

# **CSC of Eastern Hancock County**

## **Substitute Teacher Handbook**



10370 E 250 N  
Charlottesville, IN 46117  
317-936-5444 or 317-467-0064  
[www.easternhancock.org](http://www.easternhancock.org)

**Dr. Vicki McGuire, Superintendent**

### **Elementary**

10450 E 250 N  
Charlottesville, IN 46117  
317-936-5829 or 317-467-0056

### **Amanda Pyle, Principal**

Madison Hamblin, Counselor  
Kim Grant, Secretary  
Jenny Toth, Secretary/Treasurer

### **Middle School**

10380 E 250 N  
Charlottesville, IN 46117  
317-936-5324 or 317-467-9759

### **David Pfaff, Principal**

**Lisa Truitt, Assistant Principal**  
Courtney Hott, Counselor  
Shanna Sharp, Secretary

### **High School**

10320 E 250 N  
Charlottesville, IN 46117  
317-936-5595 or 317-467-0095

### **David Pfaff, Principal**

**Lisa Truitt, Assistant Principal**  
Kelli Brown, Counselor  
Megan Whisman, Secretary

# FAQ's

## **Who contacts substitutes to schedule working?**

Each building principal or secretary is responsible for contacting substitutes and providing you with information specific to that school.

## **What if I cannot sub on a day I am scheduled?**

For Elementary, contact Mrs. Grant at school at 317-936-5829 or on her cell at 317-439-1946.

For Middle/High school contact Mrs. Sharp at school at 317-936-5324 or her cell at 317-512-9969.

## **How much do substitutes get paid?**

\$70.00 for a full day and \$35.00 for a half day. You will need to contact the schools to confirm their half-day hours. Substitute teachers possessing a valid Indiana Teachers License will be paid \$75.00/day. Substitute teachers are paid bi-weekly on the same days as other school district employees.

## **What time & where do I have to report to the schools?**

A general guideline is to arrive at least 15 minutes early to the office of the building in which you are subbing. Two days of arriving late may result in your being placed at the bottom of the call list.

The following are the times for a regular school day:

	<b>Elementary</b>	
Student Day	8:00am – 3:08pm	<b>**Arrive by 7:45am</b>
	<b>Middle School</b>	
Student Day	8:10am – 3:14pm	<b>**Arrive by 7:55am</b>
	<b>High School</b>	
Student Day	8:10am – 3:14pm	<b>**Arrive by 7:55am</b>

## **Where do I park my vehicle?**

Please park in the Visitor Parking spaces located at each building unless directed otherwise.

## **May I eat the school lunch?**

Yes. Lunch cost is \$3.60 for adults. Please pay in the morning to the building secretary in the Elementary School. Middle & High School may pay in the cafeteria during lunch time.

## **How do I get lesson plans & daily class schedules?**

Lesson plans can be found on the teacher's desk. In the case of an unexpected teacher absence, check with the building office for lesson plans.

## **How should I dress to substitute teach?**

Business casual. Suits and dresses are not required, but please dress in a professional and neat manner. You may dress accordingly if subbing for a Physical Education teacher or if you are notified there will be a field experience on that day.

**What if I have a question or need to contact the office during classroom time?**

Each classroom is equipped with a square red & white button that will connect you to the building office.

**In the event of inclement weather, where do I go for school closing information?**

Decisions to close school due to weather conditions will normally be made by 6:00am.

Check our website at: [www.easternhancock.org](http://www.easternhancock.org)

Or TV Stations: WTTV – 4, WRTV- 6, WISH – 8, WTHR – 13, WXIN – 59

**Are substitute teachers allowed to use the computers?** No.

**Do I need to evaluate my sub teaching each day?**

Yes, in the Middle and High School only. Please fill out the Substitute Teacher Daily Report Form and submit it to the building secretary at the end of the day.

**Will the teacher I substitute for evaluate my performance as a substitute teacher?**

Yes, whether formally or informally, feedback from teachers is important in evaluating the effectiveness of a substitute to continue the educational atmosphere in the teacher’s absence.

**What happens if I receive negative feedback from teachers?**

Building reports regarding sub’s unsatisfactory performance may necessitate the temporary or permanent removal of the individual’s name from the Substitute Teacher list. A sub teacher’s name may be removed from the list for any reason at any time, deemed necessary by the administration, and to be in the best interest of the school corporation.

**What do I do if I suspect a child is being abused?**

Anything suspicious should be reported to the building principal or counselor so they can guide you on how to report it. *It is required by law to report all suspicions of child abuse.*

**What do I do if I have been verbally or sexually harassed by a student or employee?**

Harassment of any kind is not tolerated in our district. Please report all concerns to the building administrator.

**Do I have retirement benefits?**

Substitute teachers are eligible for membership in the Indiana State Teachers’ Retirement Fund (ISTRF) under the following policy:

- Be certified by the Indiana State Board of Accounts
- Have obtained at least an Associate’s Degree, and
- Teach at least 120 days in a year or at least 60 days in each of two years

It is your responsibility to track the number of days you teach with regards to ISTRF. Enrollment forms are available at Central Office with our Human Resource Director.

**Do I need to reapply every year to be kept on the calling list?**

No. We will contact you during the summer via mail or email to inquire if you wish to remain on the substitute call list. *If you do not return the letter, your name will not be included.*

# Eastern Hancock Elementary Specifics

## Grades K-5

The class teachers should be aware of your presence and will introduce themselves. Please do not hesitate to introduce yourself first or ask questions.

### Office/Lunch Procedures

When you sign in for the day you may purchase your lunch ticket if you are eating school lunch. The lunch menu can be found on our website. The staff lounge is across from the staff bathrooms in the main hall, leading to the MS gym. Pop or bottled water is available in the staff pop machine.

### Discipline

All students are to be respectful of themselves, peers and adults at all time. They are also expected to move to and fro in the hallway in an orderly manner that will not disrupt others. Please be consistent and follow the classroom rules that are posted in the classroom. All students have a behavior card in the classroom. The cards should go with them when they leave the room. These cards can be written on after giving a directive and a warning to students about their behavior. Cards go home every Friday so parents are notified. If a situation occurs which rises above just a notation on the behavior card, feel free to ask other teachers or Mrs. Pyle about how to handle the situation. If you need assistance from another adult in the room, please push the red & white call button by the door and it will ring the office.

### Attendance

When students arrive and are settled at their desks take attendance on the Weekly Sheet the teacher has left. After morning announcements, have a student bring down the attendance sheet, any lunch money envelopes, bus notes and other items to the office in the plastic folder.

### Lunch Count

Ask the children their lunch preferences and fill out the count sheet. The daily lunch menu will be on the announcements. This needs to be brought to the office in the plastic folder as well.

### Recess and Other Duties

Check to see if you are on recess duty in the teacher's plan book. You may have study hall. In that case, you stay in your room at recess and the kids will come back in to work on homework. There is usually a study hall sign for your door. If you have recess duty you will need a watch and radio from the office.

### Recess Procedures

1. Students must be accompanied by an adult to the recess area.
2. During recess an adult needs to be on duty to supervise the children.
3. When students are tutored for a portion of recess, they need to be accompanied to the recess area by their tutor.
4. The tutor needs to make the staff member on recess duty aware that he/she has returned.
5. All students needing to go to the restroom or inside for other reasons while their class is at recess, need to have an adult or peer accompany them.
6. K-1 use the primary playground behind the building. 2-5 graders will use the big playground.

### **Tornado, Fire and Emergency Drills**

Guidelines for these are posted in each classroom near the doorway. Always remember to take the class list or attendance with you that is hanging on a hook by the door.

### **Going Home**

At 2:50pm send a student to the office to pick up the teachers envelope with any bus notes and have students get ready for the bus. Have the students get their coats and backpacks 5-10 minutes before it's time to go home. Get all of their papers from their mailboxes. After announcements, Mrs. Pyle will release the students, have them line up quietly and you will lead them to the buses.

## **Eastern Hancock Middle School & High School Specifics**

### **Attendance Procedures**

Attendance should be taken at the beginning of each period. A student is tardy if not in the room when the bell rings. Please write down the names of missing students and leave it in the building office at the end of the day.

### **Discipline Procedures**

If a student is misbehaving, please give the student a warning and tell them that his/her name will be written down. If the student continues to misbehave, please use the call button to inform the office that you will be sending the student to the office.

### **Emergency Procedures**

Each room has a map and flipchart located in front of the room with detailed instructions on where to report in the case of a fire or tornado.

## **Prohibited Activities**

- Eastern Hancock is a **tobacco free** campus.
- The possession, use or distribution of illegal drugs, alcohol or tobacco on school property is strictly prohibited.
- It is a violation of federal law to possess a firearm or knife of any sort on school grounds.
- As a temporary member of our staff, you are expected to keep ALL information about students confidential.

**PUBLIC NOTICE OF NONDISCRIMINATION ASSURANCES**

The Community School Corporation of Eastern Hancock County assures that it will comply with all requirements of Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and Section 504 of the Rehabilitation Act of 1973 as amended. Eastern Hancock further assures that it will not discriminate against any person in the United States on the basis of race, color, sex, national origin, religion, or handicap, nor will anyone be subjected to discrimination in admission or access to, or treatment or employment in the conduct of its programs and activities and operation of its facilities.

For inquiries regarding compliance as well as grievances on the above assurances contact:

Superintendent  
Dr. Vicki McGuire  
10370 E. 250 N.  
Charlottesville, IN 46117  
317-936-5444  
or

Office of Civil Rights  
U.S. Department of Education  
Washington, D.C.  
[www.easternhancock.org](http://www.easternhancock.org)

For further information, clarification or complaints, please contact the following person(s):

<b>Title IX Coordinator</b>	Dr. Vicki McGuire, Superintendent 10370 E 250 N Charlottesville, IN 46117 317-467-0064
<b>Section 504 Coordinator- ADA Coordinator</b>	Dr. Vicki McGuire, Superintendent 10370 E 250 N Charlottesville, IN 46117 317-467-0064