

BELLEFONTAINE CITY SCHOOLS  
HANDBOOK  
FOR  
SUBSTITUTE AND REGULAR TEACHERS

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TABLE OF CONTENTS

Foreward	1
Professional Ethics	1A
Certification	2
Salary	3
Procedures For Obtaining Substitute Teachers	4
School Hours	5
Role Of The Regular Teacher	6
What To Expect From The Regular Teacher	7
Rules And Regulations	8
For The Substitute Teacher <u>DO'S</u>	9
For The Substitute Teacher <u>DON'T'S</u>	10
Corporal Punishment	11
Rules And Regulations	12

TO OUR SUBSTITUTE TEACHERS:

Thank you for joining the staff of the Bellefontaine City Schools, even if your services will be less than full-time. All of us full-timers are delighted to welcome all of you part-timers to the corps.

Bellefontaine has a good school system--not without problems, of course, but, nevertheless, a good school system. Now, you are in an excellent position to help us improve the solid instructional base upon which this good system rests.

By working with us---and by sharing your creativity and constructive criticism---Bellefontaine will be able to improve its program for youth and adults alike. You have a most significant role to play.

May we repeat our welcome and wish for you a satisfying school year.

PROFESSIONAL ETHICS

Substitute teachers in the Bellefontaine City Schools are on the same professional level as contract teachers and are expected to observe the same ethical code and behavior. It is considered unprofessional to carry tales from school to school or from school to the public. One may disagree with existing methods, policies and procedure; this is a healthy sign in a profession. Difference of opinion, however, should remain within the professional family. Individual criticism of the other schools and teachers does much damage and accomplishes little.

CERTIFICATION

To qualify as a substitute in the Bellefontaine City Schools, an applicant must have met the following requirements:

1. Must possess a certificate from the Ohio State Department of Education, Division of Certification. Under certain conditions temporary certificates will be issued by the State Department to permit a teacher to fill a specific teaching assignment for one year.
2. Must have completed at least 56 hours of college work to qualify as an elementary substitute, and 110 hours of college work to qualify as a secondary substitute.
3. Must be approved by the Board of Education.

The following items must be on file in the Office of Substitute Teachers:

1. APPLICATION BLANK FOR TEACHING POSITION
2. DOCTOR'S CERTIFICATION OF SUCCESSFUL VACCINATION AGAINST SMALLPOX
3. EMPLOYEE WITHHOLDING EXEMPTION CERTIFICATE--Form W-4
4. RECORD OF TUBERCULOSIS TEST OR X-RAY
5. SUBSTITUTE AGREEMENT FORM
6. TRANSCRIPT OF COLLEGE CREDITS, original copy or a certified true copy, showing official record of credits earned to date and the degree granted.

SUBSTITUTE PAY

The regular rate for substitutes in the Bellefontaine City School District is:

\$18.00 a day

\$ 9.00 a 1/2 day

Income tax deduction, Form W-4 and a State of Ohio teaching certificate must be on file in the Personnel Office before salary can be paid.

A substitute who works for six weeks or more on one assignment may be classified as a permanent substitute in that position. This carries an increased rate of pay which terminates upon completion of the assignment.

SALARY

All substitutes are paid at a standard rate established by the Board of Education.

Checks will be mailed to the substitute's home address by the 25th of each month.

The substitute teacher who works on the last day of the pay period will receive this day's pay in his next payroll check.

For any questions concerning pay periods or pay checks, call the Clerk's Office, 592-2661.

PROCEDURES FOR OBTAINING SUBSTITUTE TEACHERS

1. The teacher absent will notify the superintendent's administrative secretary immediately if a substitute is necessary by calling the central office until 4:30 p.m. or at her residence after 4:30 p.m. Early requests provide the most satisfactory and available replacements.
2. The selection from the substitute list is made by the administrative secretary.
3. The administrative secretary calls substitutes whenever the need is known; however, if substitute needs are not known until the morning that they are required, the administrative secretary, Mrs. Fred B. Miller, 522 E. Chillicothe, 592-3547, should be contacted by 7:00 and she in turn contacts substitutes until obtained.
4. In cases of late notification, it will be necessary in some instances for schools to cover the rooms until the substitute is able to get to the school.

SCHOOL HOURS

Elementary

Kindergarten through Sixth Grades 8:30 - 3:00

Secondary

Junior High School 8:30 - 3:15

Senior High School 8:30 - 3:15

The time of teacher's arrival is 8:00 a.m. in the elementary grades and 8:00 a.m. in the Junior and Senior High Schools.

Junior and Senior High substitutes may consider a half day ending at noon or when the regular teacher's lunch period begins.



ROLE OF THE REGULAR TEACHER

The regular teacher seldom knows when sickness will force his absence. The teacher's lesson plan, along with other information regarding rooms, extra-curricular duties, etc., should always be accessible in the teacher's desk. The teacher's address and phone number would also be a convenience. If an absence is foreseeable, the regular teacher should have in readiness:

- (a) complete lesson plans for the days of absence,
- (b) legible and up-to-date seating charts for all classes,
- (c) information on special pupils of any type,
- (d) a list of any special assignments or activities,
- (e) information about the location of materials, supplies, and answer books,
- (f) fire drill drawing available.

Teachers should never criticize a substitute's work in the presence of pupils, or voice to a class dissatisfaction with what may have been done. If, however, the substitute's work is unsatisfactory or involves the welfare of the school, such objection should be registered with the principal on an objective, professional basis.

The regular teacher can minimize discipline problems by preparing the pupils, for the possibility of a substitute teacher's taking charge. Another kind of gesture on the part of the regular teacher would be to phone or write and thank the substitute for his work.

All classes should elect, or the teachers appoint, a student and alternate who will be the group's official host or hostess.

The following procedure should be followed by the classroom teacher to report from duty.

WHAT TO EXPECT FROM THE REGULAR TEACHER

1. A schedule of classes -- alternate schedule if there is one.
2. Definite lesson plans for more than one day -- in the teacher's desk.
3. An up-to-date classroom seating plan -- with interpretive notes if necessary. For high school -- an assembly seating chart properly located relative to entrance and stage with instruction as to checking assembly attendance. Teacher station for assemblies also designated.
4. A notation of any individual assignments or duties with a brief outline of the duty.
5. Keys to desk and cabinets.
6. Register book on desk for attendance.
7. All teachers editions on hand.
8. A fire drill drawing.

WHAT TO EXPECT FROM THE PRINCIPAL

The principal will be happy to assist you with any problems such as discipline, locating supplementary materials, an explanation of duties or lesson plans, etc., which occur during your stay.

### LEAVING THE BUILDING

Children are not permitted to leave the building during school hours without the principal's consent. They will be excused to leave only with parents or upon confirmed approval of parents.

### ILLNESS

If a child becomes ill and it is necessary for him to go home, he is permitted to do so only after the home has been contacted by the principal.

A note stating the cause of absence should accompany the pupil following any absence from school.

### LESSON PLANS

If you are with us for a period beyond the lesson plans as outlined - consult the principal about additional lesson plans.

Leave for the regular teacher a brief outline of work done and assignments made and other pertinent data. Grade all written work unless the teacher has left other directions.

### FIRE DRILLS

Fire drill regulations are established for every room. Acquaint yourself with the procedure for your classroom as a first duty of the day.

### EMERGENCIES

In cases in which parents of a child who is seriously ill or injured as to constitute an emergency cannot be located in time, an ambulance is called by the principal and the child is taken to the hospital. Each building office keeps on file a record of parents or other persons who may be contacted.

FOR THE SUBSTITUTE TEACHER

DO'S

- Do be on time!
- Do ask about extra duties.
- Do be modestly dressed and well-groomed.
- Do be interested and enthusiastic.
- Do introduce yourself to the class and write your name on the board.
- Do be self-confident as you go into the classroom.
- Do learn as many of the pupils' names as possible.
- Do get in touch with the regular teacher when possible if assignments is for a long period of time.
- Do follow the regular teacher's plan insofar as possible.
- Do be ethical and professional at all times in attitude and relationships with pupils, staff members, and parents.
- Do see that room equipment and records are left in order.
- Do remember that all pupil personnel records are confidential.
- Do report to school office before leaving each day.

FOR THE SUBSTITUTE TEACHER

DON'T'S

Don't forget you are employed to teach boys and girls.

Don't discuss individuals of one school with another.

Don't be lax in discipline.

Don't start too much new work that may not relate to the regular teacher's plans unless you know your services will be for an extended period.

Don't leave school early even though there is a free period at the end of the school day.

Don't hesitate to seek information as needed from other teachers and the school office.

Don't waste or misuse materials and supplies.

Don't discuss teachers or children with anyone other than the principal.

Don't take the school keys home with you.

Don't forget to return films, museum cassettes, and library books.

Don't use any equipment with which you are unfamiliar.

Don't leave the school premises with the pupils or make any changes in the regular school program without notifying the principal.

CORPORAL PUNISHMENT

Corporal punishment shall be used only as a last resort after other corrective measures have been used without success. Whenever possible, the parent shall be advised in advance of the decision to administer such punishment and of the reason therefore.

The decision to administer corporal punishment shall be made by the principal after consultation with the teachers or other staff members familiar with the case.

When such punishment is administered, the following rules shall be observed:

1. The punishment shall be administered by the principal, or by some member of the professional staff designated by him. If responsibility is delegated, there shall be a separate and distinct delegation in each instance.
2. The punishment shall be administered only by striking the pupil across the buttocks with the palm of the hand or a broad paddle.
3. The administration of punishment shall be witnessed by at least one other member of the staff.
4. The punishment shall not be administered with malice toward the pupil, nor at a time when the person administering it is angered or impassioned. The nature or amount of the punishment shall not be unreasonable or of such nature as to leave permanent marks or permanent ill effects.

A teacher may use physical force against a pupil without advance approval by the principal, when, because of unusual circumstances, immediate action is essential:

- a. For self-defense
- b. For the preservation of sufficient order to permit instruction to proceed
- c. For the safety of other persons
- d. For the protection of Board of Education property.

In each case the teacher shall within 24 hours make a report to the principal stating:

- a. The circumstances
- b. The nature of the action taken.

### DETENTION

No pupil shall be detained as punishment during the noon recess. Reasonable detention at the close of the school day is permitted, but such detention shall not exceed 30 minutes for elementary pupils or 45 minutes for secondary pupils. If a child in an elementary school is detained at the end of the day, the parents must be notified in advance. A child transported in a school bus should not be made to miss the bus except with the permission of the parents and if secondary transportation is available.

### GIFTS

There should be no exchange of gifts between individual pupils and teachers.

### PUPIL MESSENGERS

Because of health and safety hazards, no pupil shall be sent from the school building during school hours to perform an errand or act as a messenger, except with the knowledge and approval of the principal and only for urgent and necessary school business. The consent of the pupil's parent is required.

### FIELD TRIPS

#### Purpose

Each excursion or field trip should have a purpose, meet a real need, and provide worthwhile experience. Preferably, the excursion should not last more than half a day.

#### Procedure

Secure approval of the principal and written permission from the parents.

Secure permission from the personnel at the place to be visited.

If the place to be visited is beyond walking distance, arrange for transportation.

Give attention to class behavior and safety on the trip.

Discuss the trip with the class to prepare the children.

#### Follow-Up

After returning to school devote a reasonable amount of time to classroom discussion in order to establish the value of the excursion.

Encourage individual pupils or the class to write letters of appreciation and send them promptly to representatives of the places that were visited.

BELLEFONTAINE CITY SCHOOLS

SCHOOL CALENDAR

for

1968-1969

August	30	General Teachers Meeting at Pine Avenue (all teachers) 9:30 a.m.
September	2	Labor Day - No School
	3	Opening day of school - All Day Session - Begin First Six Weeks
October	11	End First Six Weeks - 29 Days In Session
	14	Begin Second Six Weeks
	25	C.O.T.A. - No School
November	22	End Second Six Weeks - 29 Days In Session
	25	Begin Third Six Weeks
	28-29	Thanksgiving Vacation - No School
December	20	Begin Christmas Vacation - 3:30 p.m. - School In Session
	30	End Christmas Vacation - School Re-opens
January	1	New Year's Day - No School
	2	School Re-opens
	17	End Third Six Weeks and First Semester - 31 Days In Session (89 days in first semester)
	17	Teachers Work Day - No Students
	20	Begin Fourth Six Weeks
February	28	End Fourth Six Weeks - 30 Days In Session
March	3	Begin Fifth Six Weeks
April	3	Begin Easter Vacation - 3:30 p.m. - School In Session
	14	End Easter Vacation - School Re-opens
	18	End Fifth Six Weeks - 29 Days In Session
	21	Begin Sixth Six Weeks
May	30	Memorial Day - No School
June	2	School Re-opens
	5	End Sixth Six Weeks and Second Semester - 33 Days In Session (92 days in second semester)
	6	Teachers Work Day - No Students
	8	Baccalaureate 2:00 p.m. - Senior High School
	8	Commencement 8:00 p.m. - Senior High School

PERIOD	IN SESSION	TEACHERS MEETINGS	TOTAL
1	29	1	30
2	29	1	30
3	31	1	32
4	30	0	30
5	29	0	29
6	33	1	34
	<u>181</u>	<u>4</u>	<u>185</u>

First Semester examinations will be given on January 14, 15, and 16, 1969.

Second Semester examinations will be given on June 3, 4, and 5, 1969.





