

***Greenfield-Central Community School  
Corporation***



**Substitute Teacher Guide**

**2021-2022**

# Introduction

Welcome to the Greenfield-Central Community School Corporation. As a substitute teacher for the Greenfield-Central Community School Corporation Schools, you are an essential and valuable part of our educational team. We appreciate your willingness to provide service to our students and staff in your role as a substitute teacher. This handbook is intended to convey information that is pertinent to the substitute service. It is presented as a matter of information only and its contents should not be interpreted as a contract of employment.

In your duties you will have the opportunity to influence students with whom you come in contact, so you must conduct yourself in a professional manner. As a part of our team, you will be relied upon to maintain the health and safety of our children, preserve the property of the community, cooperate with other members of the educational team and be a public relations representative to all who visit our buildings.

To be successful, each substitute must have an understanding of his or her assignments and responsibilities, follow instructions, develop and practice good work habits, be courteous at all times, keep safety and well-being at the forefront of your work, and be conscientious and industrious so that you can be an effective part of the effort in educating our students.

Please contact Angie Burnside (317-462-4434 or [aburnside@gcsc.k12.in.us](mailto:aburnside@gcsc.k12.in.us)) for any questions or to receive additional information.

# Greenfield-Central

## 2021 Back to School Information



Masks in school buildings are recommended, but not required, for all students, staff, and visitors.



Masks must be worn on school buses to comply with federal transportation laws.



Schools are required to report positive cases. Contact tracing and quarantining will follow federal, state and local requirements.

*As circumstances and guidelines from public health organizations change, this guidance may change.*

# ***Greenfield-Central Community School Corporation***

## **District Administrators**

***Dr. Harold Olin***  
***Superintendent***

***Dr. Lori Katz***  
***Secondary Curriculum Director***

***Nathaniel Day***  
***Business Manager***

***Greg Thompson***  
***Technology***

***Scott Kern***  
***Director of Human Resources***

***Megan Thompson***  
***Elementary Curriculum Director***

***Robin LeClaire***  
***Director of Student Services***

## **Building Principals**

***Greenfield-Central High***  
***Jason Cary***  
***810 N Broadway***

***Greenfield Intermediate***  
***Devon Marine***  
***204 W Park Ave***

***Eden Elementary***  
***Melia Hammons***  
***8185 N State Rd 9- Maxwell***

***JB Stephens Elementary***  
***Shane Bryant***  
***1331 N Blue Rd***

***Greenfield Central Junior High***  
***Jim Bever***  
***1440 N Franklin***

***Maxwell Intermediate***  
***Jobie Whitaker***  
***102 N Main- Maxwell***

***Harris Elementary***  
***Sarah Greulich***  
***200 W Park Ave***

***Weston Elementary***  
***Meg Welch***  
***140 Polk St***

## Building Primary Contact

**Connie Entreken**

**Secretary**

**317-462-9211**

[centreken@gcsc.k12.in.us](mailto:centreken@gcsc.k12.in.us)

[jmitchell@gcsc.k12.in.us](mailto:jmitchell@gcsc.k12.in.us)

**Greenfield Central High**

**Jan Mitchell**

**Secretary**

**317-477-4616**

**Greenfield Junior High**

**Claudia Pope**

**Secretary**

**317-462-6827**

[cpope@gcsc.k12.in.us](mailto:cpope@gcsc.k12.in.us)

[lkerkhoff@gcsc.k12.in.us](mailto:lkerkhoff@gcsc.k12.in.us) **Greenfield Intermediate**

**Maxwell Intermediate**

**Lisa Kerkhof**

**Secretary**

**317-326-3121**

**Lisa Richardson**

**Anita Workman**

**Secretary**

**317-326-3117**

[lrichardson@gcsc.k12.in.us](mailto:lrichardson@gcsc.k12.in.us)

[aworkman@gcsc.k12.in.us](mailto:aworkman@gcsc.k12.in.us)

**Eden Elementary**

**Secretary**

**317-467-6731**

**Harris Elementary**

**Pam Kellams**

**Secretary**

**317-462-4491**

[pkellams@gcsc.k12.in.us](mailto:pkellams@gcsc.k12.in.us)

[rguzman@gcsc.k12.in.us](mailto:rguzman@gcsc.k12.in.us) **JB Stephens Elementary**

**Weston Elementary**

**Rene Guzman**

**Secretary**

**317-462-1492**

**Alisha Savage**

**Tonya Haines**

**317-462-4434 ext 41113**

**ext 46105**

[asavage@gcsc.k12.in.us](mailto:asavage@gcsc.k12.in.us)

**Cougar Cubs Preschool-JB**

**317-477-4622**

[thaines@gcsc.k12.in.us](mailto:thaines@gcsc.k12.in.us)

**Cougar Cubs**



## **Our Vision**

*Learning for All; All for Learning*

## **Our Mission**

***The Mission of Greenfield-Central Schools, in partnership with parents and the community, is to effectively prepare students to be lifelong learners and contributing members of a changing world.***

## Guidebook Sections

Section Title	Page Number
General Information	7
Substitute Employment, Eligibility and Pay	8
Assignment	11
Expectations and Responsibilities	14
Safety in Schools	16
Substitute Teacher Folder	18
Classroom Management and Student Supervision	19
COVID-10 Addendum Link	

# General Information

## School Times

Substitute teachers should be on duty at the designated school during the times indicated below. Upon arrival at school, substitutes should check in at the main office. This is where substitutes receive classroom keys and necessary information regarding your assignment. It is recommended that substitutes arrive at school at least **15 minutes** prior to your designated duty time.

## School Start and End Times

<i>High School</i>	<i>Starts at 8:30</i>	<i>Ends at 3:25</i>	
<i>JRH School</i>	<i>Starts at 8:35</i>	<i>Ends at 3:25</i>	
<i>GIS, Harris School</i>	<i>Starts at 7:50</i>	<i>Ends at 2:10</i>	
<i>Weston</i>	<i>Starts at 7:40</i>	<i>Ends at 2:00</i>	
<i>MIS</i>	<i>Starts at 7:50</i>	<i>Ends at 2:10</i>	
<i>EDEN, JB</i>	<i>Starts at 7:40</i>	<i>Ends at 2:00</i>	
<i>Academy</i>	<i>Starts at 8:30</i>	<i>Ends at 3:25</i>	
<i>Cougar Cubs</i>	<i>Starts at 7:00</i>	<i>Ends at 4:30</i>	

## School Calendar

First Student Day	July 29
Labor Day	<b>Sept. 6</b>
Fall Break	<b>Oct. 4 - 15</b>



Thanksgiving Break	<b><i>Nov. 25- 26</i></b>
Winter Break	<b><i>Dec. 20 - Dec. 31</i></b>
Martin Luther King Day	<b><i>Jan. 17</i></b>
President's Day	<b><i>Feb. 21</i></b>
Spring Break	<b><i>Mar. 14 - 25</i></b>
Last Student Day	<b><i>May 26</i></b>

## Substitute Employment, Eligibility and Pay

### Equal Opportunity Statement and Selection

***Greenfield-Central Schools*** is an equal opportunity employer. There shall be no discrimination against any employee on the basis of race, color, religion, sex, age, national origin, disability, past military service or any other classification protected by the federal, state or local laws when hiring, placing, terminating, compensating substitute teachers. Initial selection is determined by an evaluation of the completed application, previous recommendations, and may include an interview.

Substitute staffing needs will be determined yearly on the basis of curricular needs. Previous substitutes shall be retained from year-to-year based upon the quality of their performance, provided they have not refused a substantial number of substitute assignments.

### Employment

The District employs substitute teachers on an “on-call” day-to-day basis. Employment is offered only to those who have completed all requirements.

A letter of reasonable assurance of return to work will be provided to substitute teachers on a yearly basis for those with satisfactory service and continuing availability.

It is the responsibility of each employee to become familiar with the rules and regulations set forth by ***Greenfield-Central Schools*** and to follow them. It is the responsibility of each substitute teacher to report change of name, address and phone number to the Payroll Department.

If you, as a substitute teacher, gain employment elsewhere, or do not plan on returning, please notify Angie Burnside immediately. Any substitute teacher who has not worked for three (3) or more consecutive months, or who works less than six (6) days in one school year, may not be employed for the following school year.

## Necessary Documentation for Eligibility

The documentation requirements are as follows:

- ☐ Strongly encourage 60+ credit hours from an accredited college or university. College degree or original transcripts are required for verification
- ☐ Original IDs to be copied by HR staff (Passport, or Driver's License along with Social Security Card or Birth Certificate)
- ☐ Federal and State Withholding (W4) forms
- ☐ A valid Indiana Substitute Teacher's Permit (If you do not already have a valid permit, you will receive information on how to apply after you have been selected to serve as a substitute teacher for our district)
- ☐ A current criminal history check and Expanded Child Protection Index check (After you have been selected to serve as a substitute teacher for our district you will receive information on how to complete the criminal history check)
- ☐ A completed application for employment with the district

## Required Annual Compliance Training/District Policies

All substitute teachers are required to complete the following training on an annual basis. This training must be complete before you can accept an assignment. The training includes important board policies related to substitute teachers. All of the board policies, including those listed below can be found on the district website <https://www.gcsc.k12.in.us/>. Click on the Info tab and refer to Board Policy (NEOLA) and Board Policy (CCHA New).

To complete training login to Vector Solutions (formerly SafeSchools) <https://gcsc-in.safeschools.com/login> If you have not received your system login information please contact Patty Hale.

- ☐ Suicide Prevention
- ☐ Bloodborne Pathogen
- ☐ Bullying Prevention

- ☐ Child Abuse and Neglect
- ☐ Criminal Organization Policy
- ☐ Safety in the Classroom
- ☐ COVID-19
- ☐ Review Substitute Teacher Guide

## Pay Scale

(Updated 01.01.2021)

Classification	Pay
General Education Teacher - Full-day	\$ 85.00 (\$90.00 after day 20)
General Education Teacher - Half-day	\$ 42.50 (\$45.00 after day 20)
Special Education Teacher - Full-day	\$ 85.00 (\$90.00 after day 20)
Special Education Teacher - Half-day	\$42.50 (\$45.00 after day 20)
General Education - Instructional Assistant /EB	\$9.72/hour
Special Education - Instructional Assistant	\$11.22/hour
Library Instructional Assistant	\$10.72/hr
Secretary	\$13.23/hr

Full-day shall consist of 7-¼ hours

Half-day shall consist of from staff member's arrival to lunch period or from lunch period to dismissal

## Payroll

Substitute teachers are paid every two (2) weeks per the payroll calendar. Substitutes are required to participate in direct deposit. All payroll deposit forms and address change forms are available online at the Administrative Building.

**Greenfield-Central School** calendars and schedules are available online at: <https://www.gcsc.k12.in.us/> or

hardcopies may be picked up by the substitute teacher at any building or the Administration Building.

## Time Record Requirements for Substitutes

- ☐ Substitutes must keep an accurate record of all hours worked using the time system provided. Actual hours, rather than expected hours worked each day must be reflected.
- ☐ Substitutes must review the accuracy of his/her time records before submitting them in the system for processing.
- ☐ If changes need to be made to a time record, the correction should be made before submitting the time record to payroll whenever possible.
- ☐ Upon signing and/or approving time, the substitute teacher is certifying the records are complete and accurately reflect all hours worked.
- ☐ Substitutes are responsible for maintaining time records. Substitutes should not allow another person to sign in/out for them nor should they sign in/out for another person. Substitute teachers should not tamper with any timekeeping equipment.
- ☐ The exact time the substitute began and ended work must be reflected.
- ☐ Time records should include time spent at mandatory, job-related training programs, lectures or meetings.
- ☐ Time records must be submitted to the staff member's supervisor at the end of the pay period. Time records must then be compiled and submitted to payroll by 10:00 am on Monday following the end of the pay period. In the event a holiday falls on a Friday or at the end of a week, time records are due to the supervisor prior to leaving for the holiday.

## Payroll Withholding

Withholdings for Federal Income Tax, Social Security, State Income Tax, and Local Option Taxes are made in accordance with the federal and state laws. If there is a change in dependency status or withholding levels, it is the employee's responsibility to advise the Payroll Office.

## Assignment

## Authority

Substitutes are assigned by Frontline Absence Management (AESOP). Departments and schools are asked to refrain from calling substitutes at their homes. Therefore, you are asked not to accept an initial assignment unless it comes directly from Frontline or the Substitute Coordinator. A school administrator may ask the substitute to return the next day for the same employee after consultation with the Human Resources department.

In the event that you have made a previous commitment obligating you to arrive late or to leave prior to the end of the scheduled hours, inform Angie Burnside at the time you are offered the assignment. As a point of courtesy, please notify the supervisor at the school/department upon your arrival at the assignment of commitment.

If you cannot accept assignments for an extended period of time because of illness or other personal reasons, please update your availability in the system or notify Angie Burnside.

## Frequency of Service

It is impossible to predict the amount of service that a substitute can expect. Frequency of employment depends on the absence rate of the regular staff, the number of available substitutes, the quantity of service rendered by the substitute, and request for the services of specific substitutes.

## Absence Management *Frontline Absence Management (AESOP)*

**Frontline Absence Management** enables you to receive assignments by using a telephone or web-based application.


The System will allow you to perform the following functions:

- Search for jobs
- Accept or refuse assignments
- Set your grade level/schools/days of the week preferences
- Review a previously accepted assignment
- Change your personal information

System Call-Out Times:

- School Days: 6:00am - 12:00pm/ 3:30pm -9:00pm
- Sunday: 3:30pm -9:00pm

System Access Information:

- 24-Hour Telephone Number: 1-800-942-3767
- Website portal: [Frontline - Sign In](#) 

System Administrator:

- **Angie Burnside**, Substitute Teacher Coordinator  
Phone number: 317-462-4434/ Sub Line 317-477-4101  
Email address: [aburnside@gcsc.k12.in.us](mailto:aburnside@gcsc.k12.in.us)  
Regular Work Hours: 8:00am -3:30pm  
Absence Management Users Guide- [aesoponline.com](http://aesoponline.com)

## Long-Term Assignments

The placement of a substitute on a long-term assignment is made after consultation with the building Principal by the school/department requesting the long-term substitute to make appropriate plans prior to acceptance of the assignment.

Since a long-term substitute may assume the same responsibilities as the regular employee, it will be necessary for the substitute to confer with the supervisor for explanation and clarification of duties.

In the event of an absence, contact Angie Burnside for a replacement during the absence. Substitutes assigned to a long-term position are responsible for reporting their absence.

## Priority Listings

Schools have the option of using Priority and Do Not Use lists in the automated substitute system to indicate a substitute's status with the school.

Priority lists are created by school administrators to identify those substitute teachers who best meet the needs of the school. Substitute teachers on priority lists are contacted first for open assignments at the school.

Substitute teachers provide a valuable service to schools. That service, however, is only valuable to the extent that it meets the needs and expectations of the school's administration. Administrators may also specify at their discretion that a substitute teacher not be assigned to their school based on an unsatisfactory performance or any reason that does not violate the law. These names are indicated on the school's Do Not Use list. Substitute teachers on these lists are not eligible to receive or accept assignments at those schools. After receipt of three (3) Do Not Use reports, the substitute may be scheduled for a conference with the building principal to discuss the concern(s) and the substitute may be required to complete training and/or to review the responsibilities of a substitute teacher. Substitute employment will be reviewed and may be terminated by the school district.

Complaints about substitutes regarding situations involving child abuse, neglect, inappropriate behavior and/or behavior detrimental to the safety and well-being of students will follow the reporting guidelines set forth in Board Policy. The

substitute teacher's employment will be immediately suspended pending the results of an investigation. Please refer to the Greenfield-Central Classified Employee Handbook under Rules of Conduct.

## Expectations and Responsibilities

### Being Prepared and Professional

Professionalism is a basic expectation of all employees of Greenfield-Central Schools. As a substitute in the district, you will be responsible for providing instruction, maintaining a safe and productive classroom environment and promoting learning in the absence of the regular classroom teacher.

It is imperative that you do not accept an assignment or that you cancel an assignment if you have tested positive for COVID-19, are showing COVID-19 symptoms, or you have knowingly had recent [close contact](#) with a person with COVID-19.

### General Guidelines

Occasionally, the school may change your assignment for the day depending on the situation and needs of the school. Please be flexible and understanding. Substitute teachers are not provided a planning period and may be asked to perform other duties assigned by the school administration.

Arrive at least 15 minutes prior to your scheduled report time to find parking, check-in, get your assignment for the day, receive any updates on safety procedures, review the lesson plans and class procedures, review emergency procedures in the event of a fire drill or other event that may arise during the day, locate the cafeteria, restrooms and nurses office. Ask questions if you need clarification on anything or if you have concerns.

Wear your district-issue identification badge so that your picture and name can be viewed by others.

Dress professionally and appropriately for the assignment. Jeans, leggings where the backside is not covered by a shirt, low cut tops, T-shirts, sandals, tennis shoes, and other casual clothing are not considered professional or appropriate attire for the classroom setting. Wear comfortable shoes and plan to be on your feet all day monitoring, assisting, and providing positive reinforcement to keep students safe and engaged in learning.

Be responsible for the safety of students. Never leave students unattended. If you have an emergency, call the office or send a student to the nearest classroom to request assistance. Automatically refer students to the health assistant for all cuts, injuries, administration of medication, or other health related reasons.

Report promptly for lunch duty, bus duty, or other special assignments that appear on the teacher's schedule or that have been assigned to you.

Intervene before allowing a situation to get out of control and do not hesitate to ask for help from another adult.

Do not discuss the students or any information obtained or observed with other people, especially out of school. If you feel you need to discuss a concern, please contact the main office. Confidentiality is essential.

Maintain a professional attitude at all times. Have a positive attitude about the school, the students, and your teaching assignment.

Refer any unresolved issues or concerns with students to the main office immediately. At no time should abusive language be used or punishment administered to a student.

## Daily Procedures

### Before Students Arrive:

- ☐ Introduce yourself to the teachers in rooms near your assigned room
- ☐ Write Your Name on the Board
- ☐ Review COVID-19 procedures - see addendum
- ☐ Review classroom procedures and behavior plan
- ☐ Review the day's schedule
- ☐ Ensure that you have contact information for the main office and other relevant staff
- ☐ Review lesson plans, seating charts, and any notes/guidance provided regarding accommodations or other relevant information on specific students
- ☐ Review emergency procedures in the event of a fire drill or other event that may arise during the day
- ☐ Ensure all materials are available and ready for instruction to begin as soon as students arrive
- ☐ Stand near the door and be prepared to greet students when they arrive

### During the Day:

- ☐ Introduce yourself briefly
- ☐ Share the learning objectives and the day's agenda
- ☐ Take attendance/lunch count, as needed
- ☐ Get students working right away
- ☐ Follow the lesson plans



- ☐ Monitor students throughout the class period and provide assistance, as needed
- ☐ Make note of any students who leave the room, including the time and their intended destination - you will need this information in the event of an emergency
- ☐ Should a student create an unsafe learning environment for other students, remove the other students from the classroom and seek assistance immediately
- ☐ Review the learning objectives with students
- ☐ Remind students of homework or other important information
- ☐ Have the students pick up papers and straighten the room, as needed
- ☐ Report any accidents to the main office
- ☐ Ask questions of other teachers and of students, as needed
- ☐ Ask for help, as needed

#### At the End of the Day:

- ☐ Perform any required sanitation procedures
- ☐ Complete a [Substitute Report](#) on AESOP
- ☐ Ensure the room is in order, turn off the lights and shut the door
- ☐ Go to the office to check-out and share any significant events or occurrences from the day
- ☐ Wash your hands, sign-out of the time recording system, wash your hands

## Safety in Schools

### CLOSING PROCEDURES

LISTEN TO YOUR LOCAL RADIO AND TELEVISION STATIONS - Announcements will be made over the radio and television stations as early as possible. Please check announcements on one of the following if the weather is stormy. Do not telephone the schools as phone lines are used to handle the emergency situation.

IF SCHOOL IS CLOSED DURING THE SCHOOL DAY, Students will be kept at the schools until the latest possible moment for safety reasons. As a teacher it is the substitute's responsibility to remain at the school with the students. In the event that children MUST be returned home, dismissal will occur on a school-by-school basis.

TWO HOUR DELAY SCHEDULES: Arrive two hours after the start of the regular school day. If you have any questions about our protocol, please feel free to contact the superintendent's office at 317-462-4434.

G-C Safety Documents are Located in Each Classroom

## GENERAL EMERGENCY GUIDELINES

- Know the emergency numbers: Fire/Police/Ambulance 911
- Know where the exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- First aid supplies and emergency equipment are located for use by those who are authorized and properly trained.

## INJURY/INCIDENT REPORTING

Any work-related injury or suspected injury must be reported to the main school office as soon as practicable.

- Building Health Assistant or Nurse will create a First Report of Employee Injury form. Building Health Assistant or Nurse will call or create an authorization form to notify or authorize treatment for the injured employee to take to the treating medical practitioners.
- Failure to promptly report an injury or complete the First Report of Injury promptly may result in the loss of workers' compensation benefits or disciplinary action.

## MEDICAL EMERGENCY

Upon discovering a medical emergency, call 911.

- Notify the main school office and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Administration will make any necessary notifications to family members of the person suffering the medical emergency.

## SECURITY

- All staff are expected to assist in maintaining building security. Classroom doors must be locked at all times.. Staff located near restrooms and/or exterior doors should routinely check these areas during supervision time such as passing periods to insure they are secure.
- If an individual is on the school premises without proper school identification, the main school office should be contacted immediately. The individual will be escorted to the front office.
- Students who are dropped off before school begins are to wait at a designated location until the start of the school day. Students are not to be in the building before or after school unless supervised by a staff member or group sponsor.
- The maintenance staff maintains a schedule for unlocking and locking doors at specifically designated times to maximize building security.

## PHONES FOR PERSONAL BUSINESS

- Personal business should not be conducted during the school day. Classroom telephones are for school-related business.
- Personal communication (cell phone calls, texting, social media, shopping) during instructional time should not occur.

## DISCIPLINE REFERRALS

A referral is made when an administrator is needed to review the situation and determine an appropriate course of action. When the behavior is so severe that a student needs to be removed from the educational environment, the student should be sent or escorted to the office. When this is not possible, the teacher may call the office to request an administrator. All searches must be conducted by an administrator and/or law enforcement, including accessing information from electronic devices. Teachers are never permitted to search student possessions, lockers, or personal electronic devices without prior approval of the administration. Teachers should follow building procedures for making discipline referrals. When students are referred to the office, an administrator will meet with the student, and consequences will be assigned as **deemed** appropriate by the administrator.

# Substitute Teacher Folder

## Substitute Teacher Folder Contents

A substitute teacher folder should be readily available to you when you enter any classroom. The substitute teacher folder should contain the following:

- ☐ Contact information for the main office, principal, assistant principal, social worker, school clinic, technology support, and name and contact information for all teachers in the building with a notation for those nearest to you as well as support staff
- ☐ A map of the school with key areas marked such as the cafeteria, gym, specials classes, school clinic for well students and for those showing symptoms
- ☐ The names of staff who support your classroom with their daily schedule
- ☐ The daily lesson plan
- ☐ The daily schedule, including additional assignments such as lunch, recess, enrichment block and/or bus duty
- ☐ The daily schedule for a one-hour delay and for a two-hour delay, including any additional assignments
- ☐ Login information and procedures required to submit attendance and/or lunch count
- ☐ Class rosters and seating charts
- ☐ Student login information
- ☐ Accommodations for specific students (instructional and behavioral) and confidentiality information
- ☐ Names of students who are helpful in answering questions
- ☐ Classroom routines and procedures
- ☐ Routines and procedures for lunch, restroom breaks, recess (where applicable), moving about the building, hallway supervision
- ☐ A blank classroom report to be filled out and left for the teacher
- ☐ A blank substitute report to be filled out and turned into the main office

- ❑ Safety manual including what to do in the event of an emergency, where to take students for shelter and evacuation paths
- ❑ ***Emergency sub plans or expectations if there is unexpected left-over class time***
- ❑ ***Guidelines for allowing students to leave during class--restroom etc.***

# Classroom Management and Student Supervision

## Classroom Management

Classroom management is the full range of teacher efforts to oversee classroom activities, including learning, social interaction, student behavior and safety. It is important that you establish expectations at the beginning of the day or class. Maintaining student engagement in the learning environment is a critical component of successful classroom management. Effective classroom management techniques include the following:

- ❑ **Respect Students**  
Students respect adults who respect them. Each student should be treated with respect.
- ❑ **Be Visible**  
Be present and visible in the room when students enter. Students should never be left unattended.
- ❑ **Stay in Control of Your Own Behavior/Demeanor**  
It is imperative for the substitute teacher to maintain control of his or her behavior/demeanor. Substitute teachers should model appropriate behavior even under highly stressful situations.
- ❑ **Stick to the Lesson Plan - Be Proactive**  
Always follow the lesson plan left by the teacher to the best of your ability and make sure that the students know that the work will be graded and entered into the student management system. Remind students that their teacher expects them to do their best work and be on their best behavior. If a lesson plan is unavailable or you do not have the materials necessary to implement the lesson plan, call the main office for guidance or seek out a nearby teacher for assistance.
- ❑ **Follow the School's or Classroom's Code of Conduct and Established Procedures**  
Smile at the beginning of the class as you cover classroom expectations as well as review established classroom procedures.
- ❑ **Begin Instruction Immediately**  
Commence lesson plans as soon as you have reviewed the code of conduct, classroom procedures and the day's agenda/schedule. Start the students on the lesson before taking attendance. Use the seating chart rather than calling names.
- ❑ **Write or Project Key Information on the Board**  
Have your name, the day's agenda/schedule, student directions, and key procedures on the board for student reference.

#### ❑ Keep Updated Record of Student Attendance

Keep a written record of any students who leave the classroom during instruction including what time they left and their intended destination. You will need this information in the event of an emergency or if the student is needed in the office or by another staff member in the building.

When interacting with students, consider the following:

- Listen before you respond
- Remain alert and attentive to what students are doing
- Move about the classroom throughout the class period
- Do not use your personal cell phone during class
- Never hand out candy or food as incentives for classroom management
- Never single out a student for misbehavior, instead identify students who are behaving appropriately
- Praise in public; censure in private - Do not reprimand the entire class for the behavior of one student
- Avoid talking over students. Gain the attention of all students before providing instruction. Implement the classroom procedure for gaining student attention or establish one of the following:
  - Quick response: You say “Greenfield Central”, students say “Charlie Cougar”;
  - You say “1, 2, 3 eyes on me”
  - You clap your hands two times then students clap their hands two times
- Limit the number of students out of their seats
- Use direct eye contact and physical proximity to discourage student misbehavior
- Ask off-task students to help you with a small task
- Never threaten or argue with a student
- Switch activities or approach to the activity if it is not working out
- Call the main office for assistance, if needed
- Should a student create an unsafe learning environment for other students, remove the other students from the learning environment and seek assistance immediately

## Attendance Procedures

See classroom instructions left by teacher

## Cafeteria Supervision

Teachers assigned to supervise the student cafeteria should enforce the expectations on the information sheet posted in the cafeteria and in the Student Handbook. Teachers are more effective when they circulate around the cafeteria, are visible at all times, and treat students with respect.

Students are expected to:

- Wash or sanitize hands prior to eating
- Maintain appropriate social distancing by sitting only at marked seats and remaining seated until released by a staff member to throw away trash or released from the cafeteria
- Properly dispose of garbage and throw away disposable trays and utensils in the appropriate location.
- Notify adults of spills or mishaps
- Refrain from throwing food/objects at all times
- Keep all food and beverages in the cafeteria
- Only touching and eating food distributed to them by staff or brought from their own home
- Students must ask an adult to fill their personal water bottle at a water bottle refill station
- Maintain a reasonable noise level - screaming or yelling across the cafeteria is not considered reasonable
- Use appropriate language in their conversations with peers and adults
- Be in the cafeteria when scheduled for breakfast or lunch and to be on time
- Be responsive and respectful to the requests and instructions of staff without argument
- Refrain from using nail polish and applying makeup
- Refrain from using school supplied technology while eating food

## In-Classroom Lunch Supervision (If Applicable)

The following procedures should be followed for in-classroom lunch:

- ☐ Lunch supervisor may hand each student a disinfecting wipe to wipe off their lunch surface - students should not touch the container of disinfecting wipes
- ☐ Students are released to throw away the disinfecting wipe and to wash or sanitize their hands.
- ☐ Students pick-up pre-packaged food items from the food cart or get out their own lunch from home and return to their assigned seats
- ☐ Students must ask an adult to fill their personal water bottle at a water bottle refill station

- ❑ Students are dismissed to throw away disposable trays and utensils in the appropriate location then wash or sanitize their hands

## Enrichment Block Supervision (High School Only)

Students are assigned to enrichment blocks in order to complete outside of class work and to prepare for upcoming quizzes and tests. Enrichment blocks are to be regarded like any other assigned class -- punctuality, accurate attendance, and proper behavior must be maintained. An atmosphere conducive to study must be maintained.

Students may not leave the enrichment block to go to another classroom or to the library without a signed and dated pass.

Students must ask an adult to fill their personal water bottle at a water bottle refill station.

Students should not leave the enrichment block to get materials from their lockers. Students should report to the enrichment block prepared to work when they arrive. If a student does not have appropriate materials, select an assignment from the enrichment block folder to assign to the student.

## Recess Supervision

Recess is important for students' mental and physical health and is included in the daily schedule for students. General playground safety protocols must be enforced at all times.

### Outside of the Classroom

The following procedures should be followed for outside of the classroom recess:

- ❑ Students should wash or sanitize their hands prior to going out to recess
- ❑ Students should be assigned zones for play and must be monitored for safe interactions and follow playground/gym safety rules for the specific playground/gym zone
- ❑ Use a whistle with three short notes to signal when students may rotate to the next playground/gym zone, moving in a clockwise direction
- ❑ Use a whistle with a long note to signal when students should line-up at the conclusion of recess.
- ❑ Students must ask an adult to fill their personal water bottle at a water bottle refill station
- ❑ Have students wash or sanitize their hands before returning to their assigned seats in the classroom

### Inside of the Classroom

The following procedures should be followed for inside of the classroom recess:

- ❑ Students must ask an adult to fill their personal water bottle at a water bottle refill station
- ❑ Students should wash or sanitize their hands and return to their assigned seat

## Student Passing Periods Supervision

While every attempt is made to reduce the need for students to move around the building, there are times when groups of students must move to different areas of the facility.

### High School and Middle School

The following procedures should be followed for student passing periods:

- ❑ Students should be released exactly at the time indicated on the day's schedule. Students must remain in their designated seat until it is time for their release
- ❑ Substitute teachers must monitor the hallways and restrooms outside of their assigned classrooms
- ❑ Students should remain on the right side of the hallway and should remain moving - a good rule of thumb is that the student should not be able to touch the person in front of or beside them while standing straight with an outstretched arm
- ❑ Substitute teachers must be at the door to greet students as they enter the classroom and ensure that students go directly to their assigned seats

### Elementary School

The following procedures should be followed for student passing periods:

- ❑ A good rule of thumb is that the student should not be able to touch the person in front of or beside them while standing straight with an outstretched arm
- ❑ The substitute should enter the hallway at the assigned time for the passing period
- ❑ Teacher-led students should remain on the right side of the hallway and should remain moving.
- ❑ The substitute teacher should take the students to the adult who will next be responsible for their supervision
- ❑ The substitute teacher should be at his or her assigned duty post prior to the time to pick-up students or to receive students



## COVID-19 Addendum

Update COVID-19 on GCCSC Website - [LINK](#)

# Greenfield-Central

## 2021 Back to School Information



Masks in school buildings are recommended, but not required, for all students, staff, and visitors.



Masks must be worn on school buses to comply with federal transportation laws.



Schools are required to report positive cases. Contact tracing and quarantining will follow federal, state and local requirements.

*As circumstances and guidelines from public health organizations change, this guidance may change.*