

SUBSTITUTE HANDBOOK  
ROCHESTER COMMUNITY SCHOOL CORPORATION

*Rochester Community Schools*

*A MESSAGE FROM THE SUPERINTENDENT*

Dear Substitute:

Welcome to Rochester Community Schools.

Providing a high quality educational experience is the highest priority for our District. You are a vital part of providing quality instruction in the absence of the regular teacher. We wish to ensure a smooth transition between the teacher and you, the substitute. Therefore, be sure to read the Substitute Handbook and adhere to the building procedures and lessons plans provided to you. Should you need any assistance with your assignment, please contact the building administration for help.

Always remember that you are the professional in charge of the classroom. That is a daunting responsibility and one neither of us can take lightly. The building administration is prepared to assist you so that you can be successful in your role as a substitute teacher. Best wishes for a great school year.

Jana K. Vance

Superintendent's Office  
690 Zebra Lane  
Rochester, IN  
574-223-2159

Substitute Coordinator  
Kathie Adams  
574-223-2280 ext 6109 RMS desk  
574-835-1114 cell  
574-223-2002 Admin desk

Columbia Elementary School  
1502 Elm Street  
574-223-2501  
Principal: Jason Snyder, ext 2001  
Secretary: Melisa Lahman, ext 2000

Riddle Elementary  
302 Barkman Street  
574-223-2880  
Principal: Luke Biernacki, ext 1001  
Secretary: Michelle Shaffer, ext 1000

Rochester Middle School  
650 Zebra Lane  
574-223-2280  
Principal: Cassie Murphy, ext 6001  
Secretary: Amber Reinhold, ext 6000

Rochester High School  
1 Zebra Lane  
574-223-2176  
Principal: Oscar Haughs, ext 4001  
Secretary: Kristin Horn, ext 4000

## **Board Members**

**Jennifer Smith**

**Tom Schwenk**

**Joe Murphy**

**Kyle McLochlin**

**Catherine (Kate) Miller**

**Kyle Rensberger**

**Casi Cowles**

## *What is expected of me as a substitute teacher?*

### **Before You Enter The Classroom:**

- Arrive early.
- Sign in at the front office and pick up your room key and/or any information.
- Report to the school office regarding:
  - Special activities or changes in the schedule.
  - How to report absences and tardiness.
  - Review emergency procedures.
  - Determine if there are any students with special needs.
  - Review dismissal procedures for the end of the day.
- Follow dress code.
- Introduce yourself to teachers, especially those teachers in the rooms around yours, and obtain advice and information from them.

### **Before Students Arrive:**

- Write your name on the board.
- Review classroom behavior standards.
- Locate and review the lesson plans and student seating charts.
- Stand at the door and be prepared to greet students when they enter.
- Have student work prepared for students to begin immediately when they enter the room.

### **During The Day:**

- Introduce yourself briefly.
- Begin lessons immediately.
- Follow the lesson plans.\*\*
- Grade papers.
- Stay off cell phones/social media/ipads, etc. when you have students.\*\*
- Ask questions of other teachers and of responsible students. Do not hesitate to ask for help when needed.
- Assume the duties of the regular teacher or assistant, including:
  - Supervising the lunch room or hallways.
  - Bus/Car or Recess duties.
  - Collecting monies.
  - Organizing playground activities at recess.
  - Organizing and maintaining good housekeeping.
  - Other duties as the principal may direct.

### **At The End Of The Day:**

- Review the major learning concepts to be learned that day with the students.
- Remind students of homework assignments.
- Have students pick up papers and help straighten the room.
- Be sure that students leave the room in an orderly fashion.

- Leave notes for the classroom teacher detailing the work accomplished and any significant events or occurrences during the day.\*\*
- When you are ready to leave for the day be sure that the room is left in better order than you found it. Do NOT rearrange the teacher's desk or room.
- Plan to stay the entire school day until after students are dismissed. Even if you have last period prep. There is always work to be done. If the teacher hasn't left work to do, check at the office as to how you can be of help.
- Be sure to thank those in the office for the opportunity to substitute in the school.

**What The Substitute Teacher May Expect From The School:**

- A class schedule of the teacher for whom the substitute is replacing.
- A seating chart on the teacher's desk giving the names of the students.
- Lesson plans. It is not your responsibility to develop lesson plans. If none are available, contact the principal or department chair.
- Sufficient texts and materials.
- Help, if needed, from the principal or department chairperson and other classroom teachers.

***Advice from Students***

Trust Us.  
 Be fair to everyone.  
 Punish only the troublemakers.  
 Make learning fun.  
 Give us our assignment and let us go to work.  
 Allow study time in class.  
 Show concern and be willing to help with assignments.  
 If I raise my hand, don't ignore me.  
 You can be both strict and nice.  
 Don't yell.  
 Be straightforward with us.  
 Be organized.  
 Speak quietly and be patient.  
 Give us something to work toward.  
 Leave your personal life at home.  
 Think positively of every student.  
 Speak clearly.  
 Be reasonable in your expectations.  
 Have a sense of humor.  
 Follow through with promises and consequences.  
 Stay off your cell phone.

### **Administrative Policy**

Rochester Community School Corporation employs substitute teachers on the basis of their qualifications, experience, and ability to adapt to their varying school situations. Rochester Community School Corporation is an equal opportunity employer.

Substitute teaching is a professional activity, and substitute teachers are responsible for keeping the quality of their services commensurate with the services of the absent classroom teachers.

A substitute teacher is subject to call at such times as the need demands. The amount of work any substitute is given is governed by the need for it, the substitute's qualifications, and the substitute's rating as given by supervisors and by the principals in whose schools the substitute has taught.

Each substitute will be evaluated daily on their performance, adherence to procedures and policies (especially their attendance and confidentiality), effectiveness of following the lesson plans, and other considerations necessary to maintaining an effective learning environment.

### **Certification**

We encourage all substitute teachers to hold a valid Indiana teacher's license or substitute teacher's certificate, although it is not required. Please give us a copy for your file. Your pay will be based upon your education level. If you have over 60 college credit hours, we need a copy of your transcript.

### **Responsibilities of the Substitute**

Dress appropriately for the day. Follow the dress code. No spaghetti straps. No sleeveless tops. Your clothing should be neat, clean, and reflect the professional nature of the job. Sweat suits and casual apparel are appropriate dress only when you are assigned to a physical education class. NOTE: Friday has been approved as casual day in all buildings, but do not wear jeans full of holes.

Arrive on time. The regular elementary assignment is from 7:45 am-3:00 pm, please arrive by 7:45am. Wednesday start time is 8:45, please arrive by 8:15. The regular secondary (RMS & RHS) school assignment is from 7:30 a.m.-3:15 pm, please arrive by 7:30 am. Wednesday start time 8:30, please arrive by 8:00 am.

Half day starts at or ends at 11:30 am unless notified otherwise. Always check for sub notes when you book a job. Plan to stay all day, even if you have first or last period prep.

Refrain from bringing personal work such as reading material, letter writing, handcrafts, etc to class, using cell phone to text or get on the internet. Cell phones are to be used only at your lunch or during your prep time. Please keep them in a secure place. Do not be checking for sub jobs while subbing. Be up moving and interacting with the students.

Refrain from getting teachers mail from his/her mail box or reading any personal information. Refrain from contacting teachers that you are subbing for during the sub day. If you have a question ask the building secretary or another teacher. If you get a note sent from home that day then you will need to read it and follow procedures for notes and leaving from the elementary schools. (See.. At The End of the School Day for detailed information on this).

Your actions need to reflect professional, high expectations for your students.

Always keep your substitute handbook with you for reference.

Be flexible. Be available. Be active.  
Flexibility is a must.

### **Aesop (sub service)**

Our sub service is called Aesop. You access it at [www.aesoponline.com](http://www.aesoponline.com) or 1-800-942-3767. You are responsible for going on Aesop and looking for available jobs. The system, a school secretary or sub coordinator may also call to get heavy days or last minute jobs covered. You will NOT get calls from Aesop if you have changed your settings and told the system not to call you so it is your responsibility to check for jobs.

Canceling sub jobs – if a job is canceled by you on a certain day, you cannot accept another job for that day. Please try to keep canceling jobs to a minimum especially the day of the job. If you must cancel the day of the job, please do so in Aesop so it can start looking for someone else immediately, please call or text the sub coordinator (574-835-1114) and let her know the reason for the last minute cancelation, AND please call the building where you were to sub and let the secretary know you are canceling. That way we can get the job covered.

Please put in **NON WORK** days if you know you are unavailable to sub on a certain day. It saves everyone time and unnecessary calls in the mornings.

### **Upon Arrival**

Always report to the main office—Be early so you can get organized.

Obtain instructions and materials that have been left for you.

Check for special activities or any changes in the regular schedule.

Subs must be flexible. If need be, you might have to be switched into another position.

Check the correct procedures for: use of library, AV equipment and materials, and computers.

Check procedures for reporting absences and tardiness, recording attendance, fire drills and other emergency situations.

Check location of teacher prep rooms and lounges. Time and location of lunch and recess, if applicable.

Review lesson plans and preview material to be taught.

Locate all necessary materials and manuals for the teaching day so you won't have to search for them later. Know the emergency plans for the room.

### **Good Substitute Teachers....**

Are conscientious and sincere in their interest in the education of children and young people.

Make every effort to follow the regular teacher's plans and the building routines.

Engage the students in such a way that learning takes place and the building routines are not disturbed.

Are willing to work when and where needed, and willing to stay on the assignment until the teacher returns.

Leave notations for the regular teacher, indicating what was accomplished during his/her absence.

### **Confidentiality**

Substitutes must keep student, teacher and parent interactions confidential.

Don't do anything that embarrasses the student, the teacher, yourself or any other employee whether at school or in the community.

If you have a complaint or concern, see the principal before you leave. If the principal is unavailable, leave a message for him/her to contact you.

### **Emergencies**

In case of injury or other emergency involving a student under the substitute teacher's supervision. The office must be notified immediately.

Substitutes should stay with the injured child and send a student for help.

An accident report must be completed by the substitute and given to the principal's office on the same day.

In case of an emergency in the building, please get the emergency bag from the room which is located by the door. Inside the bag you will find a red Classroom Safety Protocol book please refer to this.

Please know the protocol for fire drills and lockdown drills. Please review ALICE training.

Please review door locking procedures for the buildings you sub in. Always be prepared.

### **During the school day**

Assume the duties of the classroom teacher which may include: additional supervision and responsibilities and other duties as may be directed.

Maintain good housekeeping throughout the day.

Organize classroom activities and maintain a positive learning atmosphere. A well-planned day usually takes care of potential discipline problems.

### **In starting the day, do not dwell on discipline:**

Be calm and exercise mature judgment, be fair and firm.

Avoid embarrassing a student as a form of discipline.

Do not use or threaten any form of physical punishment.

Avoid group punishment for the misbehavior of one or two students.

If possible, try to handle the situation privately.

You may deny privileges to students for misbehaving.

Report any serious problems to the principal's office immediately.

Do not take a student's misbehavior personally. Most substitute teachers are "tested" sometime during the day.

### **Discipline Problems**

If a student continually disrupts a class or is not cooperative, the teacher should call the office (0) to have someone come and get the student, and...

Don't punish the whole class as a result of a few students misbehaving.

#### ***Techniques to gain class control:***

Ignore minor misbehavior- which is an attempt to gain attention.

Eye Contact-Non-verbal communication directed at the misbehaving student.

Gestures- Let a misbehaving child know of their misbehaving through head movements or directional gestures.

Proximity Praise-Move closer to a child misbehaving/ have the child move closer to you.

Separate- students that are being disruptive into other seats.

Touch-Sometimes a slight touch on the shoulder has a calming effect.

Circulate-Walk around the room and keep encouraging students.

Directed Verbal Comments- In a calm manner, tell the student the appropriate behavior.

If Then Consequences-Make sure the consequence is appropriate for the situation. Follow through

with a reasonable consequence.

### **At the end of the day**

Ask all students to put books, materials, etc. away and check desks and the floor around their seats for paper or miscellaneous items to be thrown away.

Remain in the classroom until all students have been dismissed from the room.

Do not leave the school before the students have all left.

If an elementary student has a note to change the way he or she is to go home that day you must get a copy to the office. They will then check and make sure this is a legitimate note. If there is no question by the office staff that student may leave as requested.

The classroom teacher will appreciate a note explaining the activities of the day. Indicate which lesson plans were completed and which were not, if any. A brief summary of class behavior and your thoughts on the day is also appropriate.

- \*Place collected and/or graded papers on the teacher's desk
- \*Complete appropriate follow-up form and leave on teacher's desk.
- \*Leave the teacher's desk and room at least as neat as you found it.
- \*Report to the main office before leaving the building.
- \*Check for any information regarding the assignment for this class needing additional days of your service.

### **A Bag of Tricks**

No matter how often you substitute teach, you will be wise to be prepared before you get an assignment. If you have a special tote bag or brief case that is always ready, you will avoid that rushed, panicked feeling when you receive a call on the morning you are needed in the classroom. You will have enough materials or activities to keep your students constructively engaged for the entire day.

Some suggestions for your "bag of tricks" might include: Colored markers, ink pens, extra pencils, scissors, a coffee cup, a snack for recess, index cards for student name plates. Band-aids. A favorite book or poetry to read to the class. A collection of journal writing prompts. An instrumental tape or CD to play quietly during writing or independent work time. Flash cards. A book of brain teasers or puzzles. A collection of chalkboard and/or group games for math and language arts. A file of art ideas to integrate with curricular areas. Hidden puzzles, word finds. Ideas from other students or teachers.

### **Service Retirement Credit**

A substitute teacher holding a valid Indiana Teacher's License, who is a member of the State Teachers Retirement Fund, and who teaches at least 120 days in the school year, receives one year of service credit towards retirement. If a teacher substitutes at least 60 days but less than 120 days in the school year, he/she will receive one-half year of service toward retirement.

### **Rate of Pay**

The rate of pay for substitute teachers was determined by the Rochester Community School Corporation Board of School Trustees.

Rate of pay as follows:

A substitute teacher who holds a valid Indiana Teacher's License or who holds a four-year degree will be paid at the rate of \$85.00 per day.

A substitute teacher who has 60 college credit hours or above will be paid at the rate of \$80.00 per day.



A substitute teacher who has under 60 college credit hours and holds a high school diploma will be paid at the rate of \$70.00 per day.

### **Cancellations/Early/Late Arrival**

We realize that things happen and situations occur, but once a sub job is booked please keep cancellations to a minimum.

If you must cancel do so as soon as possible so the system has time to line up another sub. Generally if you cancel a sub job, you cannot book another job for that same day.

If you must cancel the morning of the job, do so in Aesop so the system can start looking for a replacement immediately, call/text the sub coordinator (574-835-1114) to let her know the reason for the last minute cancellation, and give the secretary of the school you were to work in a courtesy call so they are aware of the situation, so everyone can work to get the job covered.

You are expected to work the entire day. Do not leave during prep periods, even if it is last period of the day. There may be things to get ready for the rest of the day, papers to grade, copies to make, tidy the room, etc. You can always check with the office to see if they have copies to make, or things to do etc. Even if the prep period is first period or last period, you are expected to stay on the job the entire day.

### **Training Videos Policy**

A prospective substitute must view films on the disease AIDS, bloodbourne pathogens, bullying. You need to ask the sub coordinator how/where to view these items.

Procedures for handling and disposing of body fluids and related clean-up materials. Immediately notify the building office and request janitorial assistance.

*If none is available, follow the following procedures:*

- All body fluids are to be handled with gloves.
- Utilize clean-up kits that are available in each building and vehicle.
- Wash thoroughly areas that are exposed to body fluids.
- Request supplies to replenish those items used in clean-up activities.
- Report all incidents immediately to the school principal or nurse.
- Dispose of gloves, tissues, and toweling in a plastic bag and seal it.
- Double bag the contents.
- Dispose of the bags by either taking it to the school nurse and placing it in a large wastebasket lined with a red bag or contact a custodian so it can properly placed in a dumpster.
- DO NOT allow students to handle any possibly contaminated materials.

It would also be helpful to view A.L.I.C.E. training videos on You Tube. A.L.I.C.E. stands for Alert, Lockdown, Inform, Counter, Evacuate. We hope we will never be faced with this type of situation in our buildings but as a sub you need to know what to do to protect your students and yourself should a situation arise. We periodically offer live ALICE trainings, be sure to watch your email for these and plan to attend.

### **Nondiscrimination Policy**

It is the policy of Rochester Community School Corporation not to discriminate on the basis of age, race, color, religion, sex disability, or national origin including limited English proficiency in its educational programs or employment policies as required by the Indiana Civil Rights Act, (I.C. 22-9-1), I.C. 20-8.1-2, Titles Vi and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1991.

Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to LorettaDeardorff, Director of Student Support Services, 690 Zebra Lane, Rochester, IN or the office for Civil Rights, U.S. Department of Education, Washington, D.C.

### **Payroll Procedures**

Each day that you are called to be a substitute, you will need to check in and out with the head secretary of the building you are in. Make sure you clock in and out daily and have the building secretary initial the payroll report each time you sign in or out. This not only assures your hours for payroll it also lets us know if you are following the attendance guidelines.

Pay periods will be biweekly. RCSC only does direct deposit

Any questions regarding payroll, please contact our human resources department at the Administration Office 574-223-2159.

### **Direct Deposit**

Rochester Community School Corporation now requires all employees to have direct deposit, including our substitutes. Please take your banking information to the administration office and fill out the proper paperwork. Your paystub will be mailed to you.

You are a very important part to the student's day. Please be kind and remember you are making a difference in the life of a child, you never know who you are inspiring. Thank you for all that you do.