidays.

Payroll direct deposit slips are mailed the Thursday before the regularly scheduled Friday pay date. Direct deposit is required for everyone that works in the district. Direct deposit funds will be in your account by noon on payday. You will receive a direct deposit statement indicating your gross wages and the net amount deposited into your account(s).

TRITON SCHOOL CORPORATION

Triton Elementary School

200 Triton Drive
Bourbon, IN 46504
574.342.2355
Principal: Jeremy Riffle
Office Secretary: Angie Williamson

Triton Jr. Sr. High School

300 Triton Drive
Bourbon, IN 46504
574.342.6505
Principal: Michael Chobanov
Office Secretary: Mendy Davis

Triton Administration Office

100 Triton Drive
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