

Vigo County School Corporation

Substitute Teaching Handbook

2004-2005

SUBSTITUTE TEACHER HANDBOOK

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You must download the SubFinder Instruction Card separately

INTRODUCTION

The purpose of this publication is to provide the substitute teacher pertinent information concerning requirements, policies, and procedures necessary to maintain the highest possible standards of service to our students.

Specific information concerning each assignment will be in the building where assigned. Policies and procedures are subject to revision, and suggestions for improvement are always welcome.

It is hoped that substitute teaching experiences with Vigo County Schools will be professionally satisfying. We appreciate your educational preparation and ability to work effectively with students. Providing continuity to the educational program during the absence of the regular classroom teacher is the responsibility with which you are charged.

BOARD OF SCHOOL TRUSTEES

Your Board of School Trustees is composed of seven citizens elected to serve overlapping terms of four years each. At the end of his/her term, a board member wishing to continue services to the community must be re-elected to an additional four year term. State Law does not limit the number of terms a member may serve.

Current Board members are:

President	Mr. Michael Tom
Vice President	Mr. Guille Cox
Secretary	Mr. Gene Shike
Deputy Secretary	Dr. Joseph Minnis
Board Member	Mr. Kenneth Schuster
Board Member	Mr. Alferd Hamblen
Board Member	Mr. Mel Burks

OFFICE INFORMATION

Superintendent	Mr. Daniel Tanoos	462-4216
Deputy Superintendent	Dr. Karen Goeller	462-4218
Director of Secondary Education	Mr. C. Mytron Lisby	462-4458
Director of Elementary Education	Mrs. Camilla Correll	462-4228
Controller/Treasurer	Mr. Thomas Thornton	462-4314
Dir. of Human Resources	Mr. John Orr	462-4404
Director of Vocational Education	Mr. Ken Pierce	462-4470
Director of Facilities Support and Transportation Services	Mr. David Danner	462-4336
Supervisor of Food Services	Mrs. Donna Mahan	462-4245
Coordinator of Student Services	Mr. Ray Azar	462-4424

INSTRUCTIONAL AND PUPIL SERVICES

- 1. Comprehensive educational program, grades K through 12.**
- 2. Centralized Instructional Materials Center serving all schools.**
- 3. Centralized libraries in all elementary schools.**
- 4. Guidance and counseling services is provided in all schools.**
- 5. A uniform testing program in all schools.**
- 6. Psychological services available to all students.**
- 7. Kindergarten programs available for all students.**
- 8. Pre-Vocational Experience Program (for children with special needs) - 3 classes in high schools. Work opportunities for eligible students.**
- 9. Special Education - In all areas of handicapped.**
- 10. Title I reading and math programs in selected elementary schools.**
- 11. School nurses available to all schools.**
- 12. Special teachers in elementary grades for art, music, and physical education.**
- 13. Extensive adult and vocational education programs.**
- 14. Special evening program for adults wishing to earn high school credit.**
- 15. Cooperative work study program (high schools) in Distributive Education and Industrial Cooperative Training.**
- 16. All schools have commissions from the State department of Public Instruction, with 25 schools have First Class or Special First Class Commissions.**
- 17. All high schools and four middle schools accredited by the North Central Association of Colleges and Secondary Schools.**
- 18. Health Careers Programs in the high schools.**

**VIGO COUNTY SCHOOL CORPORATION
2004 - 2005 CALENDAR**

A. FIRST SEMESTER BEGINS

1. August 16, 2004.....Monday Teacher Work Day
2. August 17, 2004.....Tuesday Student First Day
..... Full Day Secondary/Half Day Elementary(*)
3. September 6, 2004Monday Labor Day
4. October 8-11, 2004.....Friday & Monday..... Fall Break
5. November 11, 2004Thursday Veteran's Day
6. November 12, 2004.....Friday End of first trimester (**)
7. November 25-26, 2004.....Thursday & Friday..... Thanksgiving Vacation
8. December 20, 2004-January 2, 2005 Winter Break
(Begins at close of school Friday., Dec. 17, 2004; classes resume Monday., Jan. 3, 2005 - A.M.)
9. January 14, 2005.....Friday End of first semester-(***)
10. January 17, 2005.....Monday Martin L. King Day

B. SECOND SEMESTER BEGINS

11. January 18, 2005.....Tuesday Begin second semester
12. February 21, 2005.....Monday Presidents' Day Observed
13. February 25, 2005.....Friday End of second trimester
14. March 25 -April 1, 2005..... Spring Break
(Begins at close of school Thurs., March 24, 2005; classes resume Mon., April 4, 2005 - A.M.)
15. March 25, 2005.....Friday Good Friday
16. May 13, 2005.....Friday Snow Day
17. May 20, 2005.....Friday Snow Day
18. May 27, 2005.....Friday Snow Day
19. May 30, 2005.....Monday Memorial Day Observed
20. June 3, 2005.....Friday End of second semester
..... and third trimester -
.....records & in-service meetings (****)

Student instructional days.....180
Total days teachers report.....182

Beginning August 17, 2004, all days for students are full days unless noted. If it is necessary “snow Days” will be used to make up student instructional days, and any additional day missed beyond the three designated “snow days” will be added to the end of the school year.

- (*) Elementary students are excused from school at 11:00 a.m. on August 17, 2004
- (**) High School students are excused from school at 12:45 p.m. Nov. 12, 2004
- (***) Middle School students are excused from school at 12:45 p.m. on January 14, 2005
- (****) All Students are excused from school at 11:00 a.m. (Elem.) and 11:45 a.m. (Secondary) on June 3, 2005

HOW DO I BECOME A SUBSTITUTE TEACHER

Before being listed for assignment in the Vigo County School Corporation, a substitute teacher is required to do the following at the Personnel Office.

1. **Submit a limited criminal history. (*)**
(The application is in the packet. You send these papers into the State. Please read the information below)
2. **Submit a valid Indiana teaching license. OR A Indiana substitute certificate.**
If you must apply for a substitute certificate you must fill out the application and turn it in with a cashier's check or money order for \$15.00 made out to the State of Indiana.
3. **Provide information requested on state and federal tax forms.(W4 and WH-4)**
4. **Fill out a Conditions of Placement form.**
5. **Fill out Teacher Retirement Forms.**
6. **Submit a copy of your birth certificate**
7. **Submit an official transcript of your grades. (you must have 60 hours)**
8. **Attend training inservice for Substitute Teachers.**
9. **Obtain a photo ID (they are provided free of charge for you)**

(*)The 1997 Indiana General Assembly enacted legislation requiring all applicants for licensure or relicensure to submit limited criminal history information to the Indiana Professional Standards Board. The effective date is July 1, 1997, no exceptions. The wording of the statute indicates that each time a person submits an application for a license, he/she is an "applicant" and must present an updated criminal history.

You send the application along with a \$7.00 money order or cashier's check, made out to the State of Indiana, to the State Police. You must turn in your limited criminal history with your other paper work before we can send for your substitute certificate.

HOW ARE SUBSTITUTE ASSIGNMENTS MADE?

The Vigo County School Corporation utilizes an automated system to register employee absences and assign substitutes from 5:30 a.m. on the days substitutes are required. Advance assignments are made through evening calls from 5:00 p.m. to 10:30 p.m.. These calls are made up to two (2) weeks before the scheduled absence.

When teachers call in an absence they may utilize one of three options to secure a needed substitute.

1. They may "assign" a particular substitute if arrangements have been made in advance. In this case the system does not make any call. The teacher simply reports the absence in the SubFinder system and puts in the name of the substitute with whom all arrangements have been made.
2. They may "request" a particular substitute in which case the system will call that person (if available) every thirty (30) minutes during call out time until they accept or decline the position. If that substitute has not been reached by 9:00 p.m. on the evening before the absence the system will abandon the request and start calling other qualified substitutes from the list. It will call until a substitute is secured or all lists are exhausted. If you know a teacher has requested you it is wise to call the system to review available jobs and accept the job. You can do this anytime after it is called in.

Calls to the substitute teachers are made in the following order:
Retired teachers are called first, Substitutes with a valid Indiana teaching license are called second and those with a substitute certificate are called third.

When you are called by the system you interact with a telephone keypad (touch-tone). Specific directions are provided with this handbook. Training is provided as a part of the substitute pre-service training. Briefly, you may accept, decline, or indicate you want no more calls during the current calling period. If you decline you may be called for subsequent absences in that calling period.

If for some reason you no longer wish to be on the Substitute Teaching List please call the office at 462-4052 and tell Mrs. Winn so she can make changes in the data base. This is the only way to be removed from the list.

The system also allows you to inquire about jobs for which you are qualified. In order to do this you call into the system and "review available jobs"(see accompanying directions).

When you have accepted a job you will be given a job number. Record this number and report it when you arrive for the assignment at the school. If you later need to inquire about or cancel the job you also will have to know the job number. Remember without a job number officially you have no job. The job number must be on the Substitute's pay slip that is filled out at the school.

Every attempt will be made to provide the absent teacher with a substitute whose educational credentials can most effectively meet the needs of the students.

WHAT ARE MY RESPONSIBILITIES?

UPON ARRIVAL

Substitutes are to be in the buildings by 7:45 a.m. unless otherwise stated in the start and end time of the job.

1. Report first to the school office and provide the secretary with necessary information for records and obtain your school identification badge.
 - a. Find out who you call in an emergency.
 - b. Inquire about any special security measures that are in place in the school.
 - c. Find out about keys to the classroom and the outside door.
 - d. Find out if any of your students will need to leave your classroom during the day, to go to the nurse or for special instruction etc.
2. Obtain any additional substitute information pertaining to the assignment and that day in school.
3. Check the mailbox of the teacher for who you are substituting for materials which might need immediate attention.
4. Inquire about any procedures or policies you wish to have further defined.
5. Proceed to the assigned classroom or station without unnecessary delay.

IN THE CLASSROOM

1. Locate the teacher's plans. Each teacher is responsible for having seating charts and advanced written daily plans prepared at all times; such plans should be readily available for use by the substitute teacher in the event of the regular teacher's absence. If appropriate lesson plans and materials are not found, please confer with the principal or assistant principal. Do not make something up on your own or try and "wing it". Do not take your own teaching materials or videos to school.
2. Organize classroom activities and maintain classroom control and discipline that is conducive to a learning environment; adhere to the attendance policy consistent with that of the particular building.
3. Implement the lesson plan, motivating students toward appropriate goals and objectives.
4. Exercise mature judgment which reflects the ethical standards of the teaching profession.
5. Respect the nature of confidential information. Guard against making unfavorable and unprofessional comparisons or comments about school systems, schools, classes, students, or education personnel.

6. **Keep students in their classroom for full period of class time.**
7. **Do not bring personal work, such as reading material, letter writing, knitting, etc. , into the class.**
8. **Follow the regular teacher's schedule of class assignments, including special duties and/or supervision assignments, however Substitute teachers are not given planning periods. Substitute teachers are, of course, given a lunch period but not planning periods. The principal where you are substituting can ask you to cover other classes during what would be a planning period for the teacher you are working for. You could be asked to do anything from covering another classroom or perhaps cover a lunch room or any number of other things. The principal is allowed to do this and the Substitute teacher is expected to comply.**
9. **Stay off of the computers, unless you are specifically told to do something on the computer. Do not get on to check your email or anything else.**

UPON LEAVING

1. **Remain in the classroom until all students have been dismissed from the room.**
2. **Leave a summary of work completed and a record of any unusual problems encountered (anecdotal report) for the regular teacher. Also, leave a note about any good experience you have with a student.**
3. **Place all communication, notices, notes, etc. received during the day with the anecdotal report.**
4. **Leave the classroom and the teacher's desk in good order.**
5. **Do not enter grades in the gradebook.**
6. **Place collected papers in teacher's desk.**
7. **Report to the office before exiting the building to sign the substitute slip. Make sure your job number is on your substitute slip. Check for information regarding further assignments.**

HOW WILL I BE EVALUATED

There is no formal evaluation of substitute teachers. If the School principal feels the substitute teacher's performance has been unsatisfactory, the principal can request that the substitute not be assigned to his/her building. If this happens repeatedly or if there is a major problem the substitute may be withdrawn from the system.

WHAT SHOULD I KNOW ABOUT STUDENT WELFARE?

1. **Safety precautions dictate that students are not to be kept after school's dismissal time without the principal's approval**
2. **All cases of accident or illness are to be reported to the principal's office immediately.**
3. **Discipline is important and should be such that permits the best possible climate for learning. Substitute teachers will not use corporal punishment. Extreme behavior problems should be referred to the principal or assistant principal's office.**
4. **Students are never to be released from the building during school hours without the principal's permission.**
5. **Any information concerning students and their families is to be held in strict confidence.**
6. **The exception to the above rule would be child abuse. If a student tells you they are being abused then, by law, you must report it to the principal and they must report it to child protective services. Always check to make sure it has been reported to CPS after you have reported to the principal.**
7. **Should there be a student incident where you need to fill out a report be sure you state only what you saw and what you heard. Do not embellish the report in any way.**

Safety and Security

1. **Student release: As stated earlier, never release a student without following procedures at the school. Those procedures should include the office giving permission for the student to be released.**
2. **Badges: Wear your photo badges. If a police matter takes place at school, you must be identified as having reason to be at the school.**
3. **Visitors: visitors must sign in at the office. If you see a person in the hallway with no badge that is raising a concern you should notify the school office of the presence of the un-identified visitor.**
4. **Supervision: never leave a class un-supervised. Have another adult step in if you need to leave for any reason or call the office to request help. If you are assigned to a duty, be there on time and stay until you are supposed to leave.**
5. **Fighting: If you come across a fight, do not put yourself in harms way. Use your voice to order the students to cease. Notify administration and wait for security.**

- 6. Emergency Evacuation: Know where you should take your class. Ask about the emergency procedures. Many classes have a folder on the wall or on the desk to explain these procedures. Identify this packet when you arrive at your assignment.**
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WORKMAN'S COMPENSATION

If you are injured on the job, no matter how slight the injury, you must report it. Accident report forms are available in the school office; the secretary or principal will get you the form. The form must be sent to the Employee Benefits office within 3 working days, although, same day reporting is preferred. Please make sure to turn the form into the school office for the principal to sign.

When completing the form, be certain you list all the facts and record any witnesses to the accident.

If you need to see a doctor you are required to go to the Center for Occupational Health at 4001 Wabash Ave. Their phone number is 238-7788. If you need a prescription filled, the Terre Haute Prescription Shop is located at 2723 S. 7th Street. Their phone number is 232-9646 and they will bill us after the accident has been verified. If you get it filled at another pharmacy, send in the itemized receipt to the Benefits office for reimbursement from the insurance company.

RISK MANAGEMENT

In case of student accident or accident by a visitor to the school you must fill out a Standard School Incident Report. The forms and directions are available from the Principal or the school secretary.

The form must be filled out and faxed to our Insurance Carrier and the Risk Management Office within three (3) days of the incident. Same day reporting is preferred.

Be sure the narrative part of your report tells whom, what, where, and when. Ask yourself "If a parent, an attorney or a judge were reading your report would it make sense?"

Never tell a student or a parent that the school corporation will pay for doctor bills or for torn clothing etc. The school corporation does not carry any insurance coverage on students.

SUBSTITUTE PAY PROCESS

Paychecks are issued on alternating Fridays (please see pay period schedule on page 12), except when school has been dismissed on that Friday. Exceptions to the pay schedule provide that paychecks are issued on the school day prior to that holiday. The pay period ends two (2) weeks prior to the issuance of the check and checks will be placed in the mail to your home the day before payday.

The substitute teaching daily pay rate is \$58.00 per day for each full day of service to the school corporation and \$29.00 per one half day of service. Substitutes employed for four (4) hours, including lunch, receive full pay. If the assignment is for less than (4) four hours the substitute receives one half day pay.

Retired Indiana teachers will be paid at the rate of \$75.00 per day, \$37.50 per one half day of service when teaching within their area of certification.

If you would like to have direct deposit of your pay check you can set it up in the payroll office. Call 462-4222 for more details.

In the event that a substitute has been given an assignment, but upon arrival an assignment is not available, half-day pay will be awarded. Substitute teachers possessing a valid Indiana teaching license and serving in the same assignment beyond fifteen (15) consecutive school days shall be compensated on the Teachers Salary Schedule based on their degree and experience beginning the sixteenth day through the end of the assignment. Substitute teachers who hold a Substitute Certificate will be paid \$116.00 per day when in the same assignment beyond fifteen (15) consecutive days.

Substitute pay is authorized only on the substitute slips received by the payroll office. The authorization pay slip must be signed by the substitute teacher with the SubFinder job number for each day or half day of service. Also, the authorization pay slip must indicate if the substitute is a retired teacher so the proper rate of pay will be given. Substitute slips are available in the main office of each school building. Substitutes are encouraged to keep a record of each assignment by date, building and job number for each pay period. In the event that there is a discrepancy, it should be reported to the payroll office at (812) 462-4221 or 4222 immediately.

2004-2005 PAYROLL CALENDAR

CHECK DATE	PAY DAY	PAY PERIOD
09/10/04	Friday	08/16/04 - 08/27/04
09/24/04	Friday	08/30/04 - 09/10/04
10/07/04	Thursday	09/13/04 - 09/24/04
10/22/04	Friday	09/27/04 - 10/08/04
11/05/04	Friday	10/11/04 - 10/22/04
11/24/04	Wednesday	10/25/04 - 11/05/04
12/10/04	Friday	11/08/04 - 11/26/04
12/22/04	Wednesday	11/29/04 - 12/10/04
01/07/05	Friday	12/03/04 - 12/24/04
01/21/05	Friday	12/27/04 - 01/07/05
02/04/05	Friday	01/10/05 - 01/21/05
02/18/05	Friday	01/24/05 - 02/04/05
03/04/05	Friday	02/07/05 - 02/18/05
03/18/05	Friday	02/21/05 - 03/04/05
04/01/05	Friday	03/07/05 - 03/18/05
04/15/05	Friday	03/21/05 - 04/01/05
04/29/05	Friday	04/04/05 - 04/15/05
05/13/05	Friday	04/18/05 - 04/29/05
05/27/05	Friday	05/02/05 - 05/13/05
06/10/05	Friday	05/16/05 - 05/27/05
06/24/05	Friday	05/30/05 - 06/10/05
07/08/05	Friday	06/13/05 - 06/24/05
07/22/05	Friday	06/27/05 - 07/08/05
08/05/05	Friday	07/11/05 - 07/22/05
08/19/05	Friday	07/25/05 - 08/05/05
09/02/05	Friday	08/08/05 - 08/19/05

BUILDING DIRECTORY

ELEMENTARY SCHOOLS:

Consolidated	4226 W. Old U.S. 40, W.T.H., 47885	462-4443
Davis Park	310 So. 18th St., T.H.I. , 47807	462-4425
Deming	1750 8th Ave., T.H.I., 47804	462-4431
DeVaney	1011 S. Brown Ave. , T.H.I. , 47803	462-4497
Dixie Bee	1655 E. Jessica Ave., T.H.I., 47802	462-4445
Farrington Grove	1826 So. 6th Street, T.H.I., 47802	462-4423
Fayette	9400 N. Beech Place, W.T.H., 47885	462-4451
Franklin	1600 Elm Street, T.H.I., 47807	462-4441
Fuqua	1111 Wheeler Ave. T.H.I. ,47802	462-4304
Hoosier Prairie	2800 W. Harlan Drive, T.H.I. ,47802	462-4236
Lost Creek	6701 East Wabash Ave. T.H.I. ,47803	462-4456
Meadows	55 S. Brown Ave., T.H.I., 47803	462-4301
Ouabache	501 Maple Ave., T.H.I., 47804	462-4493
Riley	6200 South Canal St. ,Riley 47871	462-4449
Rio Grande	5555 East Rio Grande Ave., T.H.I., 47805	462-4307
Sugar Grove	2800 Wallace Ave., T.H.I.,47802	462-4416
Terre Town	2121 Boston Ave.,T.H.I., 47805	462-4385
West Elementary	500 Olive St., W.T.H., 47885	462-4418

MIDDLE SCHOOLS:

Chauncey Rose	1275 3rd. Ave., T.H.I., 47807	462-4474
Honey Creek	6601 S. Carlisle St., T.H.I., 47802	462-4372
Otter Creek	4801 N. Lafayette St.,T.H.I., 47805	462-4391
Sarah Scott	2000 S. 9th St.,T.H.I., 47802	462-4381
West Vigo Middle	4750 W. Sarah Myers Dr., W.T.H., 47885	462-4361
Woodrow Wilson	301 S. 25th St., T.H.I., 47803	462-4396

HIGH SCHOOLS:

T.H. North Vigo	3434 Maple Ave., T.H.I., 47804	462-4312
T.H. South Vigo	3737 So. 7th. St.,T.H.I., 47802	462-4252
West Vigo High	4590 W. Sarah Myers Dr., W.T.H., 47885	462-4282
Washington Alternative	1201 S. 13th St., T.H.I., 47802	462-4427
McLean High School	961 Lafayette Ave., T.H.I., 47804	462-4330

Substitutes are asked to report to the assigned school by 7:45 a.m.

If you will be late for any reason, notify the school's office immediately.

Information regarding teacher dismissal time will be provided by the building principal.

ELEMENTARY START AND END TIMES.

SCHOOL	START	END
CONSOLIDATED	8:20	2:35
DAVIS PARK	8:10	2:35
DEMING	8:25	2:45
DEVANEY	8:25	2:40
DIXIE BEE	8:20	2:35
FARRINGTON GROVE	8:20	2:45
FAYETTE	8:25	2:40
FRANKLIN	8:25	2:40
FUQUA	8:30	2:40
HOOSIER PRAIRIE	8:25	2:45
LOST CREEK	8:30	2:45
MEADOWS	8:20	2:40
OUABACHE	8:20	2:40
RILEY	8:20	2:40
RIO GRANDE	8:15	2:35
SUGAR GROVE	8:25	2:40
TERRE TOWN	8:25	2:40
WEST VIGO ELEMENTARY	8:20	2:40

DIRECTIONS TO ALL V.C.S.C. SCHOOLS

ELEMENTARY SCHOOLS

All directions start at the Administration Building at 7th and Wabash.

CONSOLIDATED ELEMENTARY

Consolidated
4426 West Old U.S. 40
West Terre Haute IN 47885
812-462-4443
Fax 812-462-4444

Consolidated Elementary is located in rural West Terre Haute. We have a student population of 240 students. Classrooms range in size from 16-22. Our Special Needs Program is a pull-out program. Students are all in regular education classrooms and come to the Special Ed. room for approximately 1 hour.

From 7th and Wabash, Terre Haute, IN
Proceed west on Wabash Avenue to South Third Street (US 41). Turn North (right) at the light. Immediately get into the left lane and proceed to the next stop light (Cherry Street). Turn west (left) onto Cherry Street. Proceed West on Cherry Street which at this point is also US 40. Travel West through the town of West Terre Haute. You will go through two stop lights in the town of West Terre Haute. Remain on US Highway 40 to the top of the hill and there is another stop light. You will turn south (left) at the stop light. Turn left again onto Old US Highway 40. The school is located on the south (right) side of the road. The school is a two story brick building and can be seen from the highway at the stoplight. You will need to check in at the office which is located in the basement of the building. There are 3 sets of doors on the front of the building. You will enter the middle set (the first set is marked auditorium. The next set has two doors and facing the building only the left door is unlocked). The drive is one way to the east and there is limited parking in front of the building and on the east side. From 7th and Wabash it is approximately 6 miles to the school.

DAVIS PARK ELEMENTARY

Davis Park Elementary
310 South 18th Street
Terre Haute IN 47807
812-462-4425
Fax 812-462-4400

All directions start at the Administration Building at 7th and Wabash. Davis Park is located at 19th and Poplar Streets. Go east on Wabash Ave. to 19th Street. South on 19th Street to Poplar. We are on the corner.

DEMING ELEMENTARY

Deming 1750 Eighth Ave.
Terre Haute IN 47804
812-462-4431
Fax 812-462-4285

All directions start at the Administration Building at 7th and Wabash. Take 7th Street North to 8th Avenue. Turn Right (East) onto 8th Avenue. Follow 8th Avenue through to 19th Street.. Deming is located at the corner of 8th Avenue and 19th Street.

DEVANEY ELEMENTARY

DeVaney Elementary School
1011 South Brown Ave.
Terre Haute, IN 47803
Phone 812-462-4497
Fax 812-462-4285

All directions start at the Administration Building at 7th and Wabash. Travel East on Wabash Avenue to Brown Avenue. Turn South (Right) at Rural King. Travel South on Brown Avenue. You will then come to a four way stop at Brown Avenue ; Ohio Boulevard. After the four way stop you will then come to a stop light at Brown Avenue ; Poplar Street. Keep traveling South on Brown Avenue approx. 1/4 of a mile. DeVaney Elementary School is located on the West (Right) side of the road.

DIXIE BEE ELEMENTARY

Dixie Bee Elementary
1655 E. Jessica Drive
Terre Haute IN 47802
812-462-4445
Fax 812-462-4447

All directions start at the Administration Building at 7th and Wabash. Directions to Dixie Bee Elementary, 1655 E. Jessica Dr., from the Administration Building on Wabash Avenue: Go west on Wabash Avenue to US 41 South (aka:3rd St.). The Court House will be straight ahead. Turn south (left) onto US 41 South. Continue on this same road, approx. 12 miles, to our school. It is best to stay in the middle or left lanes as the far right lanes end at 3rd ; Hulman St. and again after the Honey Creek Mall. After passing the I-70 interchange you will see landmarks such as: Honey Creek Mall (right side); Vigo County Fairgrounds (right side); Sam's Club (left side); K-Mart (right side); Gallery Furniture (left side); Walmart (right side) and Speedway gas station (right side). After passing the Speedway gas station, the next traffic light signal is E. Jessica Dr. at the State Police Post. Turn west (right) at the light. We are located directly behind the State Police Post. Welcome to Dixie Bee School!

FARRINGTON GROVE ELEMENTARY

Farrington Grove
1826 South 6th Street
Terre Haute IN 47802
812-462-4423
812-462-4424

Starting at the corner of 7th Street and Wabash Avenue, go 1 block west on Wabash Avenue to 6th Street. At 6th Street turn left (you will be going south), go south on 6th Street for approximately 14 city blocks. At Hulman Street (there will be a stop light at this intersection), you will see the playground for the school. The front entrance to the school is 1 1/2 blocks south of this intersection.

*Please do not park on the city street. Please use the parking lot located on the east side of the playground. Turn left at Hulman Street, go east 1/2 block to the alley, turn right and you may park anywhere facing the playground.

FAYETTE ELEMENTARY

Fayette Elementary
9400 North Beech Place
West Terre Haute IN 47885
812-462-4451
Fax 812-462-4453

All directions start at the Administration Building at 7th and Wabash. Go west on Wabash to 3rd Street. Go north on 3rd Street, then go north on Hwy. 63 (Clinton) at intersection of 3rd and Maple Ave. Go North on Hwy. 63 approximately 5 miles to Durkees Ferry Road, turn left (Fayette School sign on 63 with arrow). At 1st stop sign keep going straight. At 2nd stop sign (intersection of Hwy. 150 and Durkees Ferry) go straight across Hwy. 150. Go to 3rd. stop sign and turn left on New Goshen Ave. School is 3 blocks on the right at corner of Beech Place and New Goshen Ave.

FRANKLIN ELEMENTARY

Franklin Elementary
1600 Elm Street
Terre Haute IN 47807
812-462-4441
Fax 812-462-4438

All directions start at the Administration Building at 7th and Wabash. Directions to Franklin Elementary School: When leaving the Administration Building at 7th ; Wabash, go east on Wabash Avenue to 13th Street. Turn left (north) onto 13th Street and go to Locust Street. Turn right on Locust Street and proceed to 16th Street. Franklin School is situated one block south of 16th and Locust at 1600 Elm Street.

FUQUA ELEMENTARY

Fuqua Elementary
1111 Wheeler Ave.
Terre Haute IN 47802
812-462-4304
Fax 812-462-4306

All directions start at the Administration Building at 7th and Wabash. Starting at 7th Street and Wabash Avenue travel south on 7th Street approximately 29 blocks to Margaret Avenue. Major intersections you will pass on the way are Ohio Boulevard, Poplar Street, College Avenue, Washington, and Voorhees Street. At the intersection of 7th ; Margaret, Osco Drug is located on the northwest corner, Southland Shopping Center on the southwest corner and Cheap Frills on the southeast corner. Turn left (or east) on Margaret Avenue. Go to 10th Street and turn left (or north). Go north to the first intersection which is Wheeler Avenue. Turn right (or east) on Wheeler. Fuqua Elementary is located at 1111 Wheeler Avenue. Our main entrance is on Wheeler. There is parking available on both the east and west ends of the building.

HOOSIER PRAIRIE ELEMENTARY

Hoosier Prairie Elementary
2800 West Harlan Drive
Terre Haute IN 47802
812-462-4236
Fax 812-462-4233

Hoosier Prairie Elementary Continued:

Beginning at 7th and Wabash: Take Wabash west to 3rd Street (US41). Turn left. Stay on 3rd (US41 South). You will go under Interstate 70, pass Honey Creek Mall, pass Sycamore Chevrolet, KMart, Lowes, Walmart. Continue going west on US 41 South. After passing Walmart you will go up a steady incline. At the top of that incline will be a traffic signal (Carlisle Road). There is a Speedway Gas Station at the corner. Continue on US 41 South going past the State Police Post (traffic light), Ivy Tech, and Pfizers. You will continue on US 41 South to the next traffic light. Just before the light you will see a Hoosier Prairie Elementary School sign on the right side of the road just before the railroad tracks. On the left side of the highway at the light is Stuckey's and on the right side is the Industrial Park. Turn right (west) at the light. This is Harlan Drive. Take Harlan Drive 4 miles. You will have three stop signs on Harlan. Hoosier Prairie is on the southwest corner at the third stop sign (Harlan and Trueblood).

LOST CREEK ELEMENTARY

Lost Creek Elementary
6701 East Wabash Ave.
Terre Haute, IN 47803
812-462-4456
Fax 812-877-4815

DIRECTIONS TO LOST CREEK ELEMENTARY SCHOOL, 6701 Wabash Avenue (U.S. 40 and Hunt Road intersection) From 7th Street and Wabash Avenue intersection (location of VCSC Administration Bldg.) Take Wabash Avenue (U.S. 40) east for approximately 5 miles. Drive under a railroad viaduct and continue driving east on U.S. 40 (Wabash Avenue) Lost Creek Elementary School is located on the southeast corner at the second stoplight past the railroad viaduct. (The first stoplight past the railroad viaduct is the U.S. 40 and State Road 46 intersection) Turn right at this second stoplight and drive to the 3rd driveway and park in the back lot.

MEADOWS ELEMENTARY

Meadows Elementary
55 South Brown Ave.
Terre Haute IN 47803
812-462-4301
Fax 812-462-4303

All directions start at the Administration Building at 7th and Wabash. To get to Meadows Elementary School from 7th and Wabash, you should go east on Wabash Avenue to Brown Ave (Rural King on Corner) and turn South. Meadows Elementary School will be on the right past Rural King on Brown Avenue.

OUABACHE ELEMENTARY

Ouabache Elementary
501 Maple Ave.
Terre Haute IN 47804
812-462-4493
Fax 812-462-4214

Starting from 7th and Wabash Avenue, at the Administration Building, turn right on Wabash Avenue to 3rd Street. Turn right and go north on 3rd Street. Go over the large overpass that goes over the railroad tracks (ISU's blue track will be on your right). You will go through two lights (Locust St. and 8th Ave.). At the third light, turn right (onto Maple Ave.). Ouabache Elementary School is on your right. You should see a large sign in front and a totem pole.

RILEY ELEMENTARY

Riley Elementary
6050 South Canal Street
Riley, IN 47871
812-462-4449
Fax 812-462-4503

All directions start at the Administration Building at 7th and Wabash. Directions to Riley Elementary: East on Wabash Avenue to the junction of S.R. 46. Turn south (right) on S.R. 46. Proceed through two stoplights (past I-70 junction) and continue to the town of Riley. Turn left at the flasher light in Riley. The school is located on the right side of this street. The building is a large two-story red brick building.

RIO GRANDE ELEMENTARY

Rio Grande Elementary
5555 East Rio Grande Ave.
Terre Haute IN 47805
812-462-4307
Fax 812-462-4309

All directions start at the Administration Building at 7th and Wabash. Take Wabash Avenue East to Fruitridge Avenue (Health Check). Go north on Fruitridge to Park Avenue, you will pass North High School and Ampacet. Turn east on Park Avenue at flasher light (church on NE corner). Stay on Park Avenue until you come to Sandcut 4-way stop (grocery store on left). Turn left at stop (Rio Grande Avenue). We are 1/4 of a mile down this road on the South side of the road.

SUGAR GROVE ELEMENTARY

Sugar Grove Elementary
2800 Wallace Ave.
Terre Haute IN 47802
812-462-4416
Fax 812-462-4471

All directions start at the Administration Building at 7th and Wabash. Go East on Wabash Ave to 25th street. Turn right on 25th and go to Wallace Ave. (3 blocks south of Hulman) Turn left to the school.

TERRE TOWN ELEMENTARY

Terre Town Elementary
2121 Boston Ave.
Terre Haute IN 47805
812-462-4385
Fax 812-462-4413

All directions start at the Administration Building at 7th and Wabash. Go north on 7th Street to Lafayette Avenue. Turn north (right) at the light and continue north on Lafayette Avenue past 6th Avenue, 8th Avenue, Maple Avenue, 13th Street, and Fort Harrison. There is a Pizza Hut on the corner of Fort Harrison and Lafayette Avenue. Continue on Lafayette Avenue north and cross the railroad tracks. There are several fast food restaurants in this area. Continue past all of the fast food restaurants and the gas station on your right hand side. You should be able to see a trailer park on your left. Just past the last trailer is Boston Avenue. Turn left from Lafayette Avenue to Boston Avenue. Continue on Boston Avenue until you come to a stop sign. You will see the school about 100 feet ahead of you on your left side.

WEST VIGO ELEMENTARY

West Vigo Elementary
500 Olive Street
West Terre Haute IN 47885
812-462-4418
Fax 812-462-4410

All directions start at the Administration Building at 7th and Wabash. Go west on Hwy. 40. Cross the river bridge and continue on to West Terre Haute. Turn left at the Subway Restaurant (5th Street). Follow 5th Street until you come to the school.

MIDDLE SCHOOLS

CHAUNCEY ROSE MIDDLE

Chauncey Rose Middle School

1275 Third Ave.
Terre Haute IN 47807
812-462-4474
Fax 812-462-4473

All directions start at the Administration Building at 7th and Wabash. You will take 7th Street to Locust Street. At the four way stop turn right. You will go over a railroad track ; see the Locust Street IGA on your left. When you get to the stop light at Locust ; 13th Street turn left. Chauncey Rose Middle School will be on your left. You will go to the next stop light at 13th Street ; 3rd Avenue and turn left. You may park in any parking space in the lot.

HONEY CREEK MIDDLE

Honey Creek Middle School

6601 S. Carlisle Street
Terre Haute IN 47802
812-462-4372
Fax 812-462-4367

From the parking lot at the Administration Office head south on South 7th Street. You will travel about 10 miles Along your route you will pass the Indiana Theater, Public Library, Southland Shopping Center, Terre Haute South High School, and Mike's Stop and Shop to name a few. Continue south on 7th Street until it runs intersects South 3rd Street or US 41 South. The intersection will be marked by a stop light. On the west side of the street you will see a Marathon gas station. On your right side you will see a closed Kocolene gas station Turn Left on US 41 and continue south, you will pass the Walmart, Ryan's Steakhouse. Continue south on US 41 go up the hill past the Gibault School sign At the top of the hill there will be a Speedway gas station located on the right and a stop light. Turn right at the stop light follow the road as it curves , you will go by the Honey Creek Volunteer Fire house, it will be on your right. At this point you will see the school. The main front doors are located facing Carlisle Street. There is limited parking in front. The main front doors are locked after 8:00 am Additional parking is located behind the school. Just go west on the road in front of the fire house. On your left you will see the tennis courts and the track area. There is a sign marking the entrance, turn left at the sign and follow the road. The doors to enter are facing east. Call if you get lost

OTTER CREEK MIDDLE

Otter Creek Middle School

4801 N. Lafayette Street
Terre Haute IN 47805
812-462-4391
Fax 812-462-4391

All directions start at the Administration Building at 7th and Wabash. From VCSC Administration Building to Otter Creek Middle School - Proceed north on 7th Street past Indiana State University. Turn right on Lafayette Avenue and follow approximately 3 1/2 miles to Otter Creek Middle School. School is on the right hand side just pass the First Baptist Church of North Terre Haute.

SARAH SCOTT MIDDLE

Sarah Scott Middle School
1000 Grant Street
Terre Haute IN 47802
812-462-4381
Fax 812-462-4370

Directions to Sarah Scott Middle School from 7th and Wabash: Go south on Seventh Street to Hulman Street - turn east on Hulman St. to Ninth Street then turn south on Ninth Street. Proceed two blocks and the school will be in view.

WEST VIGO MIDDLE

West Vigo Middle School
4750 West Sarah Myers Drive
West Terre Haute IN 47885
812-462-4361
Fax 812-462-4358

To West Vigo Middle School from 3rd and Cherry. West on 40 across river bridge through West Terre Haute to 3rd stop light. Turn right (North) on Thorpe Road. Follow Thorpe until you see a large green water tower on left. Just after you pass the tower you will turn left on Sarah Myers Drive and West Vigo Middle is on the far west end of the building complex. Parking in rear of school. To West Vigo Middle School from I-70 Take Darwin Rd Exit. Turn left on Darwin Rd. Go to 40 turn left (West) on 40 go to stop light Turn right (North) on Thorpe Road. Follow Thorpe until you see a large green water tower on left. Just after you pass the tower you will turn left on Sarah Myers Drive and West Vigo Middle is on the far west end of the building complex. Parking in rear of school.

WOODROW WILSON MIDDLE

Woodrow Wilson Middle School
301 South 25th Street
Terre Haute IN 47803
812-462-4396
Fax 812-232-2217

From 7th and Wabash, drive south on 7th. Street one block, turn left (East) on to Ohio street, drive East to 24th. and Ohio, turn right (South) to parking lot

HIGH SCHOOLS

NORTH VIGO HIGH SCHOOL

North Vigo High

3434 Maple Ave.
Terre Haute IN 47804
812-462-4312
Fax 812-462-4204

From the Administration Building at 7th and Wabash, you will travel approximately thirty (30) blocks east on Wabash Ave. to Blakely Ave. You will pass Memorial Stadium on your left as you proceed and just before you turn left onto Blakely Ave. you will pass a Baskin-Robbins Ice Cream Shop and a car wash that will be on your right. After you turn left, Blakely Ave. will become Fruitridge Ave. Proceed to the 3rd stop light which will be Maple Ave. The school is on your left at the corner with a large marble sign in the front yard. Turn left and go to the 1st stop light and turn right to enter the school complex. You may park in the lot on your left, but not in a spot marked "S". The main entrance to the school building is facing Maple Ave. There is canopy you will walk under designating the front of the building The main office is straight ahead when you enter the building. Welcome to North!

SOUTH VIGO HIGH SCHOOL

South Vigo High School
3737 South 7th Street
Terre Haute IN 47802
812-462-4252
Fax 812-462-4408 Planetarium Fax 812-462-4074

From 7th and Wabash to get to Terre Haute South High School travel South on 7th Street 3 miles. The school is located at 3737 So. 7th Street.

WEST VIGO HIGH SCHOOL

West Vigo High School
4590 West Sarah Myers Dr.
West Terre Haute IN 47885
812-462-4282
Fax 812-462-4090

West Vigo High School is located just West of West Terre Haute, Indiana in Western Vigo County. The major roadways to West Vigo High School are Interstate 70, US 40 and state road 46 going east-west, and US 41 and state road 63 going north-south. If traveling west from I 70: go West past Terre Haute to the Darwin Road exit, turn left (North) and travel until you reach US 40, turn left (West) and go until you reach Thorpe Road (traffic light), turn right and go to W. Sarah Myers Drive where you will be able to see the High School. If traveling West from US 40: Go through West Terre Haute along US 40 until you reach Thorpe Road (traffic light), turn right and go to W. Sarah Myers Drive where you will be able to see the High School. If traveling east: exit I 70 at US 40, travel east along US 40 to Thorpe Road (traffic light), turn left on Thorpe and go to W. Sarah Myers Drive where you will be able to see the High School.

WASHINGTON ALTERNATIVE HIGH SCHOOL

Washington Alternative High School
1201 South 13th Street
Terre Haute IN 47802
812-462-4427
Fax 812-462-4066

All directions start at the Administration Building at 7th and Wabash. At this time and many months to come South 13th St. is closed from Poplar to Hulman so would suggest from 7th and Wabash to: Go south on 7th Street to College Ave. (has a stop light) turn east onto College Ave.; go to 12th Street, turn South (right) onto 12th St. - This puts you behind the Hyte Community Center-.go one block, -has a stop sign-will be at the corner of 12th and Cruft. Turn East (left) onto Cruft and the Washington HS parking lot will be on your right.

MCLEAN ALTERNATIVE SCHOOL

McLean Education Center
961 Lafayette Ave.
Terre Haute IN 47803
812-462-4330
Fax 812-462-4017

From 7th and Wabash- go East to 9th street and turn North. Go all the way to Lafayette Ave. At 9th and Lafayette turn right and go 1 block. The school is on the right and is at Lafayette and Beech streets. Parking is in the rear of the school.

Substitute FAQs

Q: Do I HAVE TO HAVE TOUCH-TONE SERVICE TO USE SUBFINDER?

A: No, but you do need a telephone that is tone/pulse switchable.

Q: DO I HAVE TO CALL IN AND REGISTER WITH SUBFINDER BEFORE I CAN RECEIVE JOB OFFERS?

A: Yes. You will not receive **any** job offers until you have registered! You register by recording your voice on the telephone (462-4021)

Q: DO I HAVE TO REGISTER EVERY TIME I CALL IN?

A: No. You only have to register once.

Q: WHAT HAPPENS IF SUBFINDER CALLS ME AND GETS MY ANSWERING MACHINE?

A: Your answering machine will record some portion of SubFinder's greeting and narration asking for your PIN – Personal Identification Number. SubFinder will realize that the phone was answered, but will not leave any information regarding the job. SubFinder may call back later and offer you the job again or you may want to call in and see if anything is available.

Q: WHAT IF SOMEONE IN MY FAMILY ANSWERS THE PHONE AND IT'S SUBFINDER CALLING?

A: You have two choices: 1) If you are not home, you can teach family members how to accept jobs for you. If you choose to do this, please make sure they realize how important it is to tell you about the job after they accept it! 2) If you are home, have the person who answered the phone put the receiver down and call you. Substitute Finder will ask for your PIN several times, waiting approximately 30 seconds between each request, so you will have time to get to the phone before the call is terminated.

Q: CAN AN EMPLOYEE PREARRANGE ME TO, OR REQUEST ME FOR, HIS/HER ABSENCE?

A: Yes, the district has chosen to use these options. The employee must have your SubFinder-assigned ID number in order to do this. They should be able to obtain this number from you or their school office.

Q: WHAT IF THE DAYS I AM AVAILABLE TO WORK CHANGE FROM WEEK TO WEEK?

A: You can change this information yourself, using your touch-tone phone. From the Main Menu, choose option #4 – To Review Personal Information and then choose option #3 - To Review the Days of the Week You Can Work. Follow the instructions given by the narrator and/or your reference card to change your available days.

Q: CAN I CALL SUBFINDER AND "SHOP" FOR JOBS?

A: Yes, you can call in and review available jobs any time.

Q: WHEN I CALL IN TO REVIEW AVAILABLE JOBS, WILL I BE GIVEN A LIST OF JOBS FROM WHICH TO CHOOSE?

A: No. You will hear one job at a time and will be able to accept the job, listen to the job again, or listen to the next job. If you accept the job, you may still review jobs for other dates, if there are any available at that time.

Q: WHAT IS THE DIFFERENCE BETWEEN MARKING MYSELF 'UNAVAILABLE' AND MARKING MYSELF WITH A 'DO NOT DISTURB'?

A: Marking yourself as 'Unavailable' means that you can not work for that time period. It does not mean that you don't want SubFinder to call you with offers for future jobs. For example: If you say that you are unavailable on Monday, SubFinder will not offer you a job for Monday but it may call you Monday evening to offer you future jobs.

When you create a "Do Not Disturb", you are telling SubFinder that you do not want to receive any calls during that time period. You are not telling SubFinder that you can't work. For example: If you ask not to be disturbed on Monday, SubFinder will not call you on Monday. But, it could call you Sunday night and offer you a job for Monday.

If you are not available to work **and** you do not want to receive any calls, you must add both items to the specified time period. After adding an Unavailable Date Range, SubFinder will ask you if you still want to receive calls during the period. Indicating that you do not will also place a Do Not Disturb on your account for the same period.

Q: IF I ENTER AN UNAVAILABLE DATE RANGE (FOR EXAMPLE, FOR A VACATION) AND RETURN EARLY, CAN I BEGIN TO PICK UP JOBS EARLY?

A: Yes. You must call SubFinder, choose option #4 - To Review Personal Information, choose option #4 - For the Date Range Menu, choose option #3 - To Review a Date Range, and then remove the date range. You will then be eligible to receive job offers from SubFinder, as well as review available jobs.

Q: IF I REJECT A JOB FOR A PARTICULAR DAY, WILL SUBFINDER QUIT CALLING ME FOR THAT DAY?

A: No. SubFinder may still call you for other jobs if you meet the criteria.

Q: IF I REJECT OR CANCEL JOBS, WILL I BE AUTOMATICALLY REMOVED FROM THE SUBSTITUTE LIST?

A: No. You will not be automatically removed for rejecting or canceling jobs.

Q: DO I NEED TO REMEMBER MY JOB NUMBER?

A: Yes. The job number is your confirmation that SubFinder has registered your acceptance of the job. You will also need this number if you need to cancel the job.

- Q: WILL I HAVE THE SAME JOB NUMBER FOR ALL MY JOBS?
- A: No. Every new job you accept will have a different job number.
- Q: CAN I CANCEL A PREVIOUSLY ACCEPTED JOB IN THE EVENT OF AN EMERGENCY?
- A: Yes. From the Main Menu, choose option #3 - To Cancel a Job. After entering the job number, SubFinder will play the job information for you and then give you the option of canceling the job. If you try to cancel a job after the **Substitute Cancel Deadline**, you will be instructed to call the administrator and will given the appropriate number to call.
- Q: WHAT IS MY SUBSTITUTE CANCEL DEADLINE?
- A: **30 minutes before the start of the job.**
- Q: WILL I EVER BE OFFERED JOBS IN POSITION AREAS THAT I DID NOT REQUEST?
- A: Maybe. You may be called for jobs outside your stated position area(s) if: (1) a special request for you has been made, or (2) SubFinder has been configured to call substitutes outside the position area after all matching substitutes have been called.
- Q. How Will I Know When My Name Is On The SubList?
- A. **IF** you have turned in all of your paper work, and **IF** you have attended the class and have your photo ID (with a copy of it in your file) you will be put on the sub list. You can call the SubFinder to find out if you are on the list 462-4021. If the system will not take your social security number then you are not in the system yet.
- Q. How Can I Find My ID Number To Tell A Teacher?
- A. There are several ways to do this. The easiest way is to dial into the SubFinder and press #5 from the main menu to review your "personal information" . With this new version it will tell you what your number is. You can check in the school office for a list of ID's or you can call the Substitute Teaching Office 462-4052. You will not be given an ID number until you are in the system.
- Q. Will I Get A Copy Of My Sub License?
- A. You actually will receive the original. When your license comes in a copy is made for your file and the original is sent to you along with a letter, telling you that you are in the system and what your ID number is.