

# **ELKHART**

## **INDEPENDENT SCHOOL DISTRICT**

**SUBSTITUTE  
TEACHER  
ORIENTATION**

**MONDAY - AUGUST 6, 2018**

## **WELCOME!**

WELCOME TO THE EDUCATIONAL TEAM OF THE ELKHART INDEPENDENT SCHOOL DISTRICT. YOU WILL BECOME A PART OF A LARGE TEAM MADE UP OF ADMINISTRATORS, TEACHERS, STAFF, VOLUNTEERS, AND PARENTS ALL WORKING TOGETHER TO HELP STUDENTS LEARN, ACHIEVE ACADEMIC GOALS, AND, MOST IMPORTANTLY, PREPARE THEM FOR A PRODUCTIVE LIFE.

YOUR ROLE AS A SUBSTITUTE TEACHER IS AN IMPORTANT PART OF THE INSTRUCTIONAL PROGRAM OF THE DISTRICT. OUR COMMITMENT TO EXCELLENCE WILL ENABLE US TO MAINTAIN THE HIGH LEVEL OF EDUCATIONAL OPPORTUNITIES OFFERED TO OUR STUDENTS.

TRAINING IS REQUIRED BEFORE A PERSON CAN BECOME A SUBSTITUTE TEACHER. THIS TRAINING IS OFFERED TODAY, BEFORE SCHOOL BEGINS, AND IS MANATORY BEFORE A CAMPUS ASSIGNMENT WILL BE MADE. THIS TRAINING SESSION IS DESIGNED TO HELP YOU UNDERSTAND THE MISSION OF ELKHART I.S.D. FOR ITS STUDENTS. YOU WILL LEARN WHAT THE DISTRICT EXPECTS OF YOU, INFORMATION ABOUT THE DISTRICT AND CAMPUSES, STRATEGIES FOR TEACHING AND DISCIPLINE, AND IDEAS FOR ACTIVITIES AS A SUBSTITUTE TEACHER.

WE HOPE YOU FIND BEING A SUBSTITUTE TEACHER IN ELKHART I.S.D. TO BE A BENEFICIAL AND REWARDING EXPERIENCE. DO NOT HESITATE TO CONTACT US IF YOU HAVE ANY QUESTIONS.

## **PHILOSOPHY**

RECOGNIZING OUR RESPONSIBILITY TO SUPPORT AND MAINTAIN A PUBLIC EDUCATION SYSTEM AND BELIEVING IN THE DIGNITY AND WORTH OF EACH STUDENT AND HIS/HER UNLIMITED POTENTIAL FOR GROWTH, THE ELKHART I.S.D. SHALL STRIVE TO PROVIDE THE BEST EDUCATION POSSIBLE FOR ALL ITS STUDENTS.

THE MOST IMPORTANT ELEMENT IN OUR SCHOOL SYSTEM IS THE STUDENT. THE SCHOOL CURRICULUM SHALL PROVIDE FOR EACH STUDENT OPPORTUNITIES COMMENSURATE WITH HIS/HER ABILITIES THAT PROMOTE GROWTH IN ALL ASPECTS OF LIFE. THE ELKHART INDEPENDENT SCHOOL DISTRICT OFFERS PROGRAMS FOR EACH INDIVIDUAL TO DEVELOP PERSONAL KNOWLEDGE AND SKILLS AND TO LEARN BEHAVIOR PATTERNS WHICH WILL ENABLE HIM/HER TO BECOME A RESPONSIBLE MEMBER OF OUR AMERICAN DEMOCRATIC SOCIETY, CAPABLE AND DESIROUS OF MAKING A DEFINITE AND POSITIVE CONTRIBUTION TO THAT SOCIETY. THEREFORE, WE BELIEVE THAT OUR EDUCATIONAL SYSTEM MUST BE RELEVANT NOT ONLY TO THE NEEDS OF STUDENTS BUT TO THE NEEDS OF THE SOCIETY IN WHICH HE/SHE WILL LIVE AND WORK.

TO ACHIEVE EXCELLENCE, THE SCHOOLS MUST DEMONSTRATE LEADERSHIP IN CREATING, MAINTAINING, AND IMPROVING PROGRAMS WHICH REFLECT THE NEEDS OF CITIZENS OF ALL AGES AND SHALL STRIVE FOR A CONDITION OF MUTUAL CONFIDENCE AND COMMON PURPOSE WITH THE RESIDENTS OF THE COMMUNITY WHOM THE SCHOOL REPRESENTS.

ATTACHED ARE THE GUIDELINES FOR ELKHART I.S.D. SUBSTITUTE TEACHERS. THANK YOU FOR YOUR LOYALTY AND WILLINGNESS TO SERVE!

**ELKHART INDEPENDENT SCHOOL DISTRICT  
SUBSTITUTE TEACHER HANDBOOK  
2018 - 2019**

**“CONTACT LIST”**

<b><u>ADMINISTRATION OFFICE:</u></b>	<b>(903) 764-2952</b>	
KAY CHAPMAN (DIRECTOR OF SPECIAL PROGRAMS):		Ext. 1013
TAMMIE PYEATT (SECRETARY):		Ext. 1016
<b><u>HIGH SCHOOL (GRADES 9 – 12):</u></b>	<b>(903) 764-5161</b>	
JASON IVES (PRINCIPAL):		Ext. 5013
ROGER MAYS (ASST. PRINCIPAL)		Ext. 5012
HELEN NEUGEBAUR/KATIE TUBBS (SECRETARY):		Ext. 5010
<b><u>MIDDLE SCHOOL (GRADES 6 – 8):</u></b>	<b>(903) 764-2459</b>	
RON MAYS (PRINCIPAL):		Ext. 4013
SHANNON FOX (SECRETARY):		Ext. 4010
<b><u>INTERMEDIATE (GRADES 3 - 5):</u></b>	<b>(903) 764-8535</b>	
GREG HERRING (PRINCIPAL):		Ext. 3013
KAREN BRIDGES (SECRETARY):		Ext. 3010
<b><u>ELEMENTARY (HEADSTART – 2<sup>ND</sup> GRADE):</u></b>	<b>(903) 764-2979</b>	
TANA HERRING (PRINCIPAL):		Ext. 2012
DEBBIE DANCER (SECRETARY):		Ext. 2010

**GENERAL INFORMATION FOR  
SUBSTITUTE TEACHERS**

**REQUIRED PAPERWORK** – YOU MUST HAVE ON FILE (WITH TAMMIE PYEATT IN THE ADMINISTRATION OFFICE) THE FOLLOWING:

- A COMPLETED EMPLOYMENT APPLICATION FOR SUBSTITUTE TEACHERS
- A COPY OF YOUR DRIVER’S LICENSE AND SOCIAL SECURITY CARD
- COMPLETE PAYMENT PACKET INCLUDING INFORMATION/AUTHORIZATION WITH THE PAYROLL CLERK
- A CRIMINAL HISTORY RECORD BACKGROUND CHECK
- FINGERPRINTING
- AN “OATH OF CONFIDENTIALITY”
- AN E.I.S.D. “AT-WILL” EMPLOYEE AGREEMENT

**SUBJECT TO CALL** – WE WILL MAKE EVERY EFFORT TO GIVE YOU SUFFICIENT NOTICE AS FAR IN ADVANCE AS POSSIBLE. HOWEVER, THERE WILL BE TIMES WHEN YOU WILL BE CALLED ON THE SAME MORNINGS AS NEEDED. OR, YOU MAY BE CALLED DURING THE DAY IF THE NEED ARISES. THESE CALLS ARE NOT FREQUENT, BUT DO OCCUR. PLEASE INDICATE ON YOUR APPLICATION IF YOU PREFER/DO NOT WISH TO TEACH A CERTAIN GRADE.

**SPECIALIZING CLASSES** – YOU MAY BE ASKED TO TEACH IN AN AREA YOU FEEL YOU CANNOT HANDLE (i.e. A PARTICULAR SUBJECT/LEVEL OR A SPECIAL NEEDS CLASS). PLEASE DO NOT LET THIS KEEP YOU FROM ACCEPTING, AS TEACHERS ARE INSTRUCTED TO LEAVE DETAILED, SPECIFIC PLANS WHEREBY YOU WILL NOT BE PUT IN A BAD SITUATION.

**WORK DAY** – REPORT NO LATER THAN 7:30 A.M. TO THE ASSIGNED CAMPUS. THE SCHOOL WORK DAY ENDS AT 3:45.

**DRESS/APPEARANCE** – SHOULD BE PROFESSIONAL AND APPROPRIATE FOR THE JOB ASSIGNED. PLEASE DO NOT LET THIS BECOME AN ISSUE.

**DISCIPLINE** – STUDENTS AT ELKHART I.S.D. ARE EXPECTED TO BEHAVE LIKE YOUNG ADULTS, AND TREAT ALL PERSONS WITH RESPECT. THE FOLLOWING WILL HELP YOU IN DEALING WITH STUDENTS:

- IF POSSIBLE, GREET STUDENTS AT THE DOORWAY. AS THEY COME INTO CLASS, SEE THAT THEY HAVE ALL NECESSARY MATERIALS. IF THEY DO NOT, REMIND THEM, AND HAVE THEM GET THEM IMMEDIATELY BEFORE THE TARDY BELL.
- INFORM STUDENTS OF WHO YOU ARE AND CLEARLY STATE THE ACTIVITY THE STUDENTS ARE RESPONSIBLE FOR DURING THE CLASS PERIOD. YOUR

DISCIPLINE (CONT'D) –

EXPECTATIONS SHOULD BE HIGH – AND NO DIFFERENT THAN THE “REGULAR” TEACHER.

- REMAIN IN THE CLASSROOM WITH STUDENTS AT ALL TIMES. YOU ARE RESPONSIBLE FOR THEIR CONDUCT THROUGHOUT. NEVER PERMIT ANY STUDENT TO “GET OUT OF HAND.”
- STUDENTS ARE TO REMAIN IN THE CLASSROOM FOR THE ENTIRE CLASS PERIOD UNLESS THERE IS AN EMERGENCY, OR UNLESS SUMMONED TO THE OFFICE. USE COMMON SENSE AND DISCRETION!

CAMPUS PRINCIPALS WILL BE HAPPY TO EXPLAIN THEIR RESPECTIVE CAMPUS RULES TO YOU AND ANSWER ANY QUESTIONS YOU MIGHT HAVE. PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH THESE.

PAYMENT FOR SUBSTITUTE TEACHERS IS ON THE LAST WORKING DAY OF EACH MONTH, WITH REGULAR PAYROLL. MAKE SURE YOU CHECK WITH THE CAMPUS PRINCIPAL/SECRETARY BEFORE LEAVING FOR THE DAY TO RECEIVE YOUR CREDIT. CURRENT PAY IS \$80 PER DAY (\$90 FOR A CERTIFIED TEACHER). WE SUGGEST YOU KEEP YOUR OWN LOG OF WHEN YOU TAUGHT TO CONFIRM ACCURACY.

LESSON PLANS WILL BE LEFT FOR YOU BY THE REGULAR TEACHER. IF YOU HAVE ANY QUESTIONS, ASK THE PRINCIPAL. FOLLOW THE PLANS LEFT BY THE TEACHER, AND DO NOT DEVIATE FROM THEM.

LUNCH – YOU WILL FOLLOW THE SCHEDULE OF THE TEACHER YOU ARE SUBSTITUTING FOR, TO INCLUDE LUNCH (AVAILABLE EITHER IN THE CAFETERIA OR BRING YOUR OWN). PLEASE DO NOT LEAVE CAMPUS BETWEEN THE HOURS OF 7:30 AND 3:45 UNLESS THERE IS AN EMERGENCY AND YOU CLEAR IT WITH THE PRINCIPAL.

ANNOUNCEMENTS WILL BE MADE DAILY AT A SET TIME PER CAMPUS. MAKE SURE STUDENTS ARE ATTENTIVE.

DUTY – YOU WILL BE EXPECTED TO CARRY OUT ANY DUTY ASSIGNED TO THE REGULAR TEACHER. THIS IS TO INCLUDE HALL MONITORING, BUS DUTY, PLAYGROUND DUTY, CAFETERIA DUTY, ETC. IN ADDITION, ON CERTAIN CAMPUSES, YOU MAY BE ASKED TO CARRY OUT TASKS AS ASSIGNED BY THE PRINCIPAL. MAKE SURE YOU STAND AT YOUR DOOR DURING PASSING PERIODS.

STUDENTS WHO BECOME ILL ARE TO BE SENT TO THE OFFICE OR TO THE NURSE, AS PER CAMPUS PROTOCOL. DO NOT GIVE ANY STUDENT MEDICATION (EVEN TYLENOL). IN CASE OF EMERGENCY, TREAT THE SITUATION RESPONSIBLY AND CALL/SEND ANOTHER STUDENT TO THE OFFICE FOR HELP IMMEDIATELY.

**REPORTING/SIGNING IN AND OUT IS VERY IMPORTANT. MAKE SURE YOU FOLLOW THE ESTABLISHED CAMPUS PROTOCOL.**

**TAKING LUNCH COUNTS/ORDERS WILL VARY FROM CAMPUS TO CAMPUS, AS WILL TAKING ATTENDANCE. MAKE SURE YOU FULLY UNDERSTAND THE PROPER CAMPUS PROTOCOL FOR THESE ALSO.**

**PARKING FOR SUBSTITUTES WILL BE CLOSEST TO THE ASSIGNED CAMPUS. PLEASE HONOR “HANDICAPPED,” “RESERVED” AND “VISITOR” SPOTS.**

**GRADING PAPERS – YOU ARE TO GRADE PAPERS ONLY IF ASKED BY THE TEACHER. DO NOT RECORD GRADES, BUT LEAVE THEM FOR THE TEACHER TO DO SO.**

**PROFESSIONAL BEHAVIOR IS EXPECTED OF ALL EMPLOYEES. DO NOT DEAL IN GOSSIP OR SPECULATION, AND KEEP IN MIND THAT STUDENT MATTERS ARE CONFIDENTIAL (SEE ATTACHED OATH). DO NOT DISCUSS PUPIL PROBLEMS. REALIZE THAT YOU ARE IN A LEARNING CLIMATE, AND HUMAN RELATIONS ARE VITAL FOR SCHOOLS.**

**STUDENTS ARE TO REMAIN ON TASK FROM THE START OF THE CLASS PERIOD UNTIL THE FINAL BELL.**

**WHEN LEAVING YOUR CLASSROOM (EITHER FOR LUNCH OR AT THE END OF THE DAY), LOCK YOUR ROOM, TURN OFF LIGHTS, AND COMPUTERS, AND CHECK OUT THROUGH THE OFFICE.**

**STUDENT AND EMPLOYEE HANDBOOKS ARE AVAILABLE IN THE OFFICE, SHOULD YOU HAVE ANY QUESTIONS REGARDING POLICIES.**

**OUR MOTTO FOR ELKHART I.S.D. IS “EXPECTATION: EXEMPLARY” PLEASE HELP US CARRY OUT THIS THOUGHT, AND, IN ALL YOU DO, “EXEMPLIFY EXEMPLARY.”**

**YOU ARE APPRECIATED!**