

South Bend Community School Corporation



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# **HANDBOOK**

## **For Substitute Teachers and Substitute Paraprofessionals**

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Revised Fall 2013



Dear Substitute Teacher/Paraprofessional:

Welcome to the South Bend Community School Corporation!

The purpose of this Handbook is to present information that will assist substitute teachers and paraprofessionals with day-to-day work assignments. The quality of service of a substitute should be similar to that of the regular classroom teacher or classroom paraprofessional. To help substitutes achieve that level of performance, SBCSC provides training for substitutes and this Handbook which gives direction and information regarding the many practices, procedures, policies and working conditions for its substitute employees.

Again, welcome and thank you for considering South Bend Community School Corporation.


Sincerely,

Curt Novotny  
Director of Human Resources

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July 2013						
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South Bend Community School Corporation	
2013-14 school year calendar	
	
August 19, 2013 - New teacher orientation	
August 20, 2013 - First day for teachers	
August 21, 2013 - First day for students	
September 2, 2013 - Schools/offices closed for Labor Day	
October 4, 2013 - No school for WHS students ONLY, teacher record day	
October 25, 2013 - No school for students except WHS, teacher record day	
November 15, 2013 - No school for WHS students ONLY, teacher record day	
November 28 & 29, 2013 - Schools/offices closed for Thanksgiving break	
December 23, 2013 - January 3, 2014 - Winter Recess	
January 6, 2014 - Classes resume	
January 17, 2014 - No school for students except WHS, teacher record day	
January 20, 2014 - Schools/offices closed for Martin Luther King Holiday	
February 17, 2014 - Schools/offices closed for Presidents' Day	
February 28, 2014 - No school for WHS students ONLY, teacher record day	
March 24, 2014 - No school for students except WHS, teacher record day	
April 7-11, 2014 - Spring Break	
April 18, 2014 - Schools closed for Good Friday	
April 21, 2014 - Snow day #1, no school for students/teachers unless needed	
May 23, 2014 - Snow day #2, no school for students/teachers unless needed	
May 26, 2014 - Schools/offices closed for Memorial Day	
June 5, 2014 - Last student day	
June 6, 2014 - Last teacher day	
Semester Grading Periods (all schools except Washington HS)	
August 21-October 24 (46 days)	
October 28 - January 16 (47 days)	
January 21 - March 21 (43 days)	
March 25 - June 5 (44 days)	
Trimester Grading Periods (Washington HS only)	
August 21 - November 14 (60 days)	
November 18 - February 27 (60 days)	
March 3 - June 5 (60 days)	
sc. 02/13/13	

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**SOUTH BEND COMMUNITY SCHOOL CORPORATION**  
215 South St. Joseph St., South Bend, IN 46601 • (574) 283-8000  
**2013-14 SCHOOL DIRECTORY**

System Speed	SCHOOL	PHONE	GRADES	PRINCIPAL	ADDRESS	ZIP	FAX
<b>HIGH SCHOOLS</b>		<b>7:45 – 2:45</b>					
(001)	Adams.....	283-7700	9-12	Otha Reese	808 S. Twyckenham Dr.	46615	283-7704
(003)	Clay.....	243-7000	9-12	Mansour Eid	19131 Darden Rd.	46637	243-7005
(007)	Riley.....	283-8400	9-12	François Bayingana	1902 S. Fellows St.	46613	283-8405
(013)	Rise Up Academy.....	243-7300	9-12	Jeanne Dietrich	19010 Adams Rd.	46637	243-7303
	(Hours: 9:15-4:15)						
(017)	South Bend New Tech.....	283-8500	9-11	John Kennedy	1902 S. Fellows St.	46613	283-8077
(008)	Washington.....	283-7200	9-12	George McCullough, Jr.	4747 W. Washington St.	46619	283-7205
<b>INTERMEDIATE CENTERS</b>		<b>7:45 – 2:55</b>					
(012)	Brown.....	287-9680	5-8	Joseph Somers	737 W. Beale St.	46616	283-5581
(015)	Clay.....	243-7145	5-8	Frances Beard	52900 Lily Rd.	46637	243-7151
(054)	Dickinson Fine Arts Academy	283-7625	5-8	Thomas Sims	4404 Elwood Ave.	46628	283-7633
(020)	Edison.....	283-8900	5-8	Elizabeth Lake	2701 Eisenhower Dr.	46615	283-8903
(024)	Greene.....	283-7900	5-8	Sherry Bolden-Simpson	24702 Roosevelt Rd.	46614	283-7903
(004)	Jackson.....	231-5600	5-8	Margaret Schaller	5001 S. Miami Rd.	46614	231-5605
(028)	Jefferson Traditional.....	283-8700	5-8	Carmen Williams	528 S. Eddy St.	46617	283-8703
(005)	LaSalle Academy.....	283-7500	5-8	George Azar	2701 W. Elwood Ave.	46628	283-7513
(038)	Marshall.....	231-5801	5-8	James Bowen	1433 Byron Dr.	46614	231-5804
(042)	Navarre.....	283-7345	5-8	Derrick White	4702 W. Ford St.	46619	283-7351
<b>PRIMARY CENTERS</b>		<b>8:15 – 2:20</b>					
(018)	Coquillard Traditional.....	283-8610	K-4	William Gergely	1245 N. Sheridan Ave.	46628	283-8613
(019)	Darden.....	243-7335	K-4	Jim Bankowski	18645 Janet St.	46637	243-7338
(025)	Hamilton Traditional .....	231-5672	K-4	Kathy Sanders	1530 E. Jackson Rd.	46614	231-5675
(026)	Harrison.....	283-7300	K-4	Delba Smith	3302 W. Western Ave.	46619	283-7303
(027)	Hay.....	231-5735	K-4	Matthew Johns	19685 Johnson Rd.	46614	231-5738
(029)	Kennedy Academy.....	283-7435	K-4	William Waskom	609 N. Olive St.	46628	283-7441
(031)	Lincoln.....	283-8960	K-4	Nicole Medich	1425 E. Calvert St.	46613	283-8963
(035)	Madison.....	283-8325	K-4	Deb Martin	832 N. Lafayette Blvd.	46601	283-8328
(037)	Marquette Montessori .....	283-8370	PreK-4	Krystin Carlson	1818 Bergan St.	46628	283-8373
(034)	McKinley.....	283-8570	K-4	Darice Austin-Phillips	228 N. Greenlawn Ave.	46617	283-8573
(039)	Monroe.....	231-5831	K-4	Myrtle C. Wilson	312 E. Donmoyer Ave.	46614	231-5834
(041)	Muessel.....	283-7800	K-4	Michael Budzinski	1021 Blaine Ave.	46616	283-7803
(044)	Nuner.....	283-7850	K-4	Gene Hollenberg	2716 Pleasant St.	46615	283-7853
(047)	Perley Fine Arts Academy...	283-8735	K-4	Jill VanDriessche	740 N. Eddy St.	46617	283-8738
(049)	Swanson.....	243-7250	K-4	Wendy Folk	17677 Parker Dr.	46635	243-7253
(050)	Tarkington Traditional.....	243-7210	K-4	Melinda Ehmer	3414 Hepler Rd.	46635	243-7213
(051)	Warren.....	283-7950	K-4	Angela Buysse	55400 Quince Rd.	46619	283-7953
(040)	Wilson.....	283-7400	K-4	Cheryl Batteast	56660 Oak Rd.	46619	283-7407
<b>OTHER LOCATIONS</b>							
	Adult/Career/Tech Ed.....	283-7566		Laura Marzotto, director	3206 Sugar Maple Court	46628	283-7549
	Adult Ed. (ABE/GED/ESL)	283-7505		Greg Long, supervisor	3206 Sugar Maple Court	46628	283-7549
	APPROVE.....	283-7618		Geri Slack, supervisor	724 E. Dubail St.	46616	283-7303
	Costume Collection .....	283-8395		Jean Savarese/Deborah Mayers	1905 College St.	46628	283-8396
	Head Start .....	283-8127		Kathy Guajardo, director	245 N. Lombardy Dr.	46619	283-8108
	Media Services .....	283-8241		Al Wujcik/Debbie Ray/Jeff Kroger	2701 Eisenhower Dr.	46615	283-8236
	Nursing Services .....	647-8661		Sue Cullen, school nursing manager	335 Douglas Rd., Suite 100	46635	273-5603
(002)	School Age Mothers Program	283-8652		Jennifer Soos	245 N. Lombardy Dr.	46619	283-8653
(869)	Science Center .....	283-7537		Marlaina Reign	2701 W. Elwood Ave.	46628	283-7589
(010)	Service Building .....	283-8800		Bill Drechsel, asst. director	420 S. Eddy St.	46617	283-8810
	Special Needs & Abil. Preschool	283-8212		Cheryl Ake, coordinator	215 S. St. Joseph	46601	283-8105
(011)	Stores.....	283-8803		Rick Maciejewski, manager	420 S. Eddy St.	46617	283-8804
(048)	Studebaker.....	283-7600			724 E. Dubail St.	46613	283-7603
	Technology Services.....	283-8240		Mary Chris Adams, director	2701 Eisenhower Dr., Door 5	46615	283-8236
(066)	Transportation/VMF.....	287-7477		Mike Nolen, director	3003 N. Bendix Dr.	46628	284-1416
	WETL 91.7 FM .....	283-8432		Carol Nicks, secretary	1902 Fellows St.	46613	283-8405
	Young Adult Services .....	283-7600		Geri Slack, supervisor	724 E. Dubail St.	46616	283-7603

## GENERAL INFORMATION

### **MISSION STATEMENT OF SOUTH BEND COMMUNITY SCHOOL CORPORATION –**

*We will achieve excellence in learning for each student, embracing the diversity within our community. We commit to building relationships based on trust and care, fostering innovative approaches to meet the challenges of tomorrow, and inspiring community pride.*

Welcome to the South Bend Community School Corporation! We have an outstanding corporation where children truly come first. We're pleased to supply this handbook to our new substitute teachers and substitute paraprofessionals as a reference to the policies and procedures that focus on the important roles of education and learning.

#### **PHOTO ID**

A photo identification card is necessary to gain access to the school buildings and must be worn at all times. ID badges are also available daily in the Human Resources Department. Office hours are from 8 AM – 4:45 daily.

#### **PROFESSIONAL DRESS**

Substitute teachers and paraprofessionals are an important and integral part of the Corporation. Also, because they are highly visible to the students, the certified staff and the public, substitutes should at all times be well dressed and groomed. Substitutes who understand this guideline present an image of confidence, dignity, and encourage respect. Policy 4216 – South Bend Community School By-Laws and Policies. Select outfits in which you can bend down, stoop over, and write on board with ease.

Substitute teachers and substitute paraprofessionals should:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their responsibilities;
- C. dress in a manner that communicates to others a pride in personal appearance;
- D. dress in a manner that does not cause damage to Corporation property;
- E. be groomed in such a way that does not cause a health or safety hazard.

#### **PAY RATE**

The substitute teacher's pay rate is established on an annual basis by the Board of School Trustees. The current rate is as follows:

Substitute paraprofessionals	\$7.98 per hour
Substitute teachers without a BS degree	\$59 per day
Substitute teachers with a BS degree	\$65 per day

Whenever a period of substituting on one specific assignment exceeds 15 consecutive school days, the substitute teacher will then be paid on the regular contract salary base according to training and experience while continuing to serve that position, **if he/she holds a valid Indiana Teaching License**. If a teaching license is not held, the pay will be at the normal substitute rate.

Long Term Leaves of 1-59 days; no temporary contract.  
 Long Term Leaves of 60 + days; Temporary contract from 16<sup>th</sup> day.

*It is suggested that each substitute keep a record of the date, school, and teacher's name for whom he/she works for reference in case errors occur on paychecks. SubFinder keeps track of all assignments.*

### **NOTIFICATION OF ASSIGNMENT**

Our notification system is called SubFinder. This is an employee absence management and substitute placement system used by organizations throughout North America. Substitutes can review jobs that you are qualified and willing to work; you will see job opportunities based on your qualifications. Subfinder is available 24/7 via the telephone (855-248-8496) and the internet (<https://southbend.subfinderonline.com>) so you can access the system at any time. Further information on the use of Subfinder is distributed at the training session.

The call to substitute may come unexpectedly and as early as 5:30 a.m., in the middle of the day, or late at night. The assignment may be for a period of a few hours, a few days, a few weeks or several months.

If a substitute is not able to substitute on a particular day, he/she **is expected** to notify the Substitute Office as early as possible.

### **SCHOOL HOURS OF OPERATION**

- In high schools the school day is from 7:45 a.m. to 2:45 p.m.
- In the middle schools the school day is from 7:45 a.m. to 2:55 p.m.
- In the elementary schools the school day is from 8:15 to 2:20 p.m. Substitutes are required to stay until at least 2:30 p.m. in the elementary schools.

**Upon arrival at the building the substitute should report to the main office and show their ID badge and sign in.** It is very important to arrive at least 15 minutes prior to the start of the job.

### **REMOVAL FROM LIST**

Substitutes may be removed from the substitute list at their own request.

If the substitute's work is deemed unsatisfactory by one or more teachers in a particular school, the principal may recommend to the Department of Human Resources that the substitute not be sent to that school in the future. The substitute's name may be removed from the list if he/she is found to be unsatisfactory in many buildings. This may be done without notification to the substitute.

Substitute teachers may be removed from the list for many reasons. Among these reasons are:

- Refusing to accept substitute assignments. If a substitute refuses more than three jobs in a month, that person may be inactivated.
- Reporting late to assignments when given ample notice of assignment.
- Having to leave assignments early.
- Refusing to go to both schools when accepting an assignment for an itinerant teacher.
- Canceling availability after accepting an assignment.
- Not following school policies/procedures.

- Having principals from a number of schools request that you not return to their respective schools.
- At the discretion of the Corporation.

### **CONFIDENTIALITY**

It is unprofessional to disclose confidential information about the students. Generally, a substitute teacher should avoid comments about individual students that convey private information (e.g., grades, medical condition, learning or discipline problems, etc.).

### **ELECTRONIC COMMUNICATION**

All substitutes are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy **5722** – South Bend Community School Corporation Bylaws and Policies.

### **TAKING ATTENDANCE**

Substitute teachers do not have access to the internet and this is closely monitored. The only exception is for taking attendance and the school secretary will provide you with instructions for using PowerSchool when checking in at the main office upon your arrival.

### **SUBSTITUTE CELLPHONE USAGE AND PERSONAL PHONE CALLS**

Substitute teachers are not to be on their cell phones during instructional time or in the presence of students. Personal phone calls will not be transferred from the office to you. Do not ask any school personnel to do so.

### **LETTER OF REASONABLE ASSURANCE**

A message of Reasonable Assurance will be placed on three of your paychecks or paycheck stubs prior to each of the regularly scheduled breaks on the school calendar (Christmas Break, Spring Break, and summer break). This means that there is reasonable assurance that you will be on our sub list following those scheduled breaks. Therefore, substitute teachers and substitute paraprofessionals are not eligible to file for unemployment. This includes those substitutes who are working as a building sub and are subsequently put back into the sub pool.

### **SUBSTITUTE IN MORE THAN ONE CORPORATION**

A substitute teacher may work for more than one school corporation. However, a substitute certificate must be on file for the substitute teacher in each school corporation.

### **INCLEMENT WEATHER**

During inclement weather, substitutes should always listen to local news coverage for any announcements about school closings.

### **END OF THE SCHOOL YEAR**

A Request to Substitute Teach form will be sent to each active substitute teacher/paraprofessional during the summer months so that the substitute can indicate if they will return to substitute for the following school year. The substitute teacher/paraprofessional should contact the substitute office if he/she does not receive this information.



## **RULES FOR SUCCESS**

Follow these simple rules for every lesson throughout the day:

1. Questions will be answered at the end of instruction.
2. Give clear, precise instructions.
3. Watch for those who understand as well as those who seem confused.
4. Have those who seem to understand reiterate what you have just said (check for understanding).
5. Show examples on the board and on the overhead.
6. Ask for student participation.
7. Keep it interesting.
8. Ask if there are any questions. Answer these as completely as possible.
9. If the majority of students know what to do, let them begin.
10. Stay with those who still have questions and work one-on-one with them.

## RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

1. **Arrive on time.** Plan on arriving at least 15 minutes prior to the start of the job.
2. Report to the main office upon arrival and sign in.
3. Wear ID badge at all times while in the building,
4. Dress in a professional manner. NO jeans, t-shirts, sweats, tight or revealing clothing. Remember, you are setting an example for the students.
5. Cell phones are **not** to be used during the work day. Cell phones must be turned off.
6. Do not bring food or drink into the classroom.
7. Receive instructions from the main office for special activities or changes in the teacher's schedule.
8. Check for the correct procedure for:
  - a. use of library and AV equipment and materials
  - b. reporting absences and tardiness
  - c. reporting attendance
  - d. clearing the building during fire drills or other emergencies
  - e. lunch
  - f. use of teacher rest areas
9. Assume the duties of the regular teacher or paraprofessional which may include:
  - a. additional supervision responsibilities such as lunchroom, playground, and/or hall duty.
  - b. collection of monies
  - c. maintain good housekeeping
  - d. other duties as may be directed
10. BE VERY DISCREET IN YOUR COMMENTS concerning a school, its staff, pupils or parents. Constructive criticism can be valuable to the school and will be accepted in that light. There may be times when you will the need to "report." However, the time to report is *immediately*, the place is *at the school*, and *the principal* should be the one to receive the report.
11. Notify the main office immediately if an accident or severe problem occurs.
12. Confer with other classroom teachers concerning matters with which they be assist.
13. Keep the atmosphere of the room as normal as possible by following the regularly scheduled activities and lessons plans.
14. Attend meetings as requested when on an indefinite assignment (for substitute teachers).
15. Discipline:
  - a. **DO** be calm and unemotional; be firm and fair. (Give student(s) a chance to explain his/her actions.)
  - b. **Explain the reasons for any penalty or punishment.**
  - c. You may deny the student privileges for misbehaving.
  - d. If possible, try to handle the situation privately.
  - e. Outline consequences at the beginning of the day and adhere to them. **DO NOT** use unusual forms of punishment.
  - f. **DO NOT**, in any case, use physical discipline of any type. Report serious problems to the principal's office immediately.
  - g. **DO NOT** punish the group for the acts of one.
  - h. **DO NOT** look upon the student's behavior as a personal attack. Most substitute teachers are "tested."

16. Complete the day's assignments by:
  - a. leaving the teacher's desk and room in order.
  - b. returning equipment and materials to proper places.
  - c. closing windows, adjusting shades/curtains and turning off lights and any appliances that should not be operating.
  - d. leaving keys, if any, in office.
  - e. reporting any occurrence that appears not to be normal.
  - f. submitting your completed evaluation.
  - g. checking to see if your services are needed the following day.
17. If students are busy with some worthwhile material, discipline problems seldom develop. The substitute should be **pleasant but firm**.
18. Remember:
  - Be prompt.
  - Be neat.
  - Be honest.
  - Be enthusiastic.
  - Have a sense of humor.
  - Have a definite objective.

### RESPONSIBILITIES OF THE SCHOOL/SCHOOL SYSTEM

1. To provide adequate substitute training.
2. To accept the substitute as an important member of the staff and to ensure he/she is made to feel this acceptance.
3. To call **whenever possible** in sufficient time, in order not to cause the substitute to be late for school.
4. To provide immediate and strong support/help, if desired, from the principal's office or other regular staff.
5. To provide general information such as:
  - a. attendance procedures
  - b. student pass procedures
  - c. lounge privileges
  - d. fire/emergency drills
  - e. lunch procedures
  - f. discipline procedures
6. To provide specific assignment information such as:
  - a. class schedule
  - b. seating charts
  - c. teaching materials
  - d. lists of special groupings
  - e. class record or grade books
  - f. lesson plans
  - g. keys, if any
  - h. extra duties/supervision
  - i. money collections if necessary
  - j. notes on special student/problems

## TIPS ON CLASSROOM MANAGEMENT

### **Post Rules**

Have a sheet that outlines 4 or 5 classroom rules that you put up at the front of the class before school starts. Go over these rules with the class immediately. Some possible rules: Don't talk out of turn - put up your hand. Please do not speak when I am speaking. Please do not leave your chair during lessons without permission. Respect each other. Respect me and be truthful about classroom procedures.

**Establishing an action or noise that means "Stop, Look and Listen!"** At the beginning of class, show them that when you want them to stop, look and listen in a hurry, you will do a certain action or make a certain noise. For example, every time they see you put a finger on your lip and a hand in the air, they will know to immediately do the same thing. You can also do a clapping rhythm with them that they are expected to repeat every time they hear it (as well as stop, look and listen).

**Don't obsess over being well-liked by all of the students.** All of us want to be liked, but it is a mistake to try too hard to be liked by your class. Students want to feel safe and protected, and sometimes the only way for you to provide that type of environment is to act a bit authoritative. You have to maintain control of the classroom. You are the leader that needs to rein your students in so a few frowns should be expected when you're doing your job.

**Don't yell!** Classroom management is *not* about yelling. Kids are used to being yelled at, and it doesn't faze them at all. Instead you should use a firm and confident voice that lets your students know that their behavior is not acceptable. Generally it is best to lower the volume of your voice as the volume of the students' voices increases. Using a quiet and strong voice is much more effective than trying to shout over a classroom full of out-of-control children.

**Get moving!** One of the easiest things you can do to maintain order in your classroom is to walk around while students are working independently. The best substitute teachers rarely sit at the teacher's desk. You also want to keep moving when you are directing a lesson. If you notice that a child is off task, get a little closer to them. This can many times get the student back to work without you ever having to say one word.

**Pay attention to your students and check for understanding.** The pace of your day is important and you need to watch your students' faces and body language to determine how a lesson or activity is to be played out. When the class is very interested in an activity or really involved in a discussion, continue on with that part of the lesson. On the other hand, if children appear bored and disinterested, you'll need to adjust your pace and move on to a more interesting activity.

**Know how to deal with the problem child.** When you have a particularly challenging student in your class, isolate them and then talk with them privately. You might need to take them to the back of the room or into the doorway so that you can keep an eye on

the rest of the students. By isolating the student, that child will no longer receive attention from the rest of the class; the student is forced to face you one-on-one. Let them know that you're unhappy and disappointed with their behavior. Tell the student that you don't want to embarrass him/her in front of the classroom but that you expect a change in behavior immediately.

**Always have filler activities.**

**Bring a notebook to record ideas.** With substitute teaching, you get to visit many different classrooms which is a great opportunity to pick up different tricks that other teachers use.

**Get to school early!** That way you can look over plans and do any need preparation for the day's lessons. This will give you a chance to speak with administration and other staff members, put down chairs, read name tags on desks, look to see where supplies are located, locate the staff room and staff washrooms, and write your name and rules on the board.

**Just get through the day!** The most important thing is for the substitute teacher and the students to get through the day alive and in one piece! Do not be afraid to ask for assistance from neighboring teachers or administrators if there are serious problems in the classroom.

*We express our appreciate to Dr. Cynthia Oudghiri for her contribution on Classroom Management Ideas.*

## CLASSROOM DISCIPLINE: Survival Tips

1. Remember those long classes you sat through when the teacher seemed to talk nonstop and your watch just had to be broken? Students who broke the monotony were heroes! Think about them when you're deciding how to present the lessons you teach. Boredom breeds discipline problems.
2. Don't keep the rules a secret. Let your students know your expectations BEFORE the infractions occur. You just can't rely on people guessing correctly. Why not go ahead and tell them?
3. It is okay to back off for awhile. If you see that a student is losing control, call on your experience and wait. Discipline is not a game with a clock and scoreboard. Adults can postpone winning. Taking time to let tempers cool can make all the difference in the payoff in teacher-student confrontations.
4. Whenever possible, confront students on a one-on-one basis. With many students, you just set yourself up to be insulted when you exchange comments with the rest of the class viewing the show. No one enjoys being embarrassed in front of an audience and when some people get their feelings hurt, they strike back with inappropriate language and gestures. Once you let it go that far, you are more likely to feel that you have to win NOW. Don't let it happen.
5. Be nice. Smile. Win them over. It is much more likely that people will cooperate with you if they like you. Risk sharing that you are human. Take a few minutes every day just to talk so that they know you have a life beyond the school!
6. List to yourself the next time you correct a student's behavior. It is possible that the student's response is a reflection of your own voice level and the tone that you set. Sometimes the things teacher say to indicate disapproval sounds worse and disrupts the class more than the misbehavior of the student. Think about it.
7. Once the situation is resolved, (win, lose or draw!) let it be. This takes restraint for most of us. It is so tempting to rewind your recorder and play back the student's behavioral history at every opportunity. Don't do it.
8. Let students know that you are never, **ever** going to give up on them. Say it to them. Eventually, believing in someone has a remarkable effect. Don't take for granted that they know how you feel. SAY ALOUD: "I like you. You are a good person. I care about you."
9. When you approve of something students do or when you see improvement, tell them! Praise them!
10. Do everything you can to get yourself in shape physically. Try to get enough rest and eat something at lunch even if you are dieting! Face it, when you're tired and hungry, you're more likely to be tense and picky. If you do have a bad day physically, it is all right to tell you students! It is better to say it than to risk them thinking that they are the problem. Teaching requires an incredible amount of energy and you can't hold up if you're not feeling your best. Be good to yourself; you deserve it.

## A SUBSTITUTE'S GUIDE TO A SMOOTH DAY

### BEFORE SCHOOL

- *Check in at the office.* The secretary will inform you of any special programs, duties, or procedures you may need to know.
- *Go over the plans, schedule, and special duties the teacher has left.* – Look at the lessons you are to teach. Think of possible questions from the students and the answers you might give.
- *Familiarize yourself with the discipline plan* in the classroom; consequences for positive and negative behavior.
- *Greet students in the hall.*

### GETTING STARTED – for Substitute Teachers

- *First substitute test:* As students enter the room and see a sub, they sit in other students' desks or bombard you with requests to change seats. SOLUTION – announce that you must take attendance according to the seating chart. Anyone not in his/her regular seat will be marked absent.
- *First Matter* – gain attention; speak in friendly but firm tone. Introduce yourself. Explain that you will follow as closely as possible to a normal schedule. Mention that you have brought along some fun activities that you would like to share as the day progresses. As long as you have their cooperation and assistance, you'll all have a great day!
- *Go over expectation* – Review consequences – rewards and punishments.
- *Call out names for attendance* (even if this is a student's job). This enables you to associate names, faces, and places.
- *Often times mischief-makers are easy to spot.* Assign these potential problem makers responsibilities to help the day run smoother. Get them on YOUR side.

## INSTRUCTION

- *Get right to business.* Be confident about assignments. Answer questions to the best of your ability. Be honest if you don't know an answer but try to find the best response by the end of the day (other students, teachers, and library).
- *Substitutes always hear,* "Our teacher doesn't do it like that..." If the difference won't upset you, readjust. Remember, you want the students to feel as comfortable as possible. The less "disrupted" they feel, the more learning will take place.
- *Use students!* They are familiar with schedule and routine. "Can someone tell me by raising a hand about.....?"

## LUNCH / RECESS / AFTER SCHOOL

- *During lunch, begin your note to the classroom teacher.* Be truthful, note things that did not go well, any behavior problems, and explain how you dealt with problems. Don't dwell on the negative, though. Review the lessons you have completed. Mention last names of helpful students, students who participated, etc.
- *Sometimes it is helpful to read your note-in-progress* to the students. "Keep up the good work!" or "Let's improve this!"
- *Straighten up the room.*
- *Grade any papers you can.*
- *Complete note to teacher.* If nothing has blown up in the room that day, including you, thank the teacher for a nice day and a super bunch of youngsters. He or she might make a point of asking you back!
- *Be sure the room is neat!*
- *Check out at the office.*



## BAG O' TRICKS

- *Usually teachers leave seat work for students.* Inevitably some students finish before allotted time. Make certain they have checked their work and then have something to occupy them. Puzzles are good or jobs around the room that can be done quietly.
- *Have time fillers prepared for the whole class.* Use them as rewards! "While everyone begins his/her assignment, I'll pick out a funny story to read."
- *Resources – enjoyable and adaptable to different age groups.*
  - Line designs
  - Optical illusions
  - Short stories
    - Paul Harvey's The Rest of the Story**
  - Funny poems
    - If I were in Charge of the World, Judith Viorst**
  - Brain teasers
  - Easy reading books (all ages – they're fun!)
  - Judith Viorst books – Steven Kellogg books
  - Very adaptable to story telling and class books

## HALL BEHAVIOR \* BASIC RULES

- *Before leaving room for restroom, special class, recess, etc., discuss hallway behavior.*  
Make a game of it:
  - Primary – ducks
  - Upper – slow motion and silence
  - Silent math

## GENERAL

- *Be consistent with building and classroom policies.*
- *Always have complete student attention before speaking.*
- Don't ALWAYS say "no" – Reasonable student requests are fine.
- *Enjoy yourself! SMILE! – People, even students, respond to friendliness positively.*

## Substitute Teacher Report

Dear \_\_\_\_\_ Date: \_\_\_\_\_

### Overall Class Behavior:

☐ excellent

☐ good

☐ fair

☐ poor

### I followed your lesson plan:

☐ exactly

☐ modified

☐ changed

☐ omitted

### The Students:

☐ remained seated

☐ raised hands to talk

☐ good listeners

☐ followed directions

☐ stayed on task

☐ did not remain seated

☐ did not raise hands

☐ did not listen well

☐ did not follow directions

☐ did not stay on task

### Chattering level:

☐ at a minimum

☐ somewhat noisy

☐ constant noise

### Students had difficulty in:

☐ Reading

☐ Science

☐ Social Studies

☐ Computers

☐ Math

☐ Health

☐ English

☐ \_\_\_\_\_

☐ Spelling

☐ P.E.

☐ Art

☐ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

Email Address: \_\_\_\_\_

<b>TEACHER EVALUATION OF SUBSTITUTE PERFORMANCE</b>
---

*Please complete and submit this form to the main office of your school. The main office will forward this form to the Substitute Office.*

Teacher's Name \_\_\_\_\_ School \_\_\_\_\_

Date(s) of Absence \_\_\_\_\_

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

Please rate the substitute in the following categories:

- 1) Teacher performance (followed lesson plans, etc.)  
\_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Poor
- 2) Classroom management (positive learning environment was evident, students completed assigned work, etc.)  
\_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Poor
- 3) Record keeping (attendance was kept, information about students was left for teacher, etc.)  
\_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Poor
- 4) Cleanliness/orderliness (room was found in the same condition which it was left, materials not missing, etc.)  
\_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Poor

Do you recommend that this substitute return to your building?

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

If the answer is no, please list reasons. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

<b>PLEASE FORWARD THIS FORM TO THE SUBSTITUTE OFFICE</b>
--

# How to Log In to PowerTeacher Substitute

1. Open your Web browser to PowerTeacher Substitute  
<https://powerschool.sbcsc.k12.in.us/subs/pw.html>

This Log In page should appear.

## PowerTeacher

Substitute Teacher Sign In

School  
Select the school...

Teacher  
✓

Password

Sign In

PowerSchool

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www.PearsonSchoolSystems.com

2. Choose the school from the **School** pop-up menu.
3. Choose the teacher from the **Teacher** pop-up menu.
4. Enter the assigned password in the **Password** field.
5. Click **Sign In**.

School: \_\_\_\_\_

Teacher: \_\_\_\_\_

Today's Pass Word is: \_\_\_\_\_

# How to Record Meeting Attendance

1. On the start page, click the **Chair** icon next to the class for which you want to record attendance.

PowerTeacher

Wichita, Subtitle for DONALD C. ROYERSONE | Inc. | Dye Inc.

School: Pine Bluff Academy | Term: 12-13 Quarter 1

Navigation  
Start Page  
View Help & Support

Start Page

Class	Attendance	Enrollment	Present	Absent	Tardy
3A(A)	ENRICHMENT	10	10	0	0
4A	ALGEBRA 1	10	10	0	0
4A	ALGEBRA 1	10	10	0	0
4A	ALGEBRA 1	10	10	0	0
4A	ALGEBRA 1	10	10	0	0
OPEN HOUSE	CAREER PREP	10	10	0	0

Click on the chair to take attendance of the students for which hours count for each class.  
When you are finished, click the Sign Out link above.

The Record Meeting Attendance page appears.

2. Choose the attendance code you want to assign from the **Current attendance code** pop-up menu.

Record Meeting Attendance: ENRICHMENT - 3A(A)

Single Day Seating Chart

Attendance Code: (Present) (Present) T (Tardy) A (Absent)

Classes: Show Multiple Sections Submit

Attendance: Monday, August 20, 2012

3. Click the field next to the name of each student to whom you want to assign the attendance code.

Attendance: Monday, August 20, 2012

Student Name	Attendance Code
WIND	A
na Maria	
AREZ	
ROUISE TREVON	
IMELETA T	A (Absent)
DRE	
S HIDDLE	
MARIE	

4. Repeat Steps 2 and 3 for each attendance code you want to assign. It is not necessary to perform this task for students who are present.
5. Click **Submit**. The attendance marks are saved to the PowerSchool system, and the start page appears.

South Bend Community School Corporation

**PRIMARY AFTER SCHOOL DETENTION FORM** APPENDIX VIII  
PRIMARY AFTER SCHOOL DETENTION FORM

Student \_\_\_\_\_ I.D. Number \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Referring Person \_\_\_\_\_

Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

(Circle Ethnic Code)    1       2       3       4       5       6

Description of Offense/Reason for Detention \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

After School Detention is expected to be served on \_\_\_\_\_

from 2:30 PM until \_\_\_\_\_ PM

\* \* \* \* \*

Parent Signature \_\_\_\_\_

Parent Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This form must be returned to the school with your child on the next school day.

**Note:** If a second after school detention form is received by your child, then a parent teacher conference is required. The homeroom teacher will be contacting you immediately to schedule such a conference.

**Copies:** Referring Person, Parent, Detention Monitor, & Homeroom Teacher.

SOUTH BEND COMMUNITY SCHOOL CORPORATION

PUPIL DISMISSAL FROM CLASSROOM FOR DISCIPLINARY REASONS

TO: ☐ Principal ☐ Assistant Principal ☐ Other (specify) \_\_\_\_\_

Student's name \_\_\_\_\_ Home Room \_\_\_\_\_ Date \_\_\_\_\_

Sent from: Class \_\_\_\_\_ Room \_\_\_\_\_ Period \_\_\_\_\_ Time \_\_\_\_\_

Reasons for Dismissal \_\_\_\_\_

Previous Action by Teacher (check appropriate statements)

☐ Teacher-pupil conference

☐ Parent or Guardian contacted

☐ Principal informed

☐ None -- Gross Offense

\* \* \* \* \*

☐ Require Conference with Administrator before Readmittance

Preferred Time for Conference: Hour \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

ADMINISTRATOR'S REPLY TO TEACHER

1. Student Reported to Office at \_\_\_\_\_ A.M. - P.M.

2. ☐ Action Taken (specify) \_\_\_\_\_

3. ☐ Conference Arranged as Requested

4. ☐ Conference Scheduled for: Hour \_\_\_\_\_ Date \_\_\_\_\_ Place \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Administrator's Signature \_\_\_\_\_

INSTRUCTIONS: Teacher is to fill out the upper section and retain the gold copy. The remaining copies are to be sent to the office with the student, or by a separate messenger. The administrator shall fill out the lower section and return the pink copy to the teacher. The white original is to be retained by the office and the yellow copy is to be forwarded to the guidance office. The white and yellow copies are to be kept as a record of the student's behavior until the child is no longer in the grade level range of that particular school.

Date \_\_\_\_\_ Time \_\_\_\_\_

**ADMIT** \_\_\_\_\_

To: ☐ Study Hall ☐ Library ☐ Class ☐ Other \_\_\_\_\_

Home Room \_\_\_\_\_ Grade \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

**SOUTH BEND COMMUNITY SCHOOL CORPORATION**

130433



# South Bend Community School Corporation

## Substitute Pay Schedule

2013 - 2014 School Year\*\*\*

(Class 05)

PAYROLL PERIOD	NUMBER OF DAYS	REPORT DUE DATE	TIME	PAY DATE
August 21 - August 23	***	Aug. 23	3:00 PM	September 6, 2013
August 26 - September 6	3	Sept. 6	3:00 PM	September 20, 2013
September 9 - September 20	9	Sept. 20	3:00 PM	October 4, 2013
September 23 - October 4	10	Oct. 4	3:00 PM	October 18, 2013
October 7 - October 18	10	Oct. 18	3:00 PM	November 1, 2013
October 21 - November 1	10	Nov. 1	3:00 PM	November 15, 2013
November 4 - November 15	10	Nov. 15	3:00 PM	November 27, 2013
November 18 - November 29	8	Nov. 29	3:00 PM	December 13, 2013
December 2 - December 13	10	Dec. 13	3:00 PM	January 3, 2014
December 16 - January 3	5	Dec. 20	3:00 PM	January 17, 2014
January 6 - January 17	10	Jan. 17	3:00 PM	January 31, 2014
January 20 - January 31	9	Jan. 31	3:00 PM	February 14, 2014
February 3 - February 14	10	Feb. 14	3:00 PM	February 28, 2014
February 17 - February 28	9	Feb. 28	3:00 PM	March 14, 2014
March 3 - March 14	10	Mar. 14	3:00 PM	March 28, 2014
March 17 - March 28	10	Mar. 28	3:00 PM	April 11, 2014
March 31 - April 11	5	Apr. 11	3:00 PM	April 25, 2014
April 14 - April 25	***	Apr. 25	3:00 PM	May 9, 2014
April 28 - May 9	10	May 9	3:00 PM	May 23, 2014
May 12 - May 23	***	May 23	3:00 PM	June 6, 2014
May 26 - June 6	8	Jun. 6	3:00 PM	June 20, 2014
<hr/> 185				

\*\*\* Subject to change due to PBA days, snow days, end of semester days, etc.

# South Bend Community School Corporation

Non-Certified Pay Schedule

2013 - 2014 School Year

PAYROLL PERIOD	NUMBER OF DAYS	REPORT DUE DATE	TIME	PAY DATE	INSURANCE DEDUCTIONS	
					12 Month	10 Month
June 24 - July 5	10	July 5	3:00 PM	July 12, 2013	1	
July 08 - July 19	10	July 19	3:00 PM	July 26, 2013	2	
July 22 - August 2	10	Aug. 2	3:00 PM	August 9, 2013	3	
August 5 - August 16	5	Aug. 16	3:00 PM	August 23, 2013	4	
August 19 - August 30	10	Aug. 30	3:00 PM	September 6, 2013	5	1
September 2 - September 13	10	Sept. 13	3:00 PM	September 20, 2013	6	2
September 16 - September 27	10	Sept. 27	3:00 PM	October 4, 2013	7	3
September 30 - October 11	10	Oct. 11	3:00 PM	October 18, 2013	8	4
October 14 - October 25	10	Oct. 25	3:00 PM	November 1, 2013	9	5
October 28 - November 8	10	Nov. 8	3:00 PM	November 15, 2013	10	6
November 11 - November 22	10	Nov. 22	3:00 PM	November 27, 2013	11	7
November 25 - December 6	10	Dec. 6	12:00 PM	December 13, 2013	12	8
December 9 - December 13	5	Dec. 13	3:00 PM	December 20, 2013		
December 16 - December 27	15	Dec. 20	12:00 PM	January 3, 2014	13	9
December 30 - January 10, 2014	10	Jan. 10	3:00 PM	January 17, 2013		
January 13 - January 24	10	Jan. 24	3:00 PM	January 31, 2014	14	10
January 27 - February 7	10	Feb. 7	3:00 PM	February 14, 2014	15	11
February 10 - February 21	10	Feb. 21	3:00 PM	February 28, 2014	16	12
February 24 - March 7	10	Mar. 7	3:00 PM	March 14, 2014	17	13
March 10 - March 21	10	Mar. 21	3:00 PM	March 28, 2014	18	14
March 24 - April 4	10	Apr. 4	3:00 PM	April 11, 2014	19	15
April 7 - April 18	10	Apr. 18	3:00 PM	April 25, 2014	20	16
April 21 - May 2	10	May 2	3:00 PM	May 9, 2014	21	17
May 5 - May 16	10	May 16	3:00 PM	May 23, 2014	22	18
May 19 - May 30	10	May 30	3:00 PM	June 6, 2014	23	19
June 2 - June 13	10	June 13	3:00 PM	June 20, 2014	24	
June 16 - June 27	10	June 27	3:00 PM	July 3, 2014	1	
					265	