

***SUBSTITUTE TEACHER'S HANDBOOK
2024-25 SCHOOL YEAR***



PERRYSBURG SCHOOLS

***Board of Education Offices
140 East Indiana Avenue
Perrysburg, Ohio 43551***

Don Christie, Executive Director of Human Resources

Melissa Curson, Executive Assistant

Paula Stout, Executive Assistant

***419-874-9131 • Fax: 419-872-8819
www.perrysburgschools.net***

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Perrysburg School District's vision, mission and core values are:

-VISION

Where passion drives exemplary education

-MISSION

Ensuring all students achieve their greatest potential

-CORE VALUES

- We value students as individuals
- We inspire students to discover their passion
- We challenge our students and ourselves
- We provide a safe and inclusive environment
- We manage resources efficiently
- We enrich our community
- We are trailblazers

Perrysburg Board of Education

140 East Indiana Ave.

Perrysburg, OH 43551

Phone: (419) 874-9131

Red Rover – www.appredroverk12.com

Perrysburg High School
13385 Roachton Road
Perrysburg, Ohio 43551

Principal: Aaron Cookson
Contact: Deb Schankula
Phone: (419) 874-3181

Perrysburg Jr. High School
550 E.S. Boundary
Perrysburg, Ohio 43551

Principal: Scott Buker
Contact: Sherry Slocum
Phone: (419) 874-9193

Hull Prairie Intermediate
25480 Hull Prairie Road
Perrysburg, OH 43551

Principal: Scott Best
Contact: Jackie Romanski
Phone: (419) 873-6293

Frank Elementary School
401 W.S. Boundary
Perrysburg, Ohio 43551

Principal: Dawn Bryant
Contact: Rhonda Falkenstein
Phone: (419) 874-8721

Fort Meigs Elementary School
26431 Fort Meigs Road
Perrysburg, Ohio 43551

Principal: Kellie Johnson
Contact: Kristen Morgan
Phone: (419) 872-8822

Toth Elementary School
200 East Seventh Street
Perrysburg, Ohio 43551

Principal: Jessica Molina
Contact: Allyson Briggs
Phone: (419) 874-3123

Woodland Elementary School
27979 White Road
Perrysburg, Ohio 43551

Principal: Michael Salwiesz
Contact: Emily Keller
Phone: (419) 874-8736

Union Preschool
102 E. Broadway
Maumee, OH 43537

Coordinator: Kristin Koester
Contact: Josie Holbert
Phone: (419) 893-2221

The Substitute Teacher is Important!

You are important to us, and we value your services as a substitute teacher. It is vital that an excellent educational experience continues when the regular classroom teacher finds it necessary to be absent.

Being a substitute teacher is both challenging and rewarding. Facing the “first day” of school many times over in a school year can be exhausting! However, creativity and resourcefulness on your part can help to make this a rewarding experience for you and the students. As a substitute, you may also have the opportunity to see different aspects of our District, and you will be able to share your experiences and personality with many students.

Building administrators and other staff members are available in each school to assist you and answer questions when you are on assignment. This handbook is designed to answer some of your more general questions—please keep this for a handy reference. However, feel free to contact the Human Resources Office at 419-874-9131 if you need more specific information.

We hope that your substitute teaching experience is a positive one and we thank you for your readiness to accept this important role.

About Perrysburg Schools

The district has a total enrollment of just over 5,800 students in eight school buildings: preschool, four elementary schools, Hull Prairie Intermediate (5th & 6th) Junior High school (7th & 8th) and a senior high school. Central Offices are located in the Commodore Building in downtown Perrysburg.

Perrysburg Schools have been recognized repeatedly for our excellent academic program as well as our fine and performing arts and athletic programs. Our schools are considered to be among the finest in the state. Students consistently score high on all standardized tests.

Employment Information

New candidates for substitute teaching must be interviewed prior to being recommended for substitute teaching.

Our policy is to use only substitutes approved by the Board of Education unless there is an emergency. In order to be employed, a substitute teacher must hold a valid Ohio teaching license or a substitute license. Assignments generally are made in accordance with area of licensure for teaching.

Any candidate recommended for employment is required to submit fingerprints for a **State of Ohio Bureau of Criminal Investigations Identification Check (BCII)** and **Federal Bureau of Investigation (FBI)**. This entails completing a fingerprint scan through Web Check at the Perrysburg Administration Building. The candidate must also submit payment of \$48 for both of the fingerprint processing fees. We will accept a copy of your fingerprint results from another school district, provided the results are within the past 12 months.

Required Paperwork for Employment

- BCII and FBI
- Staff Data Sheet
- Authorization for Pre-Employment Verification and Release of Information
- State Teachers' Retirement system enrollment
- Social Security Statement
- Federal I-9 with copy of Driver's License and Social Security Card (Originals)
- State of Ohio Withholding Exemption Certificate
- Federal W-4 Withholding Allowance Certificate
- Direct Deposit Form
- Copy of Teaching License
- Original Transcripts
- Three written letters of reference

Once all of the above listed paperwork is on file and the candidate has been approved by the Board of Education, they may begin substitute teaching.

HOW SUBS ARE CONTACTED FOR WORK

Perrysburg Schools uses an automated service to streamline the process of recording absences and finding substitutes. The service is called Red Rover. The Red Rover service will be available to you 7 days a week, 24 hours per day. You may interact with the system at www.app.redroverk12.com. When you are hired, you are assigned a username. You will be sent a link on how to create a password and activate your account to use the system.

With the Red Rover system, subs are able to search for and accept jobs for which they qualify. They may also wait to receive a text or email from Red Rover to accept assignments. Persons substituting in other districts using Red Rover need only have one username and password.

Any cancellations for substitute positions may be cancelled up to 30 minutes before the start time of the assignment.

Specific questions regarding the Red Rover system should be addressed to Receptionist Aricca Sorg at 419-874-9131 extension 2102 or asorg@perrysburgschools.net during work hours (7:45 AM-4:15 PM) or leave a message at 419-874-8845 extension 2151 after hours.

Please report to the Secretary in the building where you will be teaching at least 20 minutes before the start of school. Any additional information regarding the assignment or school policies may be obtained from each school office.

Compensation

Daily Rate-Bachelor's Degree or Perrysburg Retired Teacher - \$115.00 (\$57.50 for half day)

11-30 Days	\$125.00 per day
31-60 Days	\$145.00 per day
61 plus Day	\$227.81 per day

Non-Bachelors - \$110.00 per day

11-30 days -	\$120.00 per day
31-60 days -	\$140.00 per day
61 plus days -	\$219.00 per day

Generally, check stubs are electronically emailed the Friday following the previous two-week pay period. All employees are paid through Direct Deposit. Questions regarding paychecks should be directed to the Treasurer's Office at 419-874-9131, Tina Biemi ext. 2124 or Stacie Feix ext. 2126.

Substitute Hours

The hours of the substitute will be as follows:

School	Phone	Substitute Hours	Student Hours
High School	874-3181	8:15-3:45	8:30-3:25
Jr. High	874-9193	7:30-3:00	7:50-2:45
HPI	873-6293	7:30-3:00	7:50-2:45
Frank	874-8721	8:20-3:50	9:05-3:35
Ft. Meigs	872-8822	8:20-3:50	9:05-3:35
Toth	874-3123	8:20-3:50	9:05-3:35
Woodland	874-8736	8:20-3:50	9:05-3:35
Union Preschool	893-2221	8:30-4:00	9:15-3:15

Please do not leave the building for lunch or conference times without checking with the principal's office.

****2 HOUR PD delayed starts – Substitutes MUST report at normal time. There will be no delay.**

****SCHOOL DELAYS** due to inclement weather will be 2 hours past regular start time.

When school is canceled, the substitute is not to report to work.

Please watch local television stations for school delay and closing information. Notices are also posted on Red Rover when school is delayed or canceled. You may also sign up for emergency alerts.

Lunches, etc.

Please only bring minimal personal items to the school. You will have a place to put your coat and some personal items, but please do not bring valuables. If you wish to purchase a lunch, the cost is \$ 4.75 for an adult lunch. A la carte items are also available.

General Substitute Duties

Professional attire is expected for all substitutes. No jeans, stretch pants, sweats, or shorts are acceptable. If you have a question, overdress rather than under-dress.

Professionalism is always expected. Do not use a teacher's classroom computer without prior permission. Any private information you obtain as a sub should remain confidential.

Substitute teachers are expected to assume all responsibilities and assigned duties of the regular teacher. Substitute teachers may be asked to perform other tasks by the building administrator(s) during times when the substitute is not assigned regularly scheduled duties.

Attendance should be taken, following the school's procedures.

Follow lesson plans carefully. Deviations should be noted. **Do not leave students unattended at any time.**

Substitutes shall avoid inappropriate behavior, such as eating in front of class or doing personal tasks such as reading, letter writing, bill paying, crafts, or hobbies or talking on cell phones while subbing.

Leave a written summary of the work accomplished during the day for the regular teacher.

Report incidents of abnormal happenings to the Principal.

Leave the room in a neat and orderly fashion.

Return keys and any confidential information to the main office and checkout before leaving for the day.

Other Notes

- **Changes in address or phone number must be communicated to Melissa Curson at the Board of Education Office at 419-874-9131 ext 2109 or mcurson@perrysburgschools.net.**
- If a substitute teacher desires to be removed from the list, s/he must notify Melissa Curson, Executive Assistant HR, at 419-874-9131 ext. 2109.
- Reports of unsatisfactory performance received on a substitute may result in that substitute's name being removed from the list of approved substitute teachers. On the other hand, reports of above average or outstanding performances will be placed in a teacher's file.

Should you have any questions, feel free to call Don Christie at 419-874-9131, extension 2131, Paula Stout, extension 2105 or Melissa Curson extension, 2109

POSSESSION OF CELL PHONE AND OTHER ELECTRONIC DEVICES

Electronic Devices

Use of Personal Communication Devices

Students may use electronic devices, including but not limited to phones, airpods, smart watches, before and after school, during after school activities (e.g. extra-curricular activities) and at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. High school students are permitted to use electronic devices in-between classes and during lunch break. Devices are to remain inaudible at all times during the school day; ringers must be silenced, headphones must be used as needed and students are not to talk on the phone. Use of electronic devices except approved educational devices, at any other time is prohibited and they must be powered completely off (i.e. not just placed into vibrate or silent mode) and stored out of sight in a designated area. Students are prohibited from using electronic devices to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.

1st REFERRAL: Warning - Parent Notification – Item Confiscated – Student must pick up

2nd REFERRAL: Detention - Parent Notification – Item Confiscated – Student must pick up

3rd REFERRAL: Friday Night School/In-School Suspension – Parent Notification – Item Confiscated - Parent must pick up.

4th REFERRAL: Consequences based on administrator's discretion.

If the offense is; deemed serious enough by school officials, any of the preceding steps may be superseded and the next step enforced.

Where to Park

Union Preschool- Parking is across the street from Union in the parking lot of St. Paul's Episcopal Church. Report to Door # 1 and sign in at the office

Fort Meigs –Parking is available in the visitor lot off of Fort Meigs Road. Enter in the main door #4.

Frank - Parking is available in the lot off Mulberry. The entrance is the front doors off of the circle drive. When entering through the front doors, buzz into the office and sign in

Toth – Parking is available on the Locust side of the building. Enter into Door # 28 and report to the office.

Woodland - Parking is available in the White Road parking lot. Enter the school by Door # 1 closest to the flagpole. Enter the lobby and buzz into the office to sign in.

Hull Prairie Intermediate – Parking is available on the West side of the building, enter the parking lot off of Canterbury Blvd. Enter the door closest to the Staff Parking Lot.

Junior High School - Parking is available in the main lot. Please do not use the spots in the front circle as those are for short term visitors. If you arrive before 7:45 am you may enter through the glass doors near the gymnasium. The office will be down the hall on the left. If you arrive after 7:45 am you will need to walk around to the front of the building near the flagpole. You must enter through the secured vestibule.

High School - Parking is available on the Fort Meigs side of the building **for AM or All Day substitutes**. Enter through the glass doors. The office will be on your left behind the stairs. **PM only substitutes** will need to park in the student lot off of Roachton Road and enter through the glass doors. The office will be on your right.

If the door is locked, ring the buzzer and identify yourself and the door will be unlocked to admit you into the building.

Report directly to the main office.

Employee Safety Information

Substitutes are required to be familiar with the Board's policy on Blood borne Pathogens. A copy of the policy is outlined below. Should you desire additional training in this area, please contact the Human Resources office who will direct you to our online training modules.

Blood Borne Diseases

Blood borne pathogens are microorganisms carried by human blood and other body fluids. The two most common are the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV).

Many people associate AIDS with blood borne pathogens, but actually, HBV is much more common. HIV is transmitted mainly through sexual contact, but also may be spread by contact with blood and body fluids. HIV is not transmitted by touching or working around people who carry the disease.

Accidental Injury

You can become infected by:

- Cutting yourself with a contaminated sharp object
- Touching a contaminated object, then touching your mouth, eyes, nose or loose skin

HBV can survive on surfaces dried and at room temperature for at least a week

Workplace Transmission

HBV, HIV and other pathogens may be present in blood and other Materials, such as:

- Body fluids containing visible blood
- Semen and vaginal secretions
- Torn or loose skin

Blood borne pathogens can cause Infection by entering you body through:

- Open cuts and nicks
- Skin abrasions
- Dermatitis
- Acne
- The mucous membranes of your mouth, ears or nose.

Employee Safety Information

CONTINUED

Personal Protective Equipment

Personal Protective Equipment (PPE) you should use when dealing with blood or body fluids include gloves, masks and aprons and may be obtained through the Head Custodian in each building. You may also use plastic bags, or any other item that would form a barrier between your skin and the blood.

Standard Precautions

Treat all blood and body fluids as if they were contaminated.

Engineering controls

Perrysburg Schools provides red containers labeled “biohazard” for disposing of regulated waste and towels soaked in blood or body fluids.

Hand washing

Good hand washing keeps you from transferring contamination from your hands to other parts of your body or other surfaces you may contact later.

Wash hands after any contact with blood or body fluids.

Personal Hygiene

Don't eat, drink or smoke, apply cosmetics or handle contact lenses where there is likelihood of exposure.

General Housekeeping

Clean and disinfect all equipment and environmental surfaces as soon as possible after contact with blood or body fluids. Use a solution of ¼ cup bleach to 1 gallon of water.

Never pick up broken glass with bare hands. Always use a broom and a dustpan. Place contaminated sharp objects and infectious wastes in designated containers. The containers, available in each building, are labeled “Biohazard”.

Dealing with Blood

If you must attend to a person with a bloody nose or a cut, use a barrier, ideally plastic gloves, but in a pinch a plastic bag or anything to form a barrier between your skin and the blood will do.

Dispose of the bloody materials in a biohazard container.

Remember: Treat all blood and body fluids as if they are contaminated.

What to do if you become injured at Work

1. Contact your supervisor, who will provide you with a Workers' Compensation packet. This packet includes information on how to seek treatment. **If it is an emergency, seek immediate medical attention at the nearest ER or Urgent Care Center.** If not an emergency your supervisor will tell you where to go.
2. **As soon as possible after receiving medical attention, complete an employee accident report, which can be found in the Workers' Compensation packet.** Have your principal or supervisor sign the report and submit this report to Don Christie at the central office.

Crisis Management

Some general guidelines are:

- Never leave students unattended while they are under your watch
- If you see something suspicious, report it to the office immediately;
- Never dismiss students to anyone other than an authorized person (Make sure you check with the building secretary to determine who is authorized);
- Wear your "visitor" name tag at all times when subbing;
- In a **Lockdown situation**, remain calm and stay with your students; close all windows and keep all blinds and curtains open. Keep students quiet and away from the windows. Conduct a frequent roll call of all students and immediately report anyone missing to the principal's office. Lockdown remains in effect until canceled by the principal and an "All Clear" is announced.
- In an **Evacuation situation, including a fire alarm**, again, remain with your students and remain calm. Accompany students to the designated evacuation assembly area (ask a neighboring teacher if you do not know where this is). **Do not** take personal items with you. **Do take a class attendance roster.** Close doors behind you, walk, do not run. Do not go into the restrooms; Do not open any door that feels hot. If smoke is present, stay near the floor. Once you have reached the designated assembly area, account for all students and report anyone missing to the principal. At all times, stay with the students!
- If there is a **Bomb threat, Do not** use cell phones or portable radios.

Ohio's Ethics Law

The law, effective January 1, 1974, created new ethical standards for public officials and employees by: requiring personal financial disclosure; creating new restrictions upon unethical conduct with criminal sanctions; and establishing uniform review of ethics issues by statewide commissions of the three branches of government. To review the law, go to: <http://www.ethics.ohio.gov/OhioEthicsLaw.html>

STAFF ETHICS

An effective educational program and successful operation of the District requires the services of individuals with integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all professional staff members to maintain the following high standards in their working relationships and in the performance of their professional duties:

- A. Recognize basic dignities of all individuals with whom they interact in the performance of duties.
- B. Represent accurately their qualifications.
- C. Exercise due care to protect the mental and physical safety of students, colleagues, and subordinates.
- D. Seek and apply the knowledge and skills appropriate to assigned responsibilities.
- E. Keep in confidence legally confidential information.
- F. Pledge that their actions and/or those of another on their behalf are not made with specific intent of advancing private economic interests.
- G. Refuse to accept anything of value offered by another for the purpose of influencing judgment.
- H. Refuse to accept compensation from any other source, other than the Board, for the performance of his/her official duties, any other act or service in his/her public capacity, for the general performance of the duties of his/her public employment, or as a supplement to his/her public compensation.
- I. Refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.)

Abbreviations used for Payroll Withholding

The following are abbreviations used for deductions and withholdings on your paycheck.

Employee Deductions

FED TAX	Federal Income Tax
ST. TAX	State of Ohio Income Tax
PERR-TAX	City of Perrysburg Income Tax
TOL-TAX	City of Toledo Income Tax
SERSANN	SERS-Non Taxable
STRSANN	STRS-Non Taxable
MEDANN	Medical Insurance Premium
DENTANN	Dental Insurance Premium
VISION	Vision Insurance Premium
FLEXSPEN	Flexible Spending Deduction
DEPCHILD	Dependent Child Care Deduction
PEA-DUES	Perrysburg Education Association Dues
OAPSE	O.A.P.S.E. Dues
UN. WAY	United Way
HOLYPARK	Holiday Park Fitness Membership
YMCA	YMCA Membership
MEDICARE	Medicare Tax
OSDI-PR	Ohio School District Income Tax - Perrysburg
OSDI-BG	Ohio School District Income Tax - Bowling Green
OSDI -EL	Ohio School District Income Tax - Elmwood
OSDI-LC	Ohio School District Income Tax - Liberty Center
OSDI-OTS	Ohio School District Income Tax - Otsego
OSDI-SWA	Ohio School District Income Tax - Swanton

*Board Share

*SERS	Board's Share School Employees Retirement
*STRS	Board's Share State Teachers Retirement
*MEDBDSH R	Board's Share Medical Insurance
*DENT SGL	Board's Share Dental (single) Insurance
*LIFECERT	Boards Share Life Insurance
*MEDICAR	Board's Share Medicare

Sample Direct Deposit Notice

*** NOTIFICATION OF DIRECT DEPOSIT ***

To: P Y Jacket
8285 Oak Road
Smalltown OH 44444

From: PERRYSBURG EX. VILLAGE SCHOOLS
140 E. INDIANA AVE.
PERRYSBURG OH 43551

The accounts designated in your Authorization Agreement for Automatic Deposit are credited in the amount of \$2,285.12

Funds are available in your accounts as of 07/13/12

Your salary has been deposited as follows:

Type	Description	Amount
Savings	DirDep	300.00
Checking	DirDep	1,860.12
Savings	DirDep	125.00

Below is a summary of your pay for the period ending 07/13/12.

NAME	Pay	
	UNITS	AMOUNT
Regular		2877.46
Atn Inc	1.000	170.03

Deductions					
NAME	AMOUNT	YTD	NAME	AMOUNT	YTD
Federal	324.49	5075.23	FederADD	60.00	840.00
State	101.42	1535.85	OakHar	29.94	432.66
403b Asp	150.00	1950.00	Hth/Drug	46.70	607.10
Dental	5.45	70.85	Vision	.95	12.35
Medicare	43.42	627.39			

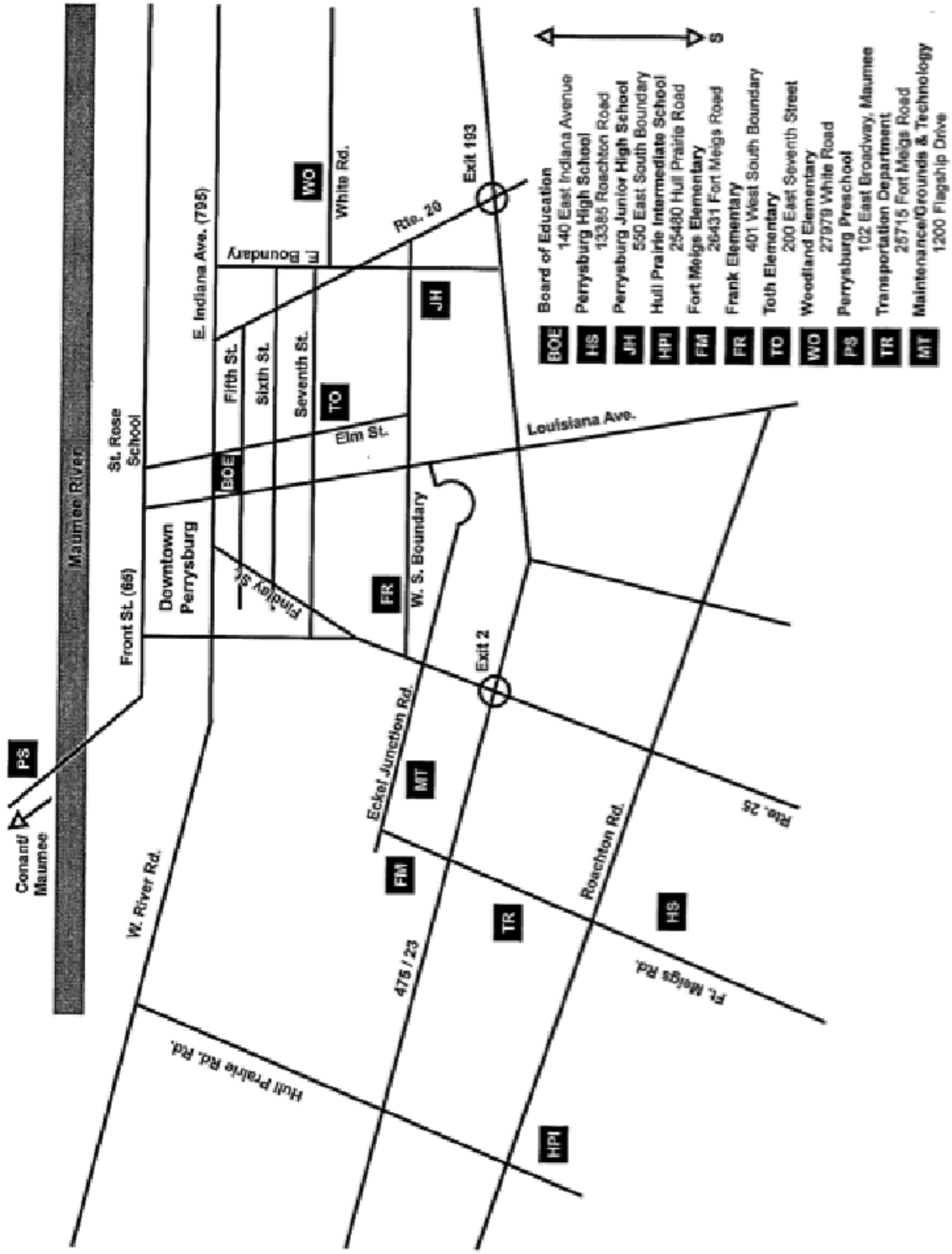
Gross Amount	3,047.49	* Board Amount
Adjusted Gross	2,844.39	
Gross Y-T-D	43,961.47	

Sick Leave	Vacation Leave	Personal Leave
Use/Balance	Use/Balance	Use/Balance
.000/121.000	.000/.000	.000/2.000

Service Days
Period/Contract
4/4

Federal Exemption M 01	Total Deductions	762.37
State Exemptions 01	Deposit #531208	Net Pay
		2,285.12

Note:





**Perrysburg Schools
Human Resources Department**

Don Christie, Executive Director HR
419-874-9131, ext. 2131
dchristie@perrysburgschools.net

Melissa Curson, Executive Assistant
419-874-9131, ext. 2109
mcurson@perrysburgschools.net

Paula Stout, Executive Assistant
419-874-9131, ext. 2105
pstout@perrysburgschools.net

**For Job opportunities go to
www.perrysburgschools.net/employment**

Perrysburg Schools do not discriminate on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information or political beliefs.