



Bellbrook- Sugar creek Schools

Administrative Offices
St.Pierre Education Center
3757 Upper Bellbrook Rd
Bellbrook, Ohio 45305-8750

(937) 848-6251

(937) 848-5001

Substitute Teacher Handbook

Revised August 13, 2018

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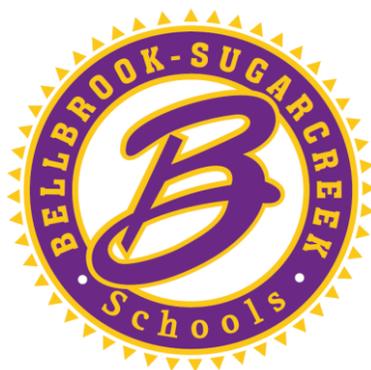
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Welcome

Thank you for your interest in ***substitute teaching*** in the Bellbrook-Sugarcreek Schools during the upcoming academic year. The substitute teacher plays an important role in helping the district maintain instructional flow and student behavior in the absence of the regular classroom teacher. You are employed by the district as a professional to help carry out our instructional program. We encourage you to be ready and willing to adapt to various teaching assignments when called upon.

Your job will be a challenge requiring dedication, flexibility, and knowledge. An excellent substitute staff is crucial to our successful educational program; we value your services and expertise.

This handbook will help provide you with important reference information about Bellbrook-Sugarcreek Schools, the employment role you are about to enter, as well as basic district substitute teacher procedures. Since updates will occur to this handbook on a regular basis, you are encouraged to visit often. If you have questions throughout your tenure, please feel free to contact the board of education offices for additional information.

Professional Ethics

As a Bellbrook-Sugarcreek School District substitute teacher, you are expected to exemplify the high ethical standards expected of all regular district personnel. Your continued success as a substitute teacher is based on a positive relationship with students, parents, teachers, and other school district personnel.



You are encouraged to use extreme caution when voicing personal opinions regarding the school district/building, administration, students, policies and procedures. Avoid criticism of the regular classroom teacher(s) - do not participate in gossip. As a substitute professional, you have a legal and moral obligation to maintain the privacy of any confidential information which has been learned through contact with our students and other individuals in the school learning environment. Maintain a respectful relationship with all staff members, students and the community you serve. If you have any questions or concerns about a student or school situation, please contact the building administrator to discuss the situation.

Requirements of Employment

The following information is a requirement of all substitute personnel prior to employment by the board of education:

1. District certificated/licensed teaching application (available on our web page at www.sugarcreek.k12.oh.us)
2. Copies of transcript showing your teaching degree
3. Copy of valid Ohio teaching license (substitute or regular)
4. Employment Eligibility Verification (Form I-9) and necessary documentation which establishes identity and eligibility for employment (i.e. valid driver's license, passport, social security card, birth certificate)
5. Ohio BCII & federal FBI background checks (within last 12 months)
6. Auditor of State Fraud-Reporting System Acknowledgement form
7. Pre-employment payroll information

A limited number of applications are accepted for substitute teachers **until July 30** for the following school year. Individuals must hold a minimum of a bachelor's degree in education and be prepared to substitute in any district classroom grades K-12.

The above information must be submitted to our offices by scheduling an appointment with Mrs. Sheila Woody, Assistant to the Superintendent, 848-5001, extension 6901, or via e-mail @ sheila.woody@bss.k12.oh.us . Following a review, qualified individuals are contacted to initiate further employment procedures.

The Bellbrook-Sugarcreek Board of Education is an equal opportunity employer. It is the policy of the Bellbrook-Sugarcreek Schools not to discriminate in employment on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, age or disability, as required by all state and federal laws.

Responsibilities of a Substitute Teacher

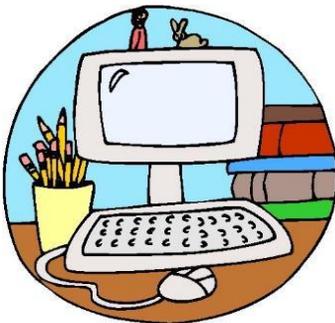
- *Wear* your ID tag (received on your first assignment in our district)
- Once you have committed to a confirmed substitute assignment, *keep it!*
- *Be Prompt* – arrive ahead of time and stay until the end of your scheduled work day

- *Dress for Success* by demonstrating professional attire
- *Be Prepared* with a friendly attitude and firm demeanor
- *Ask Questions* if plans or other information are not clear
- *Follow the Lesson Plan* left by the regular classroom teacher as closely as possible unless you have received permission of the building administrator
- *Assume all Duties* of the teacher including for example: hall, recess, cafeteria, and dismissal (bus) duties
- *Leave Notes for the Teacher* – provide feedback regarding challenging discipline problems, assignments completed and any other relevant information. Please be specific and detailed as possible. Consider leaving an e-mail address or phone number where you can be reached in case the returning teacher has any questions about your comments.
- If no information has been left reflecting an *extra-duty responsibility*, please confirm with the office staff that there are no duty expectations of you!

AESOP – Automated Educational Substitute Operator

Substitute teaching assignments are filled via an automated system called **AESOP**. You may access the automated system to proactively search for jobs and fill your own schedule and review or cancel an assignment. You can telephone the system at 1-800-942-3767 or visit the web page at www.FrontlineK12.com/Aesop .

Notification of available jobs will be given weekdays 5:30 a.m. – 9:00 a.m. and 5:00 p.m. - 10:00 p.m.; Sundays from 5:00 p.m. – 10:00 p.m. Most often you will be called well enough in advance to reach the assigned building prior to the start of the school day. If you need to cancel an assignment, you must give AESOP 12-hours notification; after that time, you will need to call the building of assignment directly (and as early as possible) on the day of the assignment. Please leave the information with the lead secretary (see Directory/Resources).



Upon initial employment with the district, you will receive information on steps needed to log-on (your ID and PIN numbers), set up your personal calendar so AESOP will know whether or not you are available for open job assignments, manage your call times, view your schedule in advance, etc. You will be responsible for maintaining your information so that AESOP can operate in the most efficient manner possible.

General Procedures

1. When you enter our buildings for the first time during the school year, you will need to present a picture ID (driver's license, passport, etc.) at the school office to receive a substitute teacher badge. This badge must be worn/displayed at all times during your work assignment identifying you as an authorized visitor in our schools.
2. When you arrive at the assigned school building, check into the office to receive your attendance roster for each class period, daily schedule, lesson plan, class list/seating chart, assignments, and other pertinent information such as a substitute folder and timesheet.
3. Review the teacher lesson plans as closely as possible. Follow them as instructed unless you have prior permission from building administrators to deviate from the plan. Carry out any specific instructions from the teacher such as collection and grading of papers. Show respect by doing what is asked but do not hesitate to use your own innovations should the need arise.
4. When the classroom teacher is absent due to an emergency, the substitute may not have lesson plans provided by the teacher. If this happens, help is available from other teachers, support staff, and administration at the school.
5. Start the day promptly, firmly, and concisely. Be pleasant and confident by informing students that you are aware of the classroom rules and expectations.
6. Leave a brief summary of work that was accomplished in the teacher's absence. Leave the teacher's desk/classroom organized at the end of the day. Make a record of assignments given for the next day and papers collected from students.
7. Please do not grade papers unless you have received specific permission/instructions to do so. NEVER (unless you are serving in a long-term substitute capacity) enter any student grades into the teacher's grade book or into the computer grade system.
8. Complete and submit any evaluation forms given to you by the office.
9. Books, supplies, and all instructional materials should be returned to the location in which they were found with desks in the same configuration. Close windows, turn off lights and lock doors when leaving the room or follow the school office instructions. Visit the office to leave all necessary information for the regular classroom teacher, report any problems or unusual occurrences to building administration, etc.
10. **The supervision of the students you are assigned throughout the day is your first priority.** *You should never leave the school grounds*

or leave students unattended in the classroom unless the position requires you to do so or you have received prior permission from building administration. Subs should not leave the school at the end of the day until they have been cleared through the school office.

11. Student Safety Plan – The school district has a detailed emergency plan. Each building classroom will have a set of **Crisis Procedures** posted in a visible location. Familiarize yourself with all procedures and exits in the event of an emergency. If you have any questions, ask building administration or fellow teachers for clarification.

Suggestions for Classroom Management

It is the responsibility of the substitute teacher to strive to teach, within their ability, the classroom materials left by the regular teacher. The following suggestions should minimize problems, establish a good classroom routine, provide a positive learning environment, and establish mutual respect:



- The initial impression of the substitute teacher will determine successful classroom management. Self-confidence, knowledge, flexibility and resourcefulness are pre-requisites for the position you are about to enter.
- Provide a successful learning experience by being prompt, neat, patient, enthusiastic and accepting.
- Attempt to call students by name – create name tags or seating charts if they have not been provided.
- Establish your rules and expectations from the beginning of the day/class. Communicate clearly before an issue arises. A proactive (vs. reactive) approach is always best.
- Be alert! – make eye contact with students, use proper English grammar.
- You are the supervisor and the adult in control. Use instructional time wisely, do not do extra personal things, use your cell phone, or sit with casual reading – take charge, don't allow students to challenge your authority.
- Be fair and consistent – students need to know what to expect of you and what you expect of them in order to create and maintain a positive classroom environment.
- Expect good behavior. Students tend to respond to what is expected of them – make sure they understand the correlation between choice and consequence. However, if discipline problems occur which you are unable

to manage, **contact the principal or designee for immediate assistance.**

- Busy students have less time to create problems. Get students on-task at the earliest possible convenience.
- Encourage student involvement in class discussions, questioning and other activities. Be sure that all instructions are clear.
- Carry out your duties as a professional – act like the expert, not one of the kids. If you don't know the answer, work together to “look it up”.
- Providing positive feedback creates a successful learning experience - compliment the students when possible.
- Keep your sense of humor.



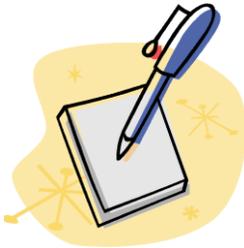
Discipline Procedures

Substitute teachers are responsible for maintaining discipline and providing a classroom atmosphere conducive to learning.

- Review classroom rules and expectations.
- Be fair and consistent.
- Set the tone – don't be intimidated, antagonized or ridiculed.
- Be pleasant, yet firm.
- Discipline problems are reduced when the substitute teacher is prepared, organized, and shows enthusiasm for their assigned position.
- Do not touch, slap or otherwise engage in physical confrontation with a student in an attempt to discipline.
- If a serious situation occurs beyond your knowledge of district procedures, please contact the building administrator immediately.
- Maintain eye contact with the students involved but never invade their personal space unless they are causing physical harm to another student.
- Encourage alternative solutions to the conflict. Allow for options that will help the student maintain their dignity.
- Reward good behavior with positive reinforcement. Smiles and non-verbal cues are very important in conveying appreciation and approval to students.

Compensation

Substitute teachers are paid via mandatory direct deposit on the regular bi-weekly payroll. Deductions will be made for Ohio State Teachers' Retirement System (STRS), and all local, state, and federal taxes. Substitute teachers are not considered regular employees and are therefore not eligible to receive benefits such as life or health insurance, annuities, or other deductions.



Employees are expected to keep current information on file with Human Resources and/or the Treasurer's Office. This information would include your current address, name changes, tax information, etc. Changes must be submitted **in writing** - **no telephone calls will be accepted.**

Substitute teachers are required to complete daily timesheets (FORM: TO-0060-2) when they have completed a job assignment. This information can be obtained from the school office. The current rate of pay for substitutes is \$100.00 per full day of employment based on a 7 ½-hour work day. Partial days worked will be paid as prorated in intervals of ¼ days.

Questions regarding payroll should be directed to Mrs. Angi McAlister in the Treasurer's Office, 848-5001, ext. 6110, or via e-mail @ angi.mcalister@bss.k12.oh.us .



2018-2019 Payroll Schedule

Pay Date	Pay Period
September 7, 2018	08/13/18 thru 08/26/18
September 21, 2018	08/27/18 thru 09/09/18
October 5, 2018	09/10/18 thru 09/23/18
October 19, 2018	09/24/18 thru 10/07/18
November 2, 2018	10/8/18 thru 10/21/18
November 16, 2018	10/22/18 thru 11/04/18
November 30, 2018	11/05/18 thru 11/18/18
December 14, 2018	11/19/18 thru 12/02/18
December 28, 2018	12/03/18 thru 12/16/18
January 11, 2019	12/17/18 thru 12/30/18
January 25, 2019	12/31/18 thru 01/13/19
February 8, 2019	01/14/19 thru 01/27/19
February 22, 2019	01/28/19 thru 02/10/19
March 8, 2019	02/11/19 thru 02/24/19
March 22, 2019	02/25/19 thru 03/10/19
April 5, 2019	03/11/19 thru 03/24/19
April 19, 2019	03/25/19 thru 04/07/19
May 3, 2019	04/08/19 thru 04/21/19
May 17, 2019	04/22/19 thru 05/05/19
May 31, 2019	05/06/19 thru 05/19/19
June 14, 2019	05/20/19 thru 06/02/19
June 28, 2019	06/03/19 thru 06/16/19

Rev. 4.2018

Directory of Resources

You may e-mail any of the individuals below by logging onto our web page at www.sugarcreek.k12.oh.us and clicking the appropriate link.

Bellbrook - Sugarcreek Schools

(District "Super" Number: 848-5001)

Superintendent's Office **(848-6251)**

3757 Upper Bellbrook Rd
Bellbrook OH 45305

Douglas A. Cozad, Ph.D.

Betsy K. Chadd

Jeffrey K. Lewis, Ed.D.
Sheila R. Woody, CEOE

Jennifer S. Dreischarf

Superintendent
(eff. July 1, 2018)
Dir of Curriculum
and Gifted Services,
Staff Development
Mgr of Business
Asst to the
Superintendent,
AESOP Navigator
Receptionist

Treasurer's Office **(848-4800)**

3757 Upper Bellbrook Rd
Bellbrook OH 45305

Kevin L. Liming
Sharon L. Cost
Angi C. McAlister
Stephanie M. Eben

Treasurer
Asst to Treas
Asst to Treas/Payroll
Accts Payable Clerk

(SEC) St.Pierre Education Center **(848-6251, 848-5001), Preschool**

3757 Upper Bellbrook Rd
Bellbrook OH 45305

Tonya S. Wilson
Debra J. Tomlin

Dir Spec Educ
Secretary/Spec
Educ Services

Bellbrook High School **(848-3737), gr 9-12**

3737 Upper Bellbrook Rd
Bellbrook OH 45305

Christopher M. Baker
David D. Hann
Nicole M. LaSota
Sherri A. Crute

Principal
Asst Principal
Asst Principal
Lead Secretary/
AESOP

Bellbrook Middle School
(848-2141), gr 6-8
 3600 Feedwire Rd
 Bellbrook OH 45305

Jenness A. Sigman
 Jeffrey T. Eckley
 Amy K. Rodenroth

Principal
 Asst Principal
 Lead Secretary/
 AESOP

Bell Creek Intermediate
(848-3777), gr 3-5
 3777 Upper Bellbrook Rd
 Bellbrook OH 45305

Jill S. Adams
 Theresa M. Ribbink

Principal
 Lead Secretary/
 AESOP

Stephen Bell Elementary
(848-7831), gr K-2
 4122 N Linda Dr
 Bellbrook OH 45305

Ginger C. Keeton
 Marjorie M. Horvath

Principal
 Lead Secretary/
 AESOP

Building Time Schedules

Building	Grade Level	Bus Drop	Start	End
Stephen Bell Elementary	Kdg-2	8:45	8:55	3:25
Bell Creek Intermediate	3-5	8:45	8:55	3:25
Bellbrook Middle School	6-8	7:15	7:30	2:30
Bellbrook High School	9-12	7:25	7:40	2:40
St.Pierre Education Center (SEC)	Preschool – A.M.	8:55	9:00	11:30
St.Pierre Education Center (SEC)	Preschool – P.M.	12:55	1:00	3:25
St.Pierre Education Center (SEC)	General Office Hours - Central and Treasurer's Offices	- - -	7:30	4:00

2018-2019 School Year Calendar

Wed	Aug	15	First Day for Students
Mon	Sept	3	No School – Labor Day
Fri	Sept	21	No School – Teacher In-service
Fri	Oct	12	No School – Teacher In-service; End of 1 st quarter
Mon	Nov	19	No School – Parent Teacher Conference Day
Tues	Nov	20	No School – Parent Teacher Conference Day
Wed	Nov	21	No School- Thanksgiving Break
	thru		
Fri	Nov	23	
Wed	Dec	5	2-hour early dismissal
Fri	Dec	21	End of 2 nd quarter
Mon	Dec	24	Winter break begins
Mon	Jan	7	School Resumes
Wed	Jan	16	2-hour early dismissal
Mon	Jan	21	No School- Martin Luther King Day
Fri	Feb	15	No School- Teacher In-service
Mon	Feb	18	No School- Presidents Day
Fri	Mar	15	End of 3 rd quarter
Mon	Mar	25	No School- Spring Break
	thru		
Fri	Mar	29	
Mon	Apr	1	School Resumes
Fri	Apr	19	No School
Fri	Apr	26	2-hour early dismissal
Thur	May	23	One-hour early dismissal K-12, Last Day for Students
Fri	May	24	Last Day for Teachers