



Bellbrook- Sugarcreek Schools

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

(937) 848-6251
(937) 848-5001

Substitute Teacher Handbook

June 14, 2024

(modified July 31, 2024)

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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 a building administrator to discuss the situation.

Requirements for Initial 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 or (minimum) equivalent of two years of college-level coursework
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, social security card-also used for payroll purposes)
5. Ohio BCII & federal FBI background checks (within last 12 months)
6. Auditor of State Fraud-Reporting Acknowledgement form
7. Pre-employment payroll information

Individuals must hold a minimum of an associate's degree or the equivalent (per Ohio DEW guidelines *Educator Licensure and Effectiveness*) 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 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, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information (collectively, "Protected classes"), or any other protected category, 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 as appropriate for the position
- *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 (Frontline)

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. – 11:00 a.m. and 3:00 p.m. - 11:00 p.m.; Sundays from 3:00 p.m. – 11:00 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 at least 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) - - - do not call/email the Board of Education offices.

Upon initial employment with the district, you will receive information on steps needed to set up your online presence and phone log-on (your ID and PIN numbers), set up your personal email account and 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 check into the visitor system and 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 a fire or weather 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 payroll (the 5th and the 20th of the month). Deductions will be made for Ohio State Teachers' Retirement System (STRS), and all local, state, and federal taxes.



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 \$150.00 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. For same duty assignments:

* Days 1-15	\$150.00
* Days 16-60	\$200.00
* Days 61 +	BA/Step 0 + full benefits

(* Time in the same classroom/clinic position, does not need to be consecutive days; non-work day = \$Ø pay.)

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



Schedule of Pay Dates 2024-2025

<u>Pay Date</u>	<u>Date From</u>	<u>Date To</u>	<u># weeks in pay period</u>
Thursday, September 5, 2024	08/05/2024	08/18/2024	2
Friday, September 20, 2024	08/19/2024	09/01/2024	2
Friday, October 4, 2024	09/02/2024	09/22/2024	3
Friday, October 18, 2024	09/23/2024	10/06/2024	2
Tuesday, November 5, 2024	10/07/2024	10/20/2024	2
Wednesday, November 20, 2024	10/21/2024	11/03/2024	2
Thursday, December 5, 2024	11/04/2024	11/17/2024	2
Friday, December 20, 2024	11/18/2024	12/01/2024	2
Friday, January 3, 2025	12/02/2024	12/15/2024	2
Friday, January 17, 2025	12/16/2024	01/05/2025	3
Wednesday, February 5, 2025	01/06/2025	01/19/2025	2
Thursday, February 20, 2025	01/20/2025	02/02/2025	2
Wednesday, March 5, 2025	02/03/2025	02/16/2025	2
Thursday, March 20, 2025	02/17/2025	03/02/2025	2
Friday, April 4, 2025	03/03/2025	03/16/2025	2
Friday, April 18, 2025	03/17/2025	04/06/2025	3
Monday, May 5, 2025	04/07/2025	04/20/2025	2
Tuesday, May 20, 2025	04/21/2025	05/04/2025	2
Thursday, June 5, 2025	05/05/2025	05/18/2025	2
Friday, June 20, 2025	05/19/2025	06/01/2025	2

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: 937-848-5001)

Superintendent's Office **(937-848-6251)**

3757 Upper Bellbrook Rd
Bellbrook OH 45305

Douglas A. Cozad, Ph.D.

Superintendent

Henry S. Conte

Parent/Community
Engagement and
Communications

Jeffery T. Eckley

Mgr of Business

Betsy K. Gann

Dir of Curriculum
and Gifted Services,
Staff Development

Dina J. Lefeld

Assessment/Data

Sheila R. Woody, CEOE

Asst to the
Superintendent,
AESOP Navigator

Treasurer's Office **(937-848-4800)**

3757 Upper Bellbrook Rd
Bellbrook OH 45305

Kevin L. Liming

Treasurer

Angi C. Baudendistel

Asst to Treas/Payroll

Stephanie M. Eben

Asst to Treas

Jessica A. Cain

Asst to Treas

(SEC) St.Pierre Education Center

(937-848-6251, 937-848-5001), Preschool /Special Services

3757 Upper Bellbrook Rd
Bellbrook OH 45305

Bridgett D. Pritchard

Dir Special Education

Jennifer A. McClure

Secretary/Spec Educ

Svs & Curriculum

Traci Womack

PreSchool Director

Jennifer S. Dreischarf

Receptionist/PS

Secretary

Bellbrook High School **(937-848-3737), gr 9-12**

3737 Upper Bellbrook Rd
Bellbrook OH 45305

David D. Hann

Principal

Nicole M. LaSota

Asst Principal

Barry E. Limon

Asst Principal

Robin S. Cordonnier

Lead Secretary/AESOP

Bellbrook Middle School
(937-848-2141), gr 6-8
 3600 Feedwire Rd
 Bellbrook OH 45305

Jenna F. Hill
 Scott E. Killen
 Amy K. Rodenroth

Principal
 Asst Principal
 Lead Secretary/
 AESOP

Bell Creek Intermediate
(937-848-3777), gr 3-5
 3777 Upper Bellbrook Rd
 Bellbrook OH 45305

Terress M. Monroe, Ed.D.
 J. Zack Cline
 Crystal M. Harnish

Principal
 Asst Principal
 Lead Secretary/
 AESOP

Stephen Bell Elementary
(937-848-7831), gr K-2
 4133 Shadowleaf Dr
 Bellbrook OH 45305

Ginger C. Keeton
 Heather M. Hebrank
 Marjorie M. Horvath

Principal
 Asst Principal
 Lead Secretary/
 AESOP

Building Time Schedules

As we progress through the first quarter of the school year, please pay particular attention to Frontline/AESOP and the information listed below for updates/changes.

Building	Grade Level	Bus Drop	Start	Substitute Report Time	End
Stephen Bell	Kdg-2	8:00	8:15	AM – 7:35-3:05 PM – 11:20	2:55
Bell Creek	3-5	8:55	9:00	AM – 8:40-4:10 PM – 12:30	3:40
Bellbrook Middle Sch	6-8	7:05	7:20	AM – 7:05-2:20	2:30
Bellbrook High School	9-12	7:55	8:05	AM – 8:00-3:30	3:05
St.Pierre Educ Ctr	PreSchool-AM	8:25	8:35	7:50 – 11:20	11:05
St.Pierre Educ Ctr	PreSchool-PM	12:00	12:10	11:50 – 3:20	2:40
St.Pierre Educ Ctr	Central & Treasurer's Offices		7:30		4:00

2024-2025 School Year Calendar

Wed	Aug	14	First Day for Students
Mon	Sept	2	No School – Labor Day
Fri	Sept	13	No School – Teacher PD, grd K-12
Fri	Oct	11	End of 1 st quarter
Mon	Oct	14	No School – ½ work day, ½ Teacher PD
Mon	Oct	21	No School – P-T Conferences
Mon	Nov	11	No School – Teacher PD, grd K-12
Mon	Nov	25	No School – PT Conf Trade Day
Tues	Nov	26	No School- Thanksgiving Break
thru			
Fri	Nov	29	End of 2 nd quarter
Fri	Dec	20	
Mon	Dec	23	Winter Break begins
Mon	Jan	6	School Resumes
Fri	Jan	17	No School – Teacher PD, grd K-12
Mon	Jan	20	No School – Martin Luther King Day
Fri	Feb	14	No School – Teacher PD, grd K-12
Mon	Feb	17	No School – Presidents Day
Fri	Mar	14	End of 3 rd quarter
Wed	Mar	19	2 hr delay – Teacher PD, grd K-12
Mon	Mar	24	No School- Spring Break
thru			
Fri	Mar	28	School Resumes
Mon	Mar	31	
Fri	Apr	18	No School
Fri	Apr	25	2-hr early dismissal - Teacher PD, grd K-12
Thur	May	22	1-hr early dismissal - Last Day for Students

