SUBSTITUTE HANDBOOK
Call  
Aesop  
At  
1-800-942-3767  
Or  
Use the Web Address:  
www.frontlinek12.com/aesop  
Aesop ID: Your 10 digit telephone number  
PIN: ______________  
For Aesop help, call Jennifer 856-9407
Welcome to Fremont County School District 25. Substitute teaching is an important educational component in our district. Principals, teachers, parents, and students consider the substitute teacher to be an integral part of our teaching staff. Our substitutes deserve every possible assistance and support. This handbook has been prepared primarily to answer the questions most often asked by our substitutes, to provide direction to the substitute, and to enable them to approach their duties and responsibilities with confidence.

Substitute teachers are expected to become familiar with the contents of this handbook and to utilize the information contained within. If you have any questions or concerns, please do not hesitate to contact Jennifer at the Central Office at 856-9407.

**Assignment to Schools**
When the requirements for being a substitute have been met, the name, profile, and substitute number are placed on the substitute list and will be assigned an identification number (Sub ID number). Only those substitutes who have been placed on the substitute list may be called for substitute service.

Fremont County School District #25 uses the Aesop System to make substitute placements for employee absences. If you have accepted a call for substituting and an emergency prevents your reaching the school on time, you must call the school and explain the situation and the approximate time of your arrival. If time permits before the start of the school day, you may call or log on to the Aesop system to cancel your assignment.

**Please note:** Phone numbers, including cell phone numbers, are posted below. **Do not call and leave a voice mail at the school for cancellations.**

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<th>Schools</th>
<th>Contact</th>
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<td>Ashgrove Elementary</td>
<td>Alleta Baltes</td>
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<td>Jackson Elementary</td>
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<td>Aspen Park Elementary</td>
<td>Andrea Verosky</td>
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<td>Rendezvous Elementary</td>
<td>Sheryl Esposito</td>
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<td>Riverton Middle School</td>
<td>Cheryl Mowry</td>
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<td>Riverton High School</td>
<td>Jeremy Hill</td>
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<td>Nancy Weber</td>
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<td>Alternative School</td>
<td>Dallas Myers</td>
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Notes for Substitutes Regarding the Aesop System
New substitutes should register online at www.frontlinek12.com/Aesop or by calling the Aesop system at 1-800-942-3767. You should enter your assigned username and PIN number. You may call the Aesop system 24 hours a day during the school calendar or you can use the website. After you’re logged in, you can review available jobs, personal information, or update your availability. Some substitutes switch between a home phone and a cell phone to receive assignments.

System Hours
The Aesop system will make calls to subs between 6:00 AM and 11:30 AM and every evening between 4:30 PM and 10:00 PM. There are no AM calls on Saturday or Sunday, and no PM calls on Friday and Saturday. The Aesop system will not leave a message on an answering machine. Please make sure to show others in your home how to respond to the system.

Refusals/No Responses
Repeated refusals and no responses may jeopardize the chances of being called again, or result in having a block placed on the substitute’s phone number. There are a limited number of phone lines available for use with the Aesop system and all lines need to be utilized in the most productive manner available. In agreeing to do substitute work, the substitute accepts and agrees to the importance of dependability. Substitutes are to make themselves unavailable in the Aesop system when they are not able to work. Please refer to the Aesop online user guide for specific instructions on updating your availability.

Cancellations
If a substitute rejects or cancels a job during the calling period due to being unavailable, they must make themselves unavailable for the remainder of the calling period. If you must cancel on a multiple day job, all the days of the job will be cancelled. Another substitute will be assigned by the system. On occasion, a substitute may need to cancel an assignment due to a personal emergency that arises the morning of the assignment. When such a situation occurs, you must cancel the job online or by calling the Aesop system at 1-800-942-3767. If the system tells you “it is too late to cancel this job,” you will need to call the school where the sub assignment is, or the administrator or secretary for that school (see the list on the previous page). The system will only stop calling you to substitute for a small amount of time when a rejection reason or cancellation is entered. You always have the option to change call hours and available dates at any time. Repeated refusal cancellations (especially last minute cancellations) and no responses may result in the substitute being blocked from receiving future calls.

Arriving at School and Organizing the Day’s Activities
The substitute should report directly to the school office on any assignment to receive information regarding room assignment, special scheduled duties and other necessary directions. A substitute must not report to the school late as that will cause another teacher to interrupt their duties and cover for the substitute. Repeated tardiness will lead to the principals requesting that a substitute not be given additional assignments at that school.

It is important that the substitute teacher arrives at school well ahead of the students. Allow enough time to be thoroughly organized before the students come into the classroom. Make sure to have access to and to fully understand the available materials.

Teachers are expected to have lesson plans prepared in the event of an absence. Lesson plans may be enclosed in a folder the substitute teacher receives in the office or should be left on the teacher’s desk. The substitute teacher has the responsibility to carry out the teacher’s lesson plans as completely as possible. There is also a feature within the Aesop system allowing teachers to post their lesson plans along with their sub openings so the
sub may have more time to become familiar with the plans prior to arriving at the school. If you accept an assignment, please make sure to check for any attached lesson plans.

**Information Changes**
Changes concerning substitute’s address, telephone number, specific restrictions designated by the substitutes, etc. should be reported immediately to the Central Office. Please call Jennifer at 856-9407.

**Continuing Substitutes**
If you are on the active substitute listing at the end of the school year, it will be our intent to use you in the same capacity as a substitute teacher during the following school year. Unless you notify us that you are not returning, you will remain on our active substitute teacher listing to be on-call and as-needed. If you are not on our active listing at the end of the school year, you will need to come in and complete the necessary paperwork/training; and depending on the last date worked for us as a substitute, you may also be required to complete fingerprint cards for a full Department of Criminal Investigation background check.

**Resignation**
If a substitute decides that she/he no longer wishes to substitute or if personal circumstances should make it necessary to stop substituting or have a break in availability, the Central Office should be notified immediately and the Aesop system updated. Please call Jennifer at 856-9407.

**Termination**
Any substitute may be removed from the substitute list upon recommendation of the Personnel Manager when evaluated as unsatisfactory by principals or when there are repeated absences, refusal to accept assignments, or for other just cause. Three “no shows” will result in automatic removal from the substitute list. “Walking out” of an assignment before the end of the day or half-day due to reasons other than personal emergencies will also result in immediate removal from the substitute list. If you have a personal emergency, contact the school office and explain your situation with the Administrator. The District reserves the right to remove a substitute from the substitute list at any time with or without cause and with or without prior notice.

**Personal Belongings and Valuables**
Substitute teachers are responsible for the safety and security of any personal belongings and valuables they bring to school and should take the necessary precautions to protect such articles. Car doors should be locked at all times.

**Negligence**
A substitute may be held liable for any negligence resulting in injury to a pupil in his/her care if it can be proved that the substitute did not prudently prepare and supervise the pupil in the activity in which the pupil was injured. A substitute is expected to exercise the same degree of prudence and supervisory care that any regular teacher would be expected to practice.

**School Closings**
Substitutes should listen for public announcements regarding school closings, as they will not be paid for days when school is not in session. Additionally, your Aesop home page will have a “Web Alert” to notify you of closings.

**Calendars**
Fremont County School District #25’s calendar is available at the Central Office and on our website. Substitutes are not normally required for scheduled in-service days; however, long term substitute teachers may be required for scheduled conference days at the principal’s request.
**Payroll Information**
The substitute teachers must sign in when they arrive at each school. We recommend that you keep a record of substituting days for your own records. See the end of this handbook for an example record page. All substitute teachers are paid on a per diem basis. Payroll checks are prepared monthly (on the 20th of each month) based on the number of days worked through the normal cutoff date of the 9th of each month. A schedule of monthly payroll dates for the current year will be available at the Central Office.

Leaves of absence for substitutes are not provided, such as sick leave, emergency leave, professional leave, personal leave, or educational leave. Also, holiday pay or pay for designated calamity days is not provided. Substitutes, as a rule, are NOT ELIGIBLE FOR WORKERS’ COMPENSATION unless they are subbing for a covered position. Check with the Personnel office immediately if you are injured on the job. Contact the personnel manager, Karen Wardner, at 856-9407 for any questions. Substitutes are on-call and as-needed; unemployment benefits do not apply.

**Policies**
Substitute teachers are expected to familiarize themselves with the policies of the Fremont County School District #25. All personnel are responsible for observing and carrying out the provisions of the policies and regulations of the Board of Education.

Board Policies are available for review online at http://www.fremont25.k12.wy.us/
Any other matters not covered by the board policies are to be referred to the school principal.

**Items Requiring Principal Approval**
- Students are not to be interviewed by anyone, in or out of the classroom, without the principal’s or parent’s permission.
- Students are not excused to leave class or school under any circumstances before the regular dismissal time without permission from the principal.
- Accidents involving any of the students in the substitute teacher’s care must be immediately reported to the office of the principal.
- Any student appearing to be ill should be sent to the school nurse or the principal immediately. **Medication must never be administered by a substitute teacher.**
- Do not keep students after dismissal time.
- School authorities shall not furnish to any outside organization or individual any list of students, parents, or teachers without the approval of the Board of Education or the Superintendent.

**Professional Ethics**
The substitute teacher takes the place of the regular classroom teacher and has the full responsibility of the class even when a student teacher or paraprofessional is present. The substitute teacher should use these people to his/her and the students’ advantage, but must remember that the substitute teacher is responsible for the class.

Substitutes must maintain a professional attitude toward their work and avoid spreading rumors or gossip. Substitutes are on the same professional level as regular teachers and are expected to observe the same professional ethics. Individual criticism of other teachers, paraprofessionals, other staff members, or other schools destroys public confidence in the school system and the community.
A friendly, cheerful, and cooperative attitude toward both school personnel and students is essential and will contribute substantially to the success of a substitute.

**THE RIGHT TO PRIVACY OF STUDENTS AND PARENTS IS PROTECTED BY LAW AND REGULATION AND IS TO BE RESPECTED AND PROTECTED BY ALL SCHOOL PERSONNEL. Personal fines may apply if you are found to be in violation of these laws and regulations.**

Substitutes should plan to spend the entire time working with and for the students. No personal work of any kind may be done during this time. The substitute is expected to carry out the program as outlined by the regular teacher and is not employed to simply maintain order. Do not bring cell phones, books, newspapers, or other personal work to the classroom.

The substitute should not have anyone visit him/her while on duty and must not leave the classroom except for emergencies.

The substitute should not call the regular teacher concerning the class work or the other activities unless the principal has made the request, and it has been determined that the regular teacher is well enough to receive the call.

**Dress Code for Substitute Teachers**
Substitute teachers are expected to maintain a professional image in personal appearance and attire. One of the best means of teaching is to set a good example for students to observe. Appropriate attire and acceptable appearance correlate with your success as a professional replacement for the teacher to whom you are assigned. Be neat and conservative in your manner and dress.

Some locations have dress down Fridays when the staff is allowed to wear jeans and more casual attire. You may want to check in advance, if possible, to determine if the school in which you have an assignment has this policy.

**Fire and Safety Regulations**
A substitute must learn the rules and regulations pertaining to fire and safety drills and crisis plans. If specific instructions have not been left, check with a neighboring teacher or the paraprofessional for procedures to follow.

The safety of students requires careful attention. The substitute should follow these safety practices:
- Learn the building evacuation plans in case of fire drill or emergency.
- Know the procedures in case first aid is needed.
- Supervise students closely at all times.
- Avoid games that encourage pushing and shoving.

Please make yourself familiar with the Crisis Management plans at each of the buildings you substitute in. This is for your protection as well as the student’s.

**Emergency Lesson Plans**
If there are no lesson plans left for a particular day, the substitute teacher should follow these procedures:
- Check in the school office to see if emergency lesson plans are on file.
- Check with the principal or department/grade level chairperson for assistance.
- Find student teachers, student aides, or paraprofessionals assigned to a class. These people usually know the assignments for the day.
- Have an emergency lesson plan in case no lesson plans are available.
Use instructional videos and the library only as they are scheduled in the lesson plans. Substitute teachers should organize a file of instructional activities to use in the classroom prior to beginning their assignment as a substitute teacher. The file may include ideas for creative writing, math games to enrich skills area such as division, multiplication, and fractions, spelling games, descriptive work collages, and simple science experiments.

**Keeping Attendance Records and Other Records**
The substitute teacher must keep an accurate record of the daily attendance, transfers, and withdrawals. They must always take the attendance for each class period, check over the list of absences as compiled, and compare with the seating chart, roll book, or both, before reporting absences to the building principal.

**Classroom Management and Student Conduct**
Substitutes are expected to maintain control of the classroom. Discipline shall be used in accordance with the provisions of the policies, rules, and regulations of the Board of Education. Exceptionally difficult problems of student control should be referred to the Principal. A written statement of the problem is recommended.

**SUBSTITUTES ARE NOT TO RESTRAIN STUDENTS (SPECIAL ED OR OTHERWISE). THEY NEED TO CALL THE OFFICE FOR ASSISTANCE. DO NOT USE CORPORAL PUNISHMENT. STUDENTS MUST ALWAYS BE UNDER AUTHORIZED ADULT SUPERVISION. Refer to Board Policy #8092 Restraint and Seclusion for specifics.**

**Special Instructions for Special Education Assignments**
Substitutes should know certain things about special education students when they accept an assignment to substitute in any special education class. They should be aware that some students:

- May take medication or need special attention during the day.
- May have special schedules which include such individual services as speech and language therapy, adaptive physical education, occupational or physical therapy.
- May have restricted or special diets.
- May rely on special equipment, i.e. hearing aids, visual aids, prosthetic devices, etc.
- May ride special buses.
- May be placed on behavior intervention plans.
- May have very short attention spans.
- May require use of pre-established emergency procedures.
- May require an extremely structured instructional program and school environment.
- May require a great deal of external guidance and direction from the teacher and paraprofessional.

The regular special education classroom teacher should leave written information for the substitute about students with such specific needs. However, if such information cannot be located, ask the principal or Director of Special Services (Dallas Myers 856-5250).

**Helpful Suggestions:**

**BE THERE** – Arrive at your assigned location on time every day, and be there both physically and mentally.

**LOOK AND LISTEN** – Scan constantly both your assigned location and the general area for how it looks and sounds.

**BE MOBILE** – Move continuously throughout your assigned location without establishing a predictable pattern.
**KNOW WHAT IS EXPECTED** – Know the rules, procedures, and basic civilities that students are expected to use when entering the setting, while in the setting, and when leaving the setting.

**BE PROACTIVE** – Interact intentionally within the first 5 minutes with those students who often have difficulty in that setting. Connect positively by smiling, making positive comments about appropriate behavior, and/or briefly talking about something that interests the student.

**ALWAYS RESPOND** – Respond to all misbehavior, even low-level misbehavior, with good intentions.

**RESPOND QUICKLY** – Step in at the onset of potential student problems and also be available to assist a colleague who is dealing with a problem situation.

**MAXIMIZE YOUR DELIVERY** – Communicate and deliver corrections calmly and respectfully by getting the student’s attention without creating an audience, talk quietly and slowly, deliver short and clear directions, keep your cool, be aware of personal space and don’t glare/stare at the student.

**SUBSTITUTE TRAINING PROGRAM**

The substitute training program is mandatory for all substitutes on Tier 1 and Tier 2. It consists of the following:

- FERPA (Student Privacy Rights) on Public School Works
- Sexual Harassment Training for Employees on Public School Works
- Audio/Visual Training videos
- Classroom Management Training on STEDI
- Crisis Management Video
- Professional Code of Conduct (from PTSB)

The substitute training program takes approximately 2 hours, and can be completed online through our website at www.fremont25.k12.wy.us. Alternatively, if you do not have access to a computer, you may schedule a time to complete the program at Central Office by calling Jenn at 856-9407.

In addition, all substitutes who do not have a Bachelor’s degree are required to successfully complete the WonderLic test. This test takes approximately 45 minutes. This can also be scheduled by calling Jenn at the Central Office at 856-9407.

**SUBSTITUTE TIER PAY PLAN**

**TIER 1- STANDARD PTSB SUBSTITUTE CERTIFICATE HOLDER:**
- Current PTSB Sub Certificate earned either through college transcript verification of 65+ credit hours or successful completion of BOCES class and successful completion of FCSD #25 Substitute Training program
- All new substitutes must take the WonderLic Basic Skills test at Central Office regardless of how they qualified for the sub certificate. If a substitute earned their sub certificate via college credits, a copy of the official transcripts needs to be supplied to the Personnel Office.
- Long term sub pay kicks in after 10 consecutive days substituting for same teacher.

**TIER 2- BACHELOR’S DEGREE OR AT LEAST 45 DAYS OF SUBSTITUTE TEACHER EXPERIENCE WITH FCSD #25 WITHIN THE PREVIOUS 12 CALENDAR MONTHS OR 3 YEARS PARAPROFESSIONAL EXPERIENCE WITH FCSD #25 AND SUCCESSFUL COMPLETION OF FCSD #25 SUBSTITUTE TRAINING PROGRAM**
- For the “substitute experience” calculations, the 45 day accrual will be calculated on June 30 for the previous 12 months (i.e. school year). Movement to Tier 2 will be effective with the next school year and will not be recalculated again until June 30 of each year for the just ended school year. Substituting as a paraprofessional or other non-certified staff will not count towards the 45 day requirement.
• For Bachelor Degree holders, copies of official transcripts need to be on file with the Personnel Office.
• If a Bachelor’s degree is earned mid-year and official transcripts are provided to the Personnel Office, that substitute may be moved to Tier 2 with the next applicable pay period.
• Long term sub pay kicks in after 10 consecutive days substituting for same teacher.

**TIER 3- Wyoming Certified Teacher with current PTSB certificate**

• If a previously certified teacher carries a Lifetime Substitute Permit from PTSB, they would be included in this tier.
• Long term sub pay kicks in after 10 consecutive days substituting for same teacher.
• Extra-long term sub pay kicks in at day 45.

“Extra Long Term Subs” should be WY certified teachers.

If there is a break in consecutive days for any “un-excused” reason, pay may revert to the applicable daily substitute rate for 10 days, then back to LT rate. Definition of Excused Absences for Substitute Teachers is: illness or days taken for professional training or other preapproved absences. Other absences will be considered “unexcused.”
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<tr>
<th>Date/s</th>
<th>School</th>
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Fremont County School District

121 North 5th West

Riverton, Wyoming

I acknowledge receipt of the District No. 25 Substitute Handbook and agree to read, become familiar with, and abide by, its contents. I realize it sets forth important expectations and requirements the District has of me as a substitute.

Substitute Printed Name __________________________________________

Substitute Signature ____________________________________________

Date ________________________________________________________