



# **SUBSTITUTE TEACHER HANDBOOK**

As reviewed and approved by the Whitko Board of School Trustees June 17, 2024

710 N. SR 5 | Larwill, IN 46764 Ph: 260-327-3677 | Fax: 260-327-3238

## RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

1. Arrive on time.
2. Report to the school main office.
3. Receive instructions and materials that have been left for you- follow the lesson plan.
4. Check for special activities or changes in the schedule.
5. Check the correct procedures for:
  - a. Use of library, A.V. and computer equipment and materials.
  - b. Report absences and tardiness.
  - c. Recording attendance.
  - d. Clearing the building during fire drills or other emergencies.
  - e. Lunch.
  - f. Use of teacher rest areas.
6. Assume the duties of the regular teacher, which include, but are not limited to:
  - a. Additional supervision responsibilities.
  - b. Collection of money.
  - c. Maintain good housekeeping.
  - d. Grading, if needed.
  - e. Other duties as may be directed.
7. Maintain a professional role as a substitute teacher. Respect confidential information and avoid any criticism of others. If constructive criticism is necessary, discuss your information with school principal.
8. Notify the principal's office immediately should an accident or severe problem occur.
9. Confer with the regular classroom teachers whenever they may provide assistance.
10. Keep the atmosphere of the room as nearly normal as possible by following the regularly scheduled activities and teaching plans.
11. Discipline:
  - a. Do be calm and unemotional, be firm and fair. (Give a student a chance to explain his/her self.) Explain the reasons for any penalty or punishment.
  - b. You may deny the student privileges for misbehaving.
  - c. If possible, try not to embarrass the student as a form of punishment. Try to handle the situation privately.
  - d. Do not use any unusual form of punishment.
  - e. Do not in any case use physical discipline of any type. Report any serious problems to the principal's office immediately.
  - f. Do not punish the group for acts of individual students.
  - g. Do not consider the student's misbehavior as a personal affront. Set clear and consistent behavior standards for students, and enforce those standards professionally.
  - h. If students are busy with some worthwhile materials, discipline problems seldom develop. The substitute should be pleasant but firm.
  - i. Walk around the room, keep students involved in relevant instructional activities, maintain eye contact and dialogue with students.
  - j. In the event where student(s) are endangering the safety of themselves or others, the substitute should remove all other students from the area to a nearby classroom or hallway and the school office should be notified immediately.

12. Complete the day's assignment by:
  - a. Leaving the teacher's desk and room in order.
  - b. Leaving the completed substitute teacher report form on the teacher's desk. Include any assignments(s) not completed during the day and any absences during the day.
  - c. Returning equipment and materials to proper places
  - d. Closing windows, adjusting shades / curtains and turning off lights.
13. Staff Dress and Grooming - The School Board believes that professional staff members set an example in dress and grooming for their students to follow. These factors act in a positive manner towards the maintenance of discipline:
  - a. Be physically clean, neat, and well groomed;
  - b. Dress in a manner consistent with your professional responsibilities;
  - c. Dress in a manner that communicates to students 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 their hair style or dress does not disrupt the educational process and does not cause a health or safety hazard.
14. Limit use of phones, devices and computers to professional use during the school day.
15. Remember: Be Prompt. Be Patient. Be honest. Be enthusiastic. Have a sense of humor. Have a definite objective.
16. Check out at the school office at the end of the day.
  - a. Leave keys or materials.
  - b. Report unusual situations.
  - c. Check to see if you will be needed the next day.

## **MEALS**

Adult lunches are available at each building. In general, the academy staff members provide their own lunch, and have a 30-minute meal break. Check with the office for meal costs.

## **SCHOOLS AND STAFF MEMBERS**

### **Central Office 260-327-3677**

710 N SR 5, Larwill IN 46787  
FAX: 260-327-3238  
Dr. Tom Edington, Superintendent  
Teresa Carrano, Administrative assistant to the superintendent, Ext. 1003

### **Pierceton Elementary 574-594-2210**

434 S. First Street  
Pierceton, IN 46562  
Fax: 574-594-3523  
Christy Haupert, Principal  
Monda Pherigo, Office assistant Ext. 5001

### **South Whitley Elementary 260-723-6342**

406 W. Wayne Street  
South Whitley, IN 46787  
Fax: 260-723-5165  
Joel Holsopple, Principal  
Cindy Hatton, Office assistant Ext. 2501

### **Whitko Jr/Sr High School 260-723-5146**

One Big Blue Ave  
South Whitley, IN 46787  
Jodie Clark, Principal  
JD Maurer, Vice Principal  
Caleb Logan, Assistant Principal  
Teresa Hall, Administrative Assistant

### **Whitko Career Academy 260-723-3603**

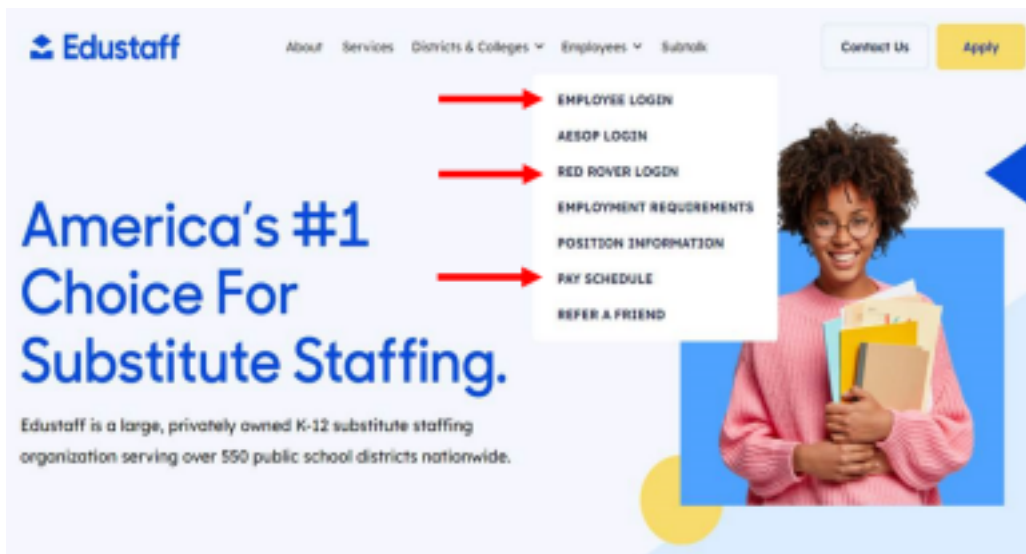
710 N SR 5, Larwill IN 46764  
Chris Benedict, Director  
Karlie Knach, Administrative Assistant

# Edustaff Substitute Quick Reference

Technical Support: 1-877-974-6338

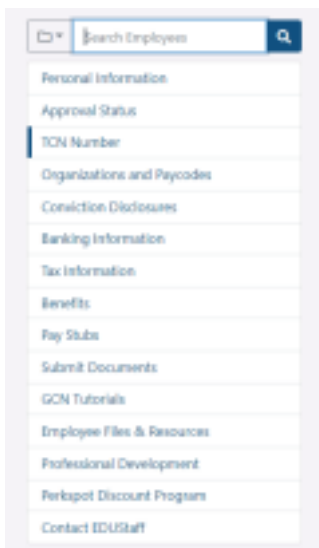
## How to login to your Access Account:

- Please go to <https://account.edustaff.org/access/>
- You can also login from [www.edustaff.org](http://www.edustaff.org)
  - o Click on Employees to get the drop-down menu below.
  - o Then, click on EMPLOYEE LOGIN



Once in your Access Account, you have several options from the menu on the left.

Please see below:



Please note your Pay Stubs are available in your Access Account.

Your Pay schedule can be found at [www.edustaff.org](http://www.edustaff.org) Then, click on Employees Your Employee Policy Manual and Classroom Workbook are listed under Employee Files & Resources.

## How to login to Red Rover:

To login into Red Rover, the dispatching system Whitko Schools use for absences:

- Please go to: <https://app.redroverk12.com>

Red Rover has launched their free mobile apps for Apple (iOS) and Android devices. Please familiarize yourself with this information and store the links in a handy location (especially the download links).

Device	Download site	Help article*
Apple (iOS)	<a href="https://apps.apple.com/us/app/id1525229425">https://apps.apple.com/us/app/id1525229425</a>	<a href="https://help.redroverk12.com/hc/en-us/articles/360046175671-Red-Rover-Mobile-App-for-iOS-Apple-Devices">https://help.redroverk12.com/hc/en-us/articles/360046175671-Red-Rover-Mobile-App-for-iOS-Apple-Devices</a>
Android	<a href="https://play.google.com/store/apps/details?id=com.rmobile">https://play.google.com/store/apps/details?id=com.rmobile</a>	<a href="https://help.redroverk12.com/hc/en-us/articles/360046166071-Coming-Soon-Red-Rover-Mobile-App-for-Android-Devices">https://help.redroverk12.com/hc/en-us/articles/360046166071-Coming-Soon-Red-Rover-Mobile-App-for-Android-Devices</a>

\*It may be necessary to be logged in to Red Rover to access these articles. They're also available by searching the Help topics

Users can find the app in their app store with the Red Rover symbol or search for "Red Rover K12".

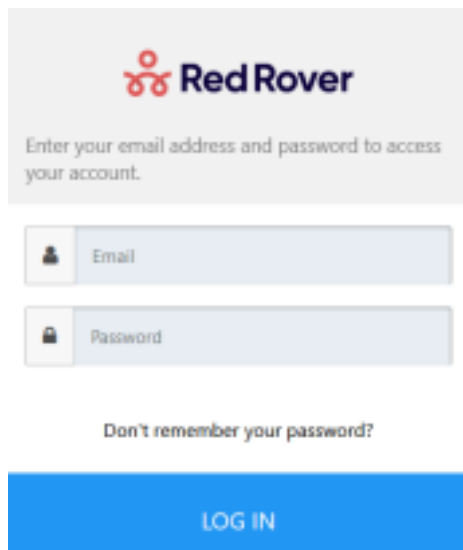
Additionally, here is some info on Red Rover with links for their app.

On your home page in the upper right corner is a question mark, this is a help button and has tutorials on how to utilize Red Rover.

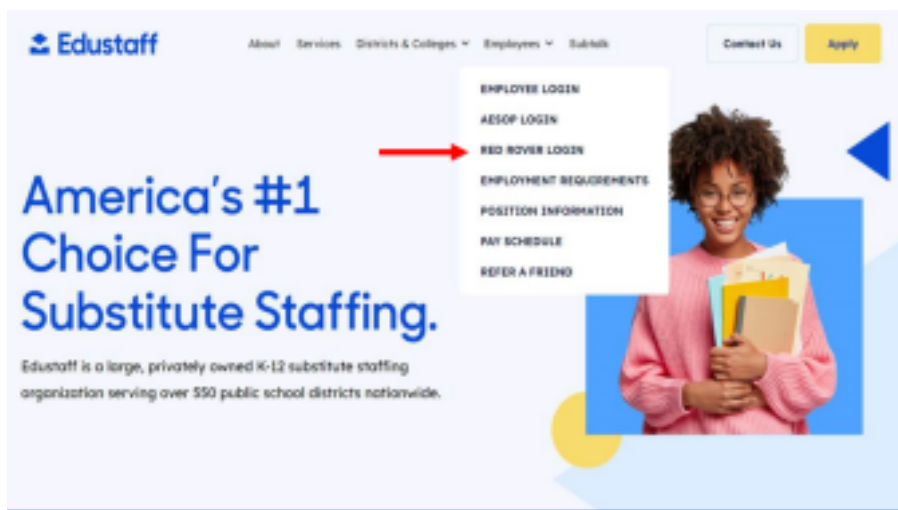
If you aren't tech savvy, that's ok because you can contact Employee Services at 877-974-6338.

You can also get to Red Rover through [www.edustaff.org](http://www.edustaff.org)

- Click on Employees to get the drop-down menu below.
- Then, click on Red Rover



The image shows the Red Rover login interface. At the top left is the Red Rover logo. Below it, a text prompt says "Enter your email address and password to access your account." There are two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Don't remember your password?". At the bottom is a blue button labeled "LOG IN".



The image shows the Edustaff website. The top navigation bar includes "About", "Services", "Districts & Colleges", "Employees", and "Subsites". A red arrow points to the "Employees" dropdown menu, which is open and shows options: "EMPLOYEE LOGIN", "AESOP LOGIN", "RED ROVER LOGIN", "EMPLOYMENT REQUIREMENTS", "POSITION INFORMATION", "PAY SCHEDULE", and "REFER A FRIEND". The main content area features a large blue heading "America's #1 Choice For Substitute Staffing." and a photo of a smiling woman holding folders. A "Contact Us" button and an "Apply" button are visible in the top right corner.

**The Civil Rights Compliance Officer**

**For Whitko Schools is:**

Superintendent

Whitko Community School Corporation

710 N SR 5 – Suite B

Larwill, IN 46764

Phone: (260) 327-3677

Fax: (260)327-3238

*Please contact with any concerns or grievances*

***Equal Opportunity Employer:***

*No person shall on the basis of gender, race, color, national origin, or handicap be excluded from participation in, denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection. Information requested is used only to determine the applicant's ability to meet job criteria and perform satisfactorily.*