



2025-2026 Substitute Teacher Handbook

Administrative Offices
St.Pierre Education Center
3757 Upper Bellbrook Rd
Bellbrook, Ohio 45305-8750

(937) 848-5001

(Revised June 2025)



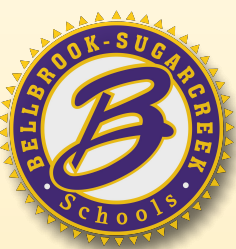


Table of Contents

Introduction

Professional Ethics

Requirements of Employment

After Board of Education Approval – Ohio Auditor of State

Responsibilities of a Substitute Teacher

Vacancy Assignments – Frontline / AESOP Automation

Procedures

Suggestions for Classroom Management

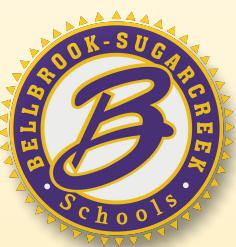
Compensation / Pay Schedule

Directory/Resources

District Administration/Building Administration & Office Staff/Contact Information

Building Schedules / Report Times

2025-2026 School Year Calendar

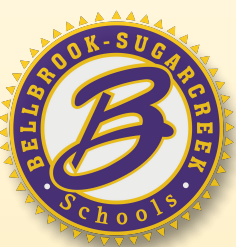


Welcome

Thank you for your interest in *substitute teaching* in Bellbrook-Sugarcreek Schools during the upcoming academic year. The substitute teacher plays an important role in helping the district maintain instructional flow and student behavior in the absence of the regular classroom teacher. You are employed by the district as a professional to help carry out our instructional program. We encourage you to be ready and willing to adapt to various teaching assignments when called upon.

Your job will be a challenge requiring dedication, flexibility, and knowledge. An excellent substitute staff is crucial to our successful educational program; we value your services and expertise.

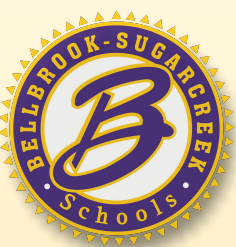
This handbook will help provide you with important reference information about Bellbrook-Sugarcreek Schools, the employment role you are about to enter, as well as basic district substitute teacher procedures. Since updates will occur to this handbook on a regular basis, you are encouraged to visit often. If you have questions throughout your employment, please feel free to contact the board of education offices for additional information.



Professional Ethics

As a Bellbrook-Sugarcreek School District substitute employee, you are expected to exemplify the high ethical standards expected of all regular district personnel. Your continued success as a substitute is based on a positive relationship with students, parents, teachers, and other school district personnel.

You are encouraged to **use extreme caution when voicing personal opinions** regarding the school district/building, staff members, students, policies and procedures. Avoid criticism of the regular classroom teacher(s) – do not participate in gossip. As a substitute professional, you have a legal and moral obligation to maintain the privacy of any confidential information which has been learned through contact with our students and other individuals in the school learning environment. Maintain a respectful relationship with all staff members, students and the community you serve. If you have any questions or concerns about a student or school situation, please contact a building administrator to discuss the situation. *See Board Policy #3210/#4210 available on our webpage.*



Requirements for Initial Employment

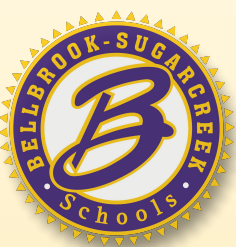
The following information is a requirement for all substitute personnel prior to employment by the board of education:

1. District certificated/licensed teaching application (available on our web page at www.sugarcreek.k12.oh.us)
2. Copies of transcript showing your teaching degree or (minimum) equivalent of two years of college-level coursework
3. Copy of valid Ohio teaching license (substitute or regular)
4. Employment Eligibility Verification (Form I-9) and necessary documentation which establishes identity and eligibility for employment (i.e. valid driver's license, social security card-also used for payroll purposes)
5. Ohio BCII & federal FBI background checks (within last 12 months)
6. Auditor of State Fraud-Reporting Acknowledgement form
7. Pre-employment payroll information

Individuals must hold a minimum of an associate's degree or the equivalent (per Ohio DEW guidelines *Educator Licensure and Effectiveness*) and be prepared to substitute in any district classroom grades K-12.

The above information must be submitted to our offices by scheduling an appointment with Sheila Woody, Assistant to the Superintendent, 848-5001, extension 6901, or via e-mail @ sheila.woody@bss.k12.oh.us . Following a review, qualified individuals are contacted to initiate further employment procedures.

The Bellbrook-Sugarcreek Board of Education is an equal opportunity employer. It is the policy of the Bellbrook-Sugarcreek Schools not to discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information (collectively "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. See Board Policy #1422/#3122/#4122 available on our webpage.

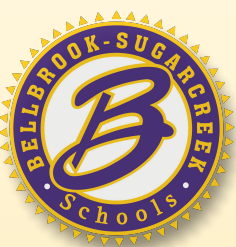


After Board of Education Approval

Effective 2024, the Ohio Auditor of State requires that all public employees be trained in fraud reporting. As a substitute in our school district, you are required to view a brief video on your initial employment outlining your responsibilities as a school employee to report suspected fraud, theft and/or misuse of public funds.

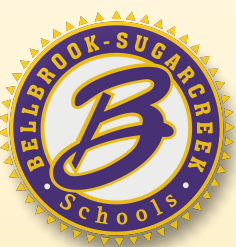
You must login on the auditor's training page at <https://ohioauditor.gov/trainings/fraud.html> . Click the blue "Get Started" tab in the middle of the page. Review the information in the left-hand column and complete the requested information on the right-hand side of the page to register – under "organization" list Bellbrook-Sugarcreek Schools, "entity" click School, "county" list your home county of residence. Once you have viewed the short video, click "get certificate". A copy of the certificate must be emailed to our Manager of Business, Jeff Eckley at jeff.eckley@bss.k12.oh.us .

This requirement is not optional but *mandated* by the Ohio Auditor of State. You may complete the training immediately or within five (5) days of your first substitute assignment in the district. If you are employed as a substitute in other local districts and have already completed the required training, you can upload a copy of your previously obtained certificate to Mr. Eckley as qualifying proof of completion.



Responsibilities of a Substitute Teacher

- *Wear* your ID tag
- Once you have committed to a confirmed substitute assignment, *keep it!* If you accept a vacancy assignment and do not show up for the job (and you have not returned the vacancy to Frontline or called the respective building), you may be removed from accepting future assignments in our district.
- *Dress for Success* by demonstrating professional attire as appropriate for the position – typically, business casual is appropriate for most classroom assignments but can vary depending on the area of assignment.
- *Be Prepared* with a friendly attitude and firm demeanor
- *Ask Questions* if plans or other information are not clear
- *Following the Lesson Plan* left by the regular classroom teacher is imperative. If you are unable to follow the lesson plans for any reason, contact the office and leave a note for the absent teacher.
- *Assume all Duties* of the teacher including for example: hall, recess, cafeteria, and dismissal (bus) duties. If no information has been left reflecting an *extra-duty responsibility*, please confirm with the office staff that there are no duty expectations of you!
- *Leave Notes for the Teacher* – provide feedback regarding challenging discipline problems, assignments completed and any other relevant information. Please be specific and detailed as possible. Consider leaving an email address or phone number where you can be reached in case the returning teacher has any questions about your comments.



Frontline - Absence Management

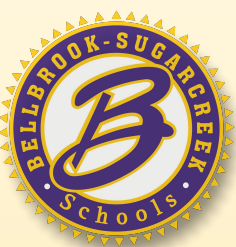
Substitute teaching assignments are filled via an automated system called **Frontline**. You may access the automated system to proactively search for jobs and fill your own schedule and review or cancel an assignment. You can telephone the system at 1-800-942-3767 or visit the web page at www.FrontlineK12.com/Aesop.

Notification of available jobs will be given weekdays 5:30 a.m. – 11:00 a.m. and 3:00 p.m. – 11:00 p.m.; Sundays from 3:00 p.m. – 11:00 p.m. Most often you will be called well enough in advance to reach the assigned building prior to the start of the school day. **If you need to cancel an assignment, you must give Frontline at least 12-hours notification**; after that time, you will need to call the building of assignment directly (and as early as possible) on the day of the assignment. Please leave the information with the lead secretary (see Directory/Resources) – – **do not call/email the Board of Education offices** regarding your vacancy cancellation.

Upon initial employment with the district, you will receive information on steps needed to set up your online account and phone log-on (your ID and telephone PIN numbers), set up your personal email account and calendar so Frontline will know whether or not you are available for open job assignments, manage your call times, view your schedule in advance, etc. You will be responsible for maintaining your information so that the system can operate in the most efficient manner possible.

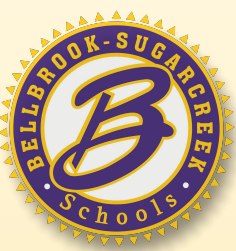
Web Alerts – This is an important link for district information and is visible when you log on to Frontline Absence Management. You will learn more information about changes in overall building schedules, calendar reminders, and any new requirements for substitutes. Watch carefully!

If there are any questions about whether school is in session during a weather event, please check the district web page or listen to local television/radio stations for delay information and announcements of closings. Unless there have been prior arrangements made with district administration, if school is cancelled it is not a paid date for substitutes.



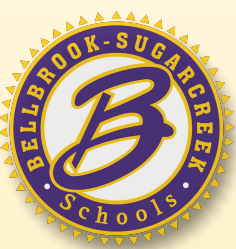
General Procedures

- ❖ When you enter our buildings for the first time during the school year, you will need to present a picture ID (driver's license, passport, etc.) at the school office to check into the visitor system (Verkada) and receive an identifying substitute teacher badge. This ID must be worn/displayed at all times during your work assignment identifying you as an authorized visitor in our schools.
- ❖ When you arrive at the assigned school building, check into the office to receive your attendance roster for each class period, daily schedule, lesson plan, class list/seating chart, assignments, and other pertinent information such as a substitute folder and timesheet.
- ❖ Review the teacher lesson plans as closely as possible. Follow them as instructed unless you have prior permission from building administrators to deviate from the plan. Carry out any specific instructions from the teacher such as collection and grading of papers. Show respect by doing what is asked but do not hesitate to use your own innovations should the need arise.
- ❖ When the classroom teacher is absent due to an emergency, the substitute may not have lesson plans provided by the teacher. If this happens, help is available from other teachers, support staff, and administration at the school.
- ❖ Start the day promptly, firmly, and concisely. Be pleasant and confident by informing students that you are aware of the classroom rules and expectations.
- ❖ Leave a brief summary of work that was accomplished in the teacher's absence. Leave the teacher's desk/classroom organized at the end of the day. Make a record of assignments given for the next day and papers collected from students.
- ❖ Please do not grade papers unless you have received specific permission/instructions to do so. NEVER (unless you are serving in a long-term substitute capacity) enter any student grades into the computer grade system.
- ❖ Complete and submit any evaluation forms given to you by the office.



- ❖ **The supervision of the students you are assigned throughout the day is your first priority.** *You should never leave the school grounds or leave students unattended in the classroom unless the position requires you to do so or you have received prior permission from building administration. Subs should not leave the school at the end of the day until they have been cleared through the school office.*

- ❖ **Student Safety Plan** – The school district has a detailed emergency plan. Each building classroom will have a set of ***Crisis Procedures*** posted in a visible location. Familiarize yourself with all procedures and exits in the event of a fire or weather emergency. If you have any questions, ask building administration or fellow teachers for clarification.



Suggestions for Classroom Management

It is the responsibility of the substitute teacher to strive to teach, within their ability, the classroom materials left by the regular teacher. The following suggestions should minimize problems, establish a good classroom routine, provide a positive learning environment, and establish mutual respect.

- The initial impression of the substitute teacher will determine successful classroom management. Self-confidence, knowledge, flexibility and resourcefulness are prerequisites for the position you are about to enter.
- Provide a successful learning experience by being prompt, neat, patient, enthusiastic and accepting.
- Attempt to call students by name – create name tags or seating charts if they have not been provided.
- Establish your rules and expectations from the beginning of the day/class. Communicate clearly before an issue arises. A proactive (vs. reactive) approach is always best.
- Be alert! – make eye contact with students, use proper English grammar.
- You are the supervisor and the adult in control. Use instructional time wisely, do not do extra personal things, use your cell phone, or sit with casual reading – take charge, don't allow students to challenge your authority.
- Be fair and consistent – students need to know what to expect of you and what you expect of them in order to create and maintain a positive classroom environment.
- Expect good behavior. Students tend to respond to what is expected of them – make sure they understand the correlation between choice and consequence. However, if discipline problems occur which you are unable to manage, **contact the principal, assistant principal, or designee for immediate assistance.**
- Busy students have less time to create problems. Get students on-task at the earliest possible convenience.
- Encourage student involvement in class discussions, questioning and other activities. Be sure that all instructions are clear.

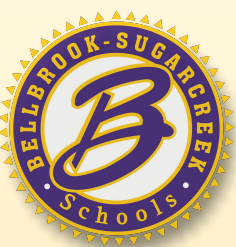


- Carry out your duties as a professional – act like the expert, not one of the kids. If you don't know the answer, work together to “look it up”.
- Providing positive feedback creates a successful learning experience - compliment the students when possible.
- *Keep your sense of humor!*

Discipline Procedures

Substitute teachers are responsible for maintaining discipline and providing a classroom atmosphere conducive to learning.

- Review classroom rules and expectations.
- Be fair and consistent.
- Set the tone – don't be intimidated, antagonized or ridiculed.
- Be pleasant, yet firm.
- Discipline problems are reduced when the substitute teacher is prepared, organized, and shows enthusiasm for their assigned position.
- Do not touch, slap or otherwise engage in physical confrontation with a student in an attempt to discipline.
- If a serious situation occurs beyond your knowledge of district procedures, please contact a building administrator immediately.
- Maintain eye contact with the students involved but never invade their personal space unless they are causing physical harm to another student.
- Encourage alternative solutions to the conflict. Allow for options that will help the student maintain their dignity.
- Reward good behavior with positive reinforcement. Smiles and non-verbal cues are very important in conveying appreciation and approval to students.



Compensation

Substitute teachers are paid via mandatory direct deposit on the regular payroll (the 5th and the 20th of the month). Deductions will be made for Ohio State Teachers' Retirement System (STRS), and all local, state, and federal taxes.

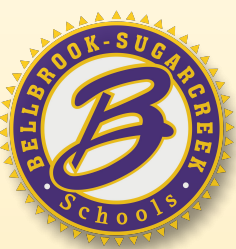
Substitutes are expected to keep current information on file with Human Resources and/or the Treasurer's Office. This information would include your current address, name changes, telephone number and email address, tax information, etc. Changes must be submitted in writing - *no telephone calls will be accepted.*

Substitute teachers are required to complete daily timesheets (FORM: TO-0060-2) when they have completed a job assignment. This information can be obtained from the school office. The current rate of pay for substitutes is \$150.00 per full day of employment based on a 7 ½-hour work day. Partial days worked will be paid as prorated in intervals of ¼ days. For same duty assignments:

- * Days 1-15 \$150.00
- * Days 16-60 \$200.00
- * Days 61 + BA/Step 0 + full benefits

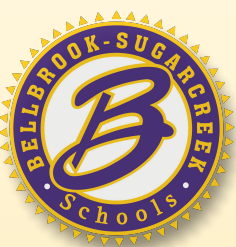
(* Time in the same classroom/clinic position, does not need to be consecutive days;
non-work day = \$0 pay.)

Questions regarding payroll should be directed to Angi Baudendistel in the Treasurer's Office, 848-5001, ext. #6110, or via e-mail @ angi.baudendistel@bss.k12.oh.us .



Schedule of Pay Dates 2025-2026

<u>Pay Date</u>	<u>Date From</u>	<u>Date To</u>
Friday September 5	8/4/2025	8/24/2025
Friday, September 19	8/25/2025	9/7/2025
Friday, October 3	9/8/2025	9/21/2025
Monday, October 20	9/22/2025	10/5/2025
Wednesday, November 5	10/6/2025	10/19/2025
Thursday, November 20	10/20/2025	11/2/2025
Friday, December 5	11/3/2025	11/16/2025
Friday, December 19	11/17/2025	11/30/2025
Monday, January 5	12/1/2025	12/14/2025
Tuesday, January 20	12/15/2025	1/4/2026
Thursday, February 5	1/5/2026	1/18/2026
Friday, February 20	1/19/2026	2/1/2026
Thursday, March 5	2/2/2026	2/15/2026
Friday, March 20	2/16/2026	3/1/2026
Friday, April 3	3/2/2026	3/15/2026
Monday, April 20	3/16/2026	4/5/2026
Tuesday, May 5	4/6/2026	4/19/2026
Wednesday, May 20	4/20/2026	5/3/2026
Friday, June 5	5/4/2026	5/17/2026
Thursday, June 18	5/18/2026	5/31/2026



Directory of Resources

Bellbrook – Sugarcreek Schools

“Super” Number: 937-848-5001

Superintendent's Office

937-848-5001

3757 Upper Bellbrook Rd

Bellbrook OH 45305

Douglas A. Cozad, Ph.D.

Henry S. Conte

Jeffery T. Eckley #6101

Betsy K. Gann

Dina J. Lefeld

Sheila R. Woody #6901

Superintendent

Parent/Community

Engagement &
Communication

Mgr of Business

Dir of Curriculum &
Gifted Services,

Staff Development

Assessment/Data

Assistant to the
Superintendent/

Frontline Navigator

Treasurer's Office

937-848-4800

Amit Gautam

Angi C. Baudendistel #6110

Stephanie M. Eben

Jessica A. Cain

Treasurer/CFO

Asst to Treas/Payroll

Asst to Treas

Asst to Treas

Preschool/Special Services

937-848-5001

Bridgett D. Pritchard

Jennifer A. McClure

Traci Womack (GCESC)

Jennifer S. Dreischarf

Dir of Special Education

Secretary-Spec Educ Svs
& Curriculum

Preschool Director

Receptionist/

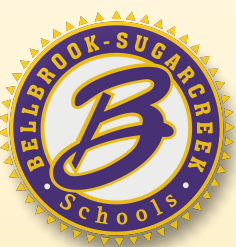
Preschool Secretary

Technology Dept

Matthew J. DeLong

Coordinator

**BELLBROOK-
SUGARCREEK**



Bellbrook High School

937-848-3737, gr 9-12
3737 Upper Bellbrook Rd
Bellbrook OH 45305

David D. Hann
Nicole M. LaSota
Barry E. Limon
Robin S. Cordonnier #2901

Principal
Assistant Principal
Assistant Principal
Lead Secretary/Frontline

Bellbrook Middle School

937-848-2141, gr 6-8
3600 Feedwire Rd
Bellbrook OH 45305

J. Zack Cline
Scott E. Killen
Amy K. Rodenroth #3902

Principal
Assistant Principal
Lead Secretary/Frontline

Bell Creek Intermediate

937-848-3777, gr 3-5
3777 Upper Bellbrook Rd
Bellbrook OH 45305

Terress M. Monroe, Ed.D.
Joshua A. Ward
Crystal M. Harnish #8901

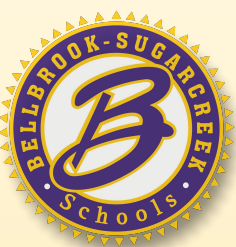
Principal
Assistant Principal
Lead Secretary/Frontline

Stephen Bell Elementary

937-848-7831, gr K-2
4133 Shadowleaf Dr
Bellbrook OH 45305

Ginger C. Keeton
Heather M. Hebrank
Marjorie M. Horvath #5202

Principal
Assistant Principal
Lead Secretary/Frontline

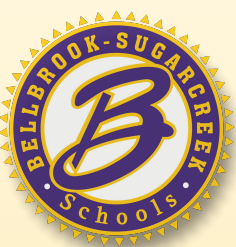


Building Time Schedules

(no changes from 2024-2025 school year)

As we progress through the first quarter of the school year, please pay particular attention to Frontline/Absence Management and the information listed below for any updates to building time schedules and/or report time changes.

Building	Grades	Bus Drop	Start	Sub Report Time	End
Stephen Bell	K-2	8:00	8:15	AM 7:35-3:05 PM 11:20	2:55
Bell Creek	3-5	8:55	9:00	AM 8:40-4:10 PM 12:30	3:40
Middle School	6-8	7:05	7:20	AM 7:05-2:20	2:30
High School	9-12	7:55	8:05	AM 8:00-3:30	3:05
AM Preschool		8:25	8:35	7:50-11:20	11:05
PM Preschool		12:00	12:10	11:50-3:20	2:40
Admin	Central & Treasurer's	-	7:30	-	4:00



2025-2026 School Year Calendar

Thur	Aug	14	First Day for Students
Mon	Sept	1	No School – Labor Day
Fri	Sept	12	No School – Staff PD
Fri	Oct	10	End of 1 st quarter
Mon	Oct	13	No School – ½ work day, ½ Staff PD
Mon	Oct	20	No School – P-T Conferences, grd K-12
Tues	Nov	11	No School – Staff PD
Mon	Nov	24	No School – PT Conf Trade Day
Tues	Nov	25	No School- Thanksgiving Break
	thru		
Fri	Nov	28	
Fri	Dec	19	End of 2 nd quarter
Mon	Dec	22	Winter Break begins
Mon	Jan	5	No School – Staff PD
Tues	Jan	6	School Resumes
Mon	Jan	19	No School – Martin Luther King Day
Fri	Feb	13	No School – Staff PD
Mon	Feb	16	No School – Presidents Day
Fri	Mar	13	End of 3 rd quarter
Wed	Mar	18	2 hr delay – Staff PD
Mon	Mar	23	No School- Spring Break
	thru		
Fri	Mar	27	
Mon	Mar	30	School Resumes
Fri	Apr	3	No School – Staff PD
Fri	Apr	24	2 hr early dismissal – Staff PD
Thur	May	21	1-hr early dismissal, Last Day for Students