



# **SOUTH VERMILLION**

## **COMMUNITY SCHOOL CORPORATION**

800 W Wildcat Dr, Clinton, IN 47842  
765-832-2426 FAX: 765-832-7391  
<http://svcs.k12.in.us>

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## **Substitute Teacher Handbook**

The South Vermillion Community School Corporation  
practices equal opportunity in education and employment.  
Revised June 8, 2022



# SCHOOL DIRECTORY INFORMATION

## **CENTRAL ELEMENTARY SCHOOL**

208 South 9<sup>th</sup> Street  
Clinton, Indiana 47842  
Telephone: (765) 832-7731  
Fax: (765) 832-5327  
Mr. Ryan Jenkins, Principal  
Mrs. Kayla Ferguson, Guidance Counselor  
Mrs. Janice Bazzani, Secretary

## **SOUTH VERMILLION MIDDLE SCHOOL**

950 West Wildcat Drive  
Clinton, Indiana 47842  
(765) 832-7727  
(765) 832-5316  
Mrs. Kristin Crabtree, Principal  
Mr. Adam Figg, Assistant Principal  
Mrs. Joni McLain, Guidance Counselor  
Mrs. Traci Natalie, Secretary

## **ERNIE PYLE ELEMENTARY SCHOOL**

72 East 1100 South  
Clinton, Indiana 47842  
Telephone: (765) 832-7718  
Fax: (765) 832-5321  
Mrs. Kimberly Kesler, Principal  
Mrs. Amanda Allen, Guidance Counselor  
Marian Adams, Secretary

## **SOUTH VERMILLION HIGH SCHOOL**

770 West Wildcat Drive  
Clinton, Indiana 47842  
(765) 832-3551  
(765) 832-5310  
Mrs. Kara Skinner, Principal  
Mr. Rodney Idlewine, Assistant Principal  
Allen Grange/Joshua Magnuson, Guidance Counselor  
Mrs. Jessica Wheeler, Secretary

## **VAN DUYN ELEMENTARY SCHOOL**

15095 South Rangeline Road  
Clinton, Indiana 47842  
Telephone: (765) 832-7761  
Fax: (765) 832-5324  
Mrs. Ronda Foster, Principal  
Mrs. Amanda Allen, Guidance Counselor  
Mrs. Kayla Ferguson, Guidance Counselor  
Mrs. Rebecca Haltom, Secretary

## **WABASH RIVER CAREER & TECHNICAL EDUCATION**

615 East Strawberry Road  
Montezuma, Indiana 47862  
Telephone: (765) 245-2870  
Fax: (765) 245-2872  
Mr. Craig Newby, Director  
Miss Claire Fossi, Administrative Asst.

## **OFFICE OF THE SUPERINTENDENT**

800 West Wildcat Drive  
Clinton, Indiana 47842  
Telephone: (765) 832-2426  
Fax: (765) 832-7391  
Mr. David Chapman, Superintendent  
Dr. Melanie Beaver, Director of Curriculum, Instruction and Assessment  
Mrs. Jennifer Fossi, Technology Coordinator  
Mr. Micah Williams, Director of Finance and Facilities  
Mrs. Stephanie Farrington, Payroll & Personnel

## GENERAL INFORMATION

**Thank you for your interest in substitute teaching the South Vermillion Community School Corporation. Substitute teaching is an excellent way to learn about our schools while serving our students in a positive way.**

**We hope you have a positive and successful experience!**

### AESOP

After you have completed the required paperwork and have attended the required Substitute Teacher Orientation, you will receive login information for Aesop. Aesop is an automated telephone system South Vermillion Community School Corporation uses to contact Substitute Teachers for teaching assignments.

Aesop can be accessed by logging onto their website. Below are the steps to access Aesop via the web:

1. Log in to Aesop at <http://www.frontlinek12.com/aesop>
2. Enter your ID and PIN, then click Login
3. Find available jobs under the "Available Jobs" tab
4. To accept a job, select the Accept button next to the absence. If you do not want to accept the job, click the Reject button

You can access Aesop by using the phone, also. Instructions are below to access Aesop via the phone:

1. Dial 1-800-942-3767
2. You will be prompted to enter your ID number followed by the # sign
3. Enter your PIN number followed by the # sign
4. Press "1" to find available jobs
5. Press "2" to review or cancel upcoming jobs
6. Press "3" to review or cancel a specific job
7. Press "4" to review or change personal information

Aesop will automatically start calling substitutes when an assignment has not been filled by another substitute two days before the absence is scheduled to start in an effort to fill the job. When Aesop calls you, you can:

1. Press "1" to listen to available jobs (if interested in the job, you will then be prompted to enter your PIN number followed by the # sign and you will be given the opportunity to accept or reject the assignment)
2. Press "2" to prevent Aesop from calling you again today
3. Press "3" to tell Aesop the sub it is trying to reach is not available
4. Press "4" to prevent Aesop from ever calling again

If an assignment has not been filled for the day, a designated person from the building will begin calling substitute teachers to try and fill the assignment. Your assignment for the day may be changed, based on the need of the building at the Principal's or designee's discretion.

**Any former South Vermillion Community School Corporation student must be 21 years old in order to substitute at the High School.**

### **VALID INDIANA TEACHER OR SUBSTITUTE LICENSE**

As an approved substitute teacher, it is your responsibility to be sure your Indiana Teacher License or Indiana Substitute Teacher permit remains active and valid. License or certificate must be on file at the Superintendent's Office. If it expires, you are responsible to renew your license or permit to remain active in Aesop.

### **EXPANDED CRIMINAL BACKGROUND CHECK**

An expanded criminal background check is required to substitute in the South Vermillion Community School Corporation. You can access the expanded background website at <https://secure.safevisitorsolutions.com/Safe/Volunteer/006254/>. Once the expanded criminal background check results are received and there is nothing that warrants South Vermillion Community School Corporation from allowing you to work, you will receive an email from Aesop with your log in information.

### **RESIGNATION**

If you are unable to continue employment as a substitute teacher, a written resignation to the Superintendent's Office is required.

### **SCHOOL HOURS**

Substitutes should plan to arrive 15 minutes before the student day begins.

<b>SCHOOL</b>	<b>TEACHER HOURS</b>	<b>STUDENT HOURS</b>	<b>FRIDAY EARLY RELEASE</b>	<b>HALF DAY</b> <small>These times could vary. Hours worked under 4 hours is a ½ day.</small>
High School	8:00 a.m. – 3:30 p.m.	8:15 a.m. – 3:15 p.m.	2:45 p.m.	8:00 a.m. – 11:45 a.m. 11:45 a.m. – 3:15 p.m.
Middle School	7:50 a.m. – 3:20 p.m.	8:00 a.m. – 3:20 p.m.	2:50 p.m.	7:50 a.m. – 11:35 a.m. 11:45 a.m. – 3:20 p.m.
All Elementary Schools	7:30 a.m. – 3:00 p.m.	8:00 a.m. – 2:40 p.m.	2:10 p.m.	7:45 a.m. – 11:40 a.m. 11:00 a.m. – 2:50 p.m.

### **LENGTH OF ASSIGNMENT**

As a substitute teacher, assignments are one (1) full day or a half (1/2) day. Please arrive at the expected time and the name of the absent teacher you are assigned to substitute for.

As a substitute, you are subject to the same rules and regulations as South Vermillion Teachers. You should become familiar with the policies applicable to a given school or assignment.

### **PROFESSIONAL DRESS**

Dress in a professional, appropriate manner for every assignment. Observe all building expectations for appropriate dress. All of the buildings are air conditioned and heated, so dress accordingly.

### **CELL PHONES**

Personal cell phones are allowed as long as they are silenced and not used during class time. As a substitute teacher, personal or prep time is the only time cell phones can be accessed.

## **LUNCH**

As a substitute teacher, you will receive an unpaid lunch period, if you are subbing a full day. Depending on the schedule, you may receive an unpaid lunch period, if you are subbing a ½ day. All schools have a refrigerator and microwave, if you choose to bring your lunch. A lunch can be purchased from the cafeteria for \$3.35. Do not leave the building during your lunch period.

## **COMPENSATION**

As a substitute teacher, you will be compensated as follows:

- Valid Indiana Substitute Teaching Permit and a minimum of 45 college credits
  - \$70 per full day
  - \$35 per half day
- Valid Bachelor's Degree (non-education) and Substitute Teaching Permit
  - \$80 per full day
  - \$40 per half day
- Valid Bachelor's Degree and Valid Indiana Teaching License
  - \$90 per full day
  - \$45 per half day

**Extended Assignments:** If you are contacted to work as a substitute teacher in the same teaching position assignment beyond fifteen (15) full consecutive days and you hold a valid Indiana Teaching License, you will be compensated at a daily rate as determined by the South Vermillion Community School Corporation's teachers' salary schedule and the South Vermillion Education Association. The daily rate will be paid on the sixteenth (16<sup>th</sup>) day and for continuous days during the duration of that specific assignment. Upon the completion of such continuous assignment, you will revert to a regular substitute status and will again be paid at the regular pay schedule for substitute teachers as listed above.

**Support Staff Substitutes:** If you accept an assignment to substitute for a support staff position (cafeteria/foodservice, office personnel, custodian, or instructional assistant), the rate of pay is \$10.00 per hour. Additional information can be found in the classified handbook on the South Vermillion website at [svcs.k12.in.us](http://svcs.k12.in.us) under classified staff, policies and procedures.

## **PAY SCHEDULE**

Substitute teachers are paid for the number of days indicated on the reports turned in by the principals to the Superintendent's Office. Support staff is paid by the number of hours worked and a time sheet will need to be completed (available in the office of each school building). The time sheet will need to be approved by the building principal or designee and sent to the Superintendent's Office. Payroll information is sent to the bank/credit union by wire transfer based on the required Direct Deposit Authorization.

## **REQUIRED COMPLETED FORMS**

The following forms must be completed and returned to the Superintendent's Office before you can accept an assignment:

- Completed Application
- W-4 and WH-4 (Federal and State Withholding Allowance)
- Direct Deposit Authorization With Voided Check Attached

- Expanded Background Check & Indiana School Personnel Request, Expanded Child Protection Index Check and Payment (<https://secure.safevisitorsolutions.com/Safe/Volunteer/006254/>)
- Signed Acknowledgement of Receipt and Reading of Substitute Employee Handbook
- Copy of Teaching License or Substitute Permit
- Copy of college transcripts

### **GENERAL EXPECTATIONS AS A SUBSTITUTE TEACHER**

1. Plan to arrive at least 15-30 minutes early for parking and planning purposes.
2. Report to the main office upon arriving at the building. Wear the nametag provided so you can be identified throughout the school day.
3. Secure Substitute Teacher Folder for the teacher you are substituting for that day. Review the contents of the folder including the daily schedule, room numbers, and student seating charts.
4. If lesson plans are not available in the folder or at the teacher's workstation, contact the front office immediately for assistance. **LESSON PLANS ARE A MUST!**
5. Check the folder for the correct procedures for the following:
  - a. reporting absences and tardiness
  - b. clearing the building during fire drills or other emergencies
  - c. making arrangements for lunchroom supervision
6. Assume the duties of the regular teacher, which may include the following:
  - a. supervising outside the classroom and in the hallways
  - b. organizing playground activities at recess and during the lunch hour in the elementary building
  - c. conducting emergency or fire drill procedures
7. Familiarize yourself with the seating arrangement and use the student seating chart to call students by name as much as possible. Observe any notations made by the regular teacher as to sight difficulties, hearing losses, or special needs which may be noted by the classroom teacher.
8. Introduce yourself to the class and go over the plans for the class/day. Write your name and the daily plans on the board for the students (if applicable).
9. Be sure you follow the teacher's plan for the day. Do not deviate from the written plans. Every day of instruction is very important and cannot be wasted.
10. During class time, move around the classroom, assisting students and maintaining a positive learning environment.
11. Keep students on task at all times.

12. Do not let students leave the classroom without a pass for any reason. If you determine that there is a need for an exception, please send the student with a pass and note the destination and time the student left the classroom.
13. If students arrive after the bell, ask for a pass. If the student cannot provide one, be sure to make a note for the classroom teacher upon his/her return. The classroom teacher will handle it the next day.
14. If students are busy and on task, classroom management is easier to maintain.
15. Be pleasant but firm with students. Show confidence as the substitute teacher. Students look to you as their teacher for the day; they don't know otherwise.
16. An appropriate sense of humor goes a long way in working with students at every level. Don't lose your temper with your students at any time.
17. Immediately notify the main office should an accident or severe problem occur. Telephones are available in each classroom.
18. Keep the atmosphere of the room as normal as possible by following the regularly scheduled activities and teaching plans.
19. Conversations with students should be appropriate and professional at all times. Do not share personal information with students that would be considered inappropriate.
20. As an approved substitute teacher, it is your professional responsibility to report any inappropriate student behaviors to an administrator before leaving for the day. The administrator will investigate the incident and interview witnesses, but your intervention and reporting is critical. With the new bullying legislation, it is critical that every adult in the building responds quickly and accurately to report incidents to a building administrator. It is your responsibility to report... not investigate.
21. Follow directions provided and leave comments for the classroom teacher concerning the day's progress and assignments given (see Substitute Teacher Report Form).
22. Complete the day's assignment by the following:
  - a. Leave the teacher's workstation and classroom clean and in order
  - b. Return any equipment to the proper place, if used during the day
  - c. Turn off lights and close the door
23. Return to the main office and return the Substitute Folder along with the Substitute Teacher Report Form. Check with the secretary to see if your services are needed the following day.

**YOU MAY NOT, AT ANY TIME, USE CORPORAL PUNISHMENT OR PHYSICAL FORCE IN DEALING WITH STUDENTS.**



## REFERENCE GUIDE FOR SUBSTITUTE TEACHERS

### Basic Expectations Regarding Substitute Teachers:

1. Teachers are responsible for leaving clear and adequate lessons for substitute teachers. Substitute teachers are expected to follow those directions.
2. Students are expected to behave themselves in accordance with classroom and school rules at all times.
3. The time spent with a substitute teacher should be productive and in keeping with the Mission Statement of the South Vermillion Community School Corporation.
4. Substitute teachers will follow all school, and classroom rules and procedures.
5. Substitute teachers will supervise their classes at all times.
6. Substitute teachers will help care for and protect our building.

**School Day:** Substitute teachers should report to the office 15-30 minutes prior to the start of school.

**Parking:** Substitute teachers should park in the staff lot, unless otherwise directed.

**Lunch:** The teacher's lunch period is on the Substitute Teacher Information sheet. Cost is \$3.35. (Substitute teachers should feel free to go to the head of the line.)

**Checking Out:** At the end of the teaching assignment, substitutes are to return any materials, notes, and Substitute Teacher Report Form to the main office. (Do not leave on the teacher's desk.)

### Five Things To Know At SVCS

**1-3. Drugs, Alcohol, Tobacco:** If at any point in your work here you suspect that any student is using, possessing, or under the influence of any of these substances, call the office immediately. Do not attempt to search the student yourself, and, above all, do not ignore the situation.

**4. Safety:** If at any point you see a student engaging in dangerous behavior, stop that behavior immediately. In terms of classroom supervision, remember the important things: be vigilante, keep moving around the room and among the students, and keep the kids in the room. If you are substituting for a teacher who has a student teacher, you must remain in class.

**5. Instructional time on task:** Follow the plans that have been left for you and keep the students on task.

**Do not** allow students to sleep, play cards, or engage in other activities that are not related to the course work at hand.

### Passes:

**Do not** write passes for students to go to the library or anywhere else in the building unless instructed to do so by the teacher for whom you are substituting.

**Do not** allow students to leave your room for any reason other than an emergency.

**Do** write passes for students if they tell you they need to go to the nurse or a counseling emergency. However, make a note of the time and check back with the secretary to make sure they did arrive. (It helps to let the students know you will do that.)

**Do not** allow students to eat snacks or have soft drinks in the classroom.

**Do** communicate with the office in case of any questions you might have regarding passes or procedures in any class.

### Things you might hear as a substitute teacher, but should not necessarily believe:

1. "Oh, she lets us sleep in here all the time."
2. "We were supposed to have a free day today!"

3. "He usually lets us go over to the Corner Stop to get some doughnuts."
4. "We always get to work together on our tests."
5. "He usually lets us take this (expensive equipment) home with us."
6. "She doesn't mind if we write in our books."
7. "He always lets us use the phone and make long distance calls from his office."
8. "She never marks us tardy."
9. "Trust me."
10. "He said we could have an extra day to finish our assignment."

Any line similar to those above, either in tone or context, should be received incredulously. Above all, be skeptical!

### **STATEMENT OF NONDISCRIMINATION**

It is the policy of the South Vermillion Community School Corporation to maintain an education and work environment which is free from all forms of discrimination and harassment, including sexual harassment and harassment based on sexual orientation. The South Vermillion Community School Corporation does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, sex, gender, sexual preference, ethnicity, religion, family makeup, socioeconomic class, and able-bodiedness in the programs or activities which it operates.

### **STATEMENT OF NONDISCRIMINATION IN THE WORKPLACE**

The South Vermillion Community School Corporation is committed to equal opportunity in the workplace and in the employment process. The South Vermillion Community School Corporation does not discriminate on the basis of a protected class including but not limited to race, color, sex, gender, sexual preference, ethnicity, religion, family makeup, socioeconomic class, and able-bodiedness in the programs or activities which it operates.

### **REPORT OF DISCRIMINATION AND/OR HARASSMENT**

Reports of discrimination and/or harassment may be submitted via the following method:

Submit the "Report of Nondiscrimination and/or Harassment" document to the Title IX Coordinator, Building Principal, Superintendent of Schools, or any other school employee.



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**Central Elementary    Ernie Pyle Elementary    Van Duyn Elementary**

## Substitute Teacher Report Form

Substitute's Name: \_\_\_\_\_

Substituting For: \_\_\_\_\_

Date of Substituting: \_\_\_\_\_

Room #: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_ Full Day \_\_\_\_\_

Was a seating chart available?      Yes \_\_\_\_\_      No \_\_\_\_\_

Were lesson plans provided?      Yes \_\_\_\_\_      No \_\_\_\_\_

Were lesson plans followed?      Yes \_\_\_\_\_      No \_\_\_\_\_

If "No", please explain:

The general classroom behavior throughout the day was:

Excellent \_\_\_\_\_    Good \_\_\_\_\_    Average \_\_\_\_\_    Poor \_\_\_\_\_

Were there any lessons you had particular problems/issues/concerns with:

Please list any students who were disruptive/discipline problems:

Were you provided with sufficient information for this assignment?

Yes \_\_\_\_\_    No \_\_\_\_\_

If no, please explain:

What comments and/or suggestions would you have from this assignment?

**PLEASE COMPLETE THIS FORM AND RETURN TO THE OFFICE  
AT THE END OF THE DAY.**

Principal's Signature: \_\_\_\_\_



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## South Vermillion Middle School

### Substitute Teacher Report Form

Substitute's Name: \_\_\_\_\_

Substituting For: \_\_\_\_\_

Date of Substituting: \_\_\_\_\_

Room #: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_ Full Day \_\_\_\_\_

Were seating charts available? Yes \_\_\_\_\_ No \_\_\_\_\_

Were lesson plans provided? Yes \_\_\_\_\_ No \_\_\_\_\_

Were lesson plans followed? Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", please explain:

The general classroom behavior throughout the day was:

Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

Were there any classes you had particular problems/issues/concerns with:

Please list any students who were disruptive/discipline problems:

Were you provided with sufficient information for this assignment?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain:

What comments and/or suggestions would you have from this assignment?

**PLEASE COMPLETE THIS FORM AND RETURN TO THE OFFICE  
AT THE END OF THE DAY.**

Principal's Signature: \_\_\_\_\_



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## South Vermillion High School

### Substitute Teacher Report Form

Substitute's Name: \_\_\_\_\_

Substituting For: \_\_\_\_\_

Date of Substituting: \_\_\_\_\_

Room #: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_ Full Day \_\_\_\_\_

Were seating charts available? Yes \_\_\_\_\_ No \_\_\_\_\_

Were lesson plans provided? Yes \_\_\_\_\_ No \_\_\_\_\_

Were lesson plans followed? Yes \_\_\_\_\_ No \_\_\_\_\_

If "No", please explain:

\_\_\_\_\_

The general classroom behavior throughout the day was:

Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Poor \_\_\_\_\_

Were there any classes you had particular problems/issues/concerns with:

\_\_\_\_\_

Please list any students who were disruptive/discipline problems:

\_\_\_\_\_

Were you provided with sufficient information for this assignment?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain:

\_\_\_\_\_

What comments and/or suggestions would you have from this assignment?

\_\_\_\_\_

\_\_\_\_\_

**PLEASE COMPLETE THIS FORM AND RETURN TO THE OFFICE  
AT THE END OF THE DAY.**

Principal's Signature: \_\_\_\_\_

## **Acknowledgement of Receipt and Reading of the Substitute Employee Handbook**

I have been directed to read and review the South Vermillion Community School Corporation Substitute Employee Handbook. This handbook outlines my responsibilities of the School Corporation.

I have read the information contained in the handbook. If I have any questions, I should contact the Building Principal or immediate supervisor. I understand the handbook is not an employment contract, but does provide the organizational employment procedures by which I am governed.

***I agree to comply with the guidelines and procedures of the South Vermillion Community School Corporation. I understand that my employment with the School Corporation is on an "at will" basis and that I am not entitled to any form of job tenure.***

Please return this signature page to the Superintendent's office annually.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Assignment and/or Position

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date