OREGON CITY SCHOOLS
2013-2014

SUBSTITUTE
TEACHERS’
HANDBOOK

Striving for Excellence in
the Oregon City Schools!
OREGON CITY SCHOOLS

Oregon, Ohio

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Board Adopted – July 2013
PREFACE

The work of substitute teachers is important to the instructional program of our schools. The educational progress of students attending the Oregon City Schools should not be interrupted because of unfortunate circumstances. Our students need sincere, well-qualified, professionals as replacements when it is necessary for their teachers to be away.

The challenge facing a substitute teacher may be daunting. It does, however, provide an opportunity to share his or her talents. It readily becomes apparent that the role demands flexibility, ingenuity, self-assurance, and resourcefulness. Substitute teaching can result in considerable professional growth for the teacher as well as intellectual growth for the student.

We are confident that you will do everything possible to maintain the high standards of instruction in our schools, and we are anxious to help you in any way possible. The purpose of this handbook is to provide you with some general help prior to reporting for a teaching assignment. You are urged to become familiar with the contents of the booklet.

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The Oregon City School District adheres to Title VI, Title IX, ADA, and Section 504; thus, does not discriminate in educational programs and employment practices on the basis of race, color, national origin, age, sex or handicap. If students, employees, or applicants have complaints of discrimination, they should direct them to the Assistant Superintendent.
Checklist of pre-employment items to be attended to through the Assistant Superintendent’ office, Kori Roth, secretary at the Board of Education, 5721 Seaman Road, Oregon, Ohio 43616, 419-693-0661, ext. 3285.

1. Application - to be completed online by all new substitute teachers. Returning substitute teachers will be contacted during the summer months.
2. Personal Interview - to be completed by the Assistant Superintendent prior to initial employment as a substitute teacher.
3. Teaching Certificate - to be filed online with the Assistant Superintendent’ secretary before employment as a substitute teacher.
4. I-9 Form - employment eligibility verification required following approval of employment.
5. Withholding Exemption Certificates (W-4) - to be completed following approval of employment.
6. State Teachers’ Retirement Form - to be completed following approval of employment.

Teacher liability insurance is provided by the Oregon Board of Education for substitute teachers while teaching in the Oregon City Schools.

REPORTING FOR DUTY

The substitute calling system (AESOP) is responsible for contacting substitute teachers when needed. Mrs. Chris Holland can be reached at cholland@oregoncs.org if there are any questions. Calls may come from the AESOP system the evening before or the morning of the day you are needed to substitute. Generally, the call is made before 10:00 p.m. or starting at 6:00 a.m. No messages will be left on answering machines.
SCHOOL HOURS

<table>
<thead>
<tr>
<th>School</th>
<th>Students</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clay High School</td>
<td>8:00 - 2:30</td>
<td>7:30 - 2:45</td>
</tr>
<tr>
<td>Eisenhower Middle School</td>
<td>7:40 - 2:10</td>
<td>7:00 - 2:15</td>
</tr>
<tr>
<td>Fassett Middle School</td>
<td>7:40 - 2:10</td>
<td>7:10 - 2:30</td>
</tr>
<tr>
<td>Coy Elementary School</td>
<td>9:15 - 3:30</td>
<td>8:20 - 3:35</td>
</tr>
<tr>
<td>Jerusalem Elementary School</td>
<td>9:15 - 3:30</td>
<td>8:20 - 3:35</td>
</tr>
<tr>
<td>Starr Elementary School</td>
<td>9:15 - 3:30</td>
<td>8:20 - 3:35</td>
</tr>
</tbody>
</table>

JOB RESPONSIBILITIES

A. It is the obligation of the principal or designee to:
   1. Meet the substitute teacher and familiarize him/her with that portion of the school plan he/she needs to know. (Policy GCE-R)
      a. parking regulations
      b. bell schedule
      c. attendance reports
      d. fire and tornado drill regulations
      e. location of teacher lounge and cafeteria
      f. extra duty assignments
      g. discipline procedures
      h. special events
      i. lunchroom procedures
   2. See that adequate instructional materials, supplies, and lesson plans are available, along with a map of the school.
   3. Be certain the substitute knows the procedures to follow in case of accident, illness, or other emergency.
   4. Designate a person (teacher, department chairperson, etc.) to extend the normal courtesies of helping the substitute become acquainted with the faculty and school procedure.
5. Assist the substitute in contacting the regular classroom teacher for discussion if lesson plans are not available.
6. Make available the keys necessary for the substitute to carry out the duties.
7. Aid the substitute in other ways to carry on a good instructional program.

B. It is the obligation of the regular teachers to:
1. Keep an attendance book where it can be found and keep it up-to-date.
2. Keep seating charts, if appropriate, available and up-to-date.
3. Provide lesson plans and instructional materials and supplies for the substitute teacher.
4. Include in the lesson plan book additional assignments such as noon duty and other information necessary for the substitute teacher to carry out the assigned duties.
5. Develop a willingness on the part of the students to accept the substitute and the fact that a substitute may do things differently.
6. Notify the principal prior to the end of the school day if not planning to return the following day so the substitute can be asked to return before school is dismissed.

C. It is the obligation of substitute teachers to:
1. Report to the office at least 15 minutes prior to the start of school unless other arrangements have been made with the principal or substitute caller. See the previous page for the school day time schedules.
2. Complete the necessary paperwork for recording your presence. Sign in at designated area in the main office.
3. Obtain the regular teacher's mail, bulletins, keys, etc., before going to class.
4. Complete, to the extent possible, the regular teacher's lesson plans, extra duties, and special assignments, unless directed otherwise by the building principal. If no plans were left by the
regular teacher, notify the principal immediately.

5. Record attendance.

6. Report to the regular teacher what has been done and list the assignments given to the students.

7. Return the teacher's books, materials, etc., at the end of the teaching assignment. Return room keys to the general office.

8. Check with the office at the end of the school day to find out if the regular teacher is returning the next day and to share appropriate information with the principal or secretary. Pick up payroll form.

9. Close windows, turn off lights, and lock the room door before leaving.

10. Regard yourself as a professional in every respect.

11. Report all cases of accidents or illnesses to the office at once.

12. Never release students from the building during school hours without permission of the office.

13. Never use corporal punishment. Refer extreme behavior cases to the principal or to his/her designee.
COMPENSATION

The rate of pay for substitute teachers is established by the Oregon Board of Education. The rate established for the current school year is $90.00 per day.

Long-Term Substitutes - The rate established for the current school year is $90.00 per day. On the 60th day in a long term position, teachers shall be placed on the full salary schedule, according to training and experience.

A long-term substitute teacher is defined as a certificated teacher employed on a day to day basis assigned to a specific classroom with the anticipation that the assignment will be for 30 full school days or more in that one specific assignment.

Long-term substitute teachers will have the option of attending those activities, which occur during the regular teacher workday and are assigned to the regular teacher, such as parent/teacher conferences and in-service education.

Long-term substitute teachers will be compensated at the appropriate rate during which the event occurred and any absence from those events will not be considered a break in continuous service.

Consecutive service for salary purposes means service to the district without interruption when school is in session. Absence due to illness or funeral would not constitute an interruption in service for salary purposes. Personal leave, vacation, etc., would constitute an interruption in service for salary purposes.

Absence up to five school days after beginning the assignment for personal or family illness or due to school delays or closings will not be considered a break in continuous service for seniority purposes. Absence for the above reasons will not count, however, toward accumulating 120 days of continuous service.
HELPFUL HINTS FOR THE SUBSTITUTE TEACHER

1. Come well groomed.
2. Greet your class with a smile and demonstrate friendly assurance and firmness.
3. Introduce yourself and write your name on the board. When possible, give the duration of your assignment.
4. Allow yourself time to look over the plans for the day and to read carefully any special instructions concerning a specific routine for the particular class.
5. Be alert to potential discipline problems.
6. Leave the room, teacher's desk, board, equipment and supplies in good order.
7. Correct all papers of assigned work unless otherwise instructed.
8. Check with the office or principal for any special events for the day.
9. Remember that children modify their behavior more readily through praise than criticism.
10. Report to the principal before leaving each day.
11. Treat information concerning students of a school in strict confidence.
12. Refrain from rearranging things in the room except in cases of long-term assignments.
13. Don't hesitate to ask for the assistance of other teachers or the principal.
14. Don't compare schools, principals, teachers, students, etc., as you travel from school to school.
15. Notify the secretary to the Assistant Superintendent if you have a change of address or telephone number or if you find it necessary to terminate your employment as a substitute teacher.

LUNCH PROGRAMS

Every school has a lunch program, and you may either purchase your lunches in the school or "brown bag it". The adult lunch price is $3.00. An ala carte lunch is available at each building.
<table>
<thead>
<tr>
<th>Month</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>19</td>
<td>Teacher Inservice/Building Meetings</td>
</tr>
<tr>
<td>August</td>
<td>20</td>
<td>Staff Work Day</td>
</tr>
<tr>
<td>August</td>
<td>21</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>September</td>
<td>2</td>
<td>Labor Day - No School</td>
</tr>
<tr>
<td>September</td>
<td>17</td>
<td>2 Hour Delay Day (Scheduled Inservice)</td>
</tr>
<tr>
<td>October</td>
<td>17</td>
<td>2 Hour Delay Day (Scheduled Inservice)</td>
</tr>
<tr>
<td>October</td>
<td>23</td>
<td>End of First Nine Week Period</td>
</tr>
<tr>
<td>November</td>
<td>1</td>
<td>Grade Cards Sent Home</td>
</tr>
<tr>
<td>November</td>
<td>4</td>
<td>Parent-Teacher Conferences - No School K-5</td>
</tr>
<tr>
<td>November</td>
<td>5</td>
<td>Inservice Training Day - No School</td>
</tr>
<tr>
<td>November</td>
<td>27</td>
<td>Staff Work Day - No School</td>
</tr>
<tr>
<td>November</td>
<td>28-29</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>December</td>
<td>11</td>
<td>2 Hour Delay Day (Scheduled Inservice)</td>
</tr>
<tr>
<td>December</td>
<td>20</td>
<td>Christmas Break Begins at Close of Day</td>
</tr>
<tr>
<td>January</td>
<td>6</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>January</td>
<td>10-14</td>
<td>Clay High Exams</td>
</tr>
<tr>
<td>January</td>
<td>14</td>
<td>End of Second Nine Week Period</td>
</tr>
<tr>
<td>January</td>
<td>17</td>
<td>Reports and Records Day – No School</td>
</tr>
<tr>
<td>January</td>
<td>20</td>
<td>Martin Luther King Day - No School</td>
</tr>
<tr>
<td>January</td>
<td>21</td>
<td>2 Hour Delay Day (Scheduled Inservice)</td>
</tr>
<tr>
<td>January</td>
<td>24</td>
<td>Grade Cards Sent Home</td>
</tr>
<tr>
<td>February</td>
<td>17</td>
<td>Presidents Day - No School</td>
</tr>
<tr>
<td>February</td>
<td>18</td>
<td>2 Hour Delay Day (Scheduled Inservice)</td>
</tr>
<tr>
<td>March</td>
<td>20</td>
<td>2 Hour Delay Day (Scheduled Inservice)</td>
</tr>
<tr>
<td>March</td>
<td>21</td>
<td>End of Third Nine-Week Period</td>
</tr>
<tr>
<td>March</td>
<td>28</td>
<td>Grade Cards Sent Home</td>
</tr>
<tr>
<td>April</td>
<td>3</td>
<td>Parent-Teacher Conferences - No School for K-5</td>
</tr>
<tr>
<td>April</td>
<td>8</td>
<td>2 Hour Delay Day (Scheduled Inservice)</td>
</tr>
<tr>
<td>April</td>
<td>11</td>
<td>Spring Break Begins at Close of Day</td>
</tr>
<tr>
<td>April</td>
<td>22</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>May</td>
<td>26</td>
<td>Memorial Day - No School</td>
</tr>
<tr>
<td>May - June</td>
<td>30-3</td>
<td>Clay High School Exams</td>
</tr>
<tr>
<td>June</td>
<td>3</td>
<td>Last Day for Students (2 hr. early release for K-8)</td>
</tr>
<tr>
<td>June</td>
<td>8</td>
<td>Clay High School Graduation</td>
</tr>
</tbody>
</table>
Oregon Board of Education
5721 Seaman Road
Oregon, OH 43616

Mr. Lonny Rivera, Superintendent  (419) 693-0661
Mr. Hal Gregory, Assistant Superintendent
Mr. Dean Sandwisch, Director of Business Affairs

Clay High School
5665 Seaman Road
Oregon, OH 43616

Mr. Jim Jurski, Principal  (419) 693-0665

Fassett Junior High (7-8)
3025 Starr Avenue
Oregon, OH 43616

Mrs. Becci Bihn, Principal  (419) 693-0455

Eisenhower Intermediate (5-6)
331 North Curtice Road
Oregon, OH 43618

Mr. Timothy Holcombe, Principal  (419) 836-8498

Coy Elementary School
3604 Pickle Road
Oregon, OH 43616

Mrs. Amy Molnar, Principal  (419) 693-0624

Jerusalem Elementary School
535 South Yondota Road
Curtice, OH 43412

Mr. Dean Ensey, Principal  (419) 836-6111

Starr Elementary School
3230 Starr Avenue
Oregon, OH 43616

Mrs. Jennifer Conkle, Principal  (419) 693-0589

For directions to buildings, go to www.mapquest.com and type your starting and ending locations.
POLICY

Substitute teachers shall be approved by the Superintendent of Schools and said substitutes must file a valid certificate and a record of training and experience with the Assistant Superintendent before starting to teach. The building principal or a person designated by the Superintendent will make the day-to-day appointment of substitute teachers from the approved list.

Each school will provide the substitute teacher with an instruction sheet.
EFFECTIVE SCHOOLS

- A Sense of Mission

- Strong Building Leadership

- High Expectations for All Students and Staff

- Frequent Monitoring of Student Progress

- A Positive Learning Climate

- Sufficient Opportunity for Learning

- Parent/Community Involvement