

Franklin Township *Community School Corporation*

SUBSTITUTE HANDBOOK



#WeAreFlashes

Franklin Township is an Equal Opportunity Employer. The Board of Education shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no staff member or candidate for such a position in the District shall, on the basis of race, color, religion, national origin, creed or ancestry, age, gender, genetic information, marital status, disability or sexual orientation, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it received financial assistance from the U.S. Department of Education.

10.17.2022

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Human Resources

Jeff Murphy

Chief People Officer
317-803-5521

Jill Britt

Director of Human Resources
317-803-5007

Melinda Abel

Benefits Specialist
317-803-5012

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317-803-5053

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317-803-5042

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317-803-5074

Franklin Township School Corporation
6141 S Franklin Rd
Indianapolis, In. 46259
317-862-2411 FAX 317-862-7238
<https://ftcsc.org/ftcsc.org>

THE FRANKLIN TOWNSHIP COMMUNITY SCHOOLS

MISSION

Our mission is to instill in all students a passion for lifelong learning and to inspire each one to contribute as a responsible citizen to the future of our interconnected world.

CORE VALUES

We believe that...

- all people have inherent worth and bring unique gifts and talents to our community.
- all people with a passion for learning, who accept responsibility for their choices, improve the quality of life.
- our community's strengths lie in the foundation provided by families, and our willingness to embrace diversity.
- consistently engaging in honest communication creates an informed trusting community in which education thrives.
- learning is positively impacted when people actively participate in an environment that is nurturing and respectful.
- our children's opportunities rely upon their skills to compete in an interconnected, interdependent world.
- challenging ourselves commits us to change and fosters continuous growth.

VISION

We are a community of caring individuals who value learning and take responsibility for our global future.

Franklin Township Community School Corporation has a dedicated group of teachers, administrators and support staff who contribute in many ways to the excellence of its schools. Franklin Township educators strive to provide a strong basic education which will give each student the necessary foundation to become a lifelong learner. At the same time, the most modern educational technology and methods are utilized to ensure students are prepared for the future.

The Franklin Township Community School Corporation is committed to offering quality instruction to all students when the regular classroom teacher is unable to be present. We will select only those persons who meet the guidelines of our substitute program and who have a disposition that is reflective of the core values of our school community.

This substitute handbook along with the classified handbook highlights the goals, policies, and benefits of FTCSC. Please familiarize yourself with the handbooks and all FTCSC board policies so that you will know what FTCSC expects from you and what you can expect from FTCSC. This handbook can be found on the district website and will be communicated to you through the online training system. The FTCSC School Board Policies are the official policies of the district. This handbook serves as a guideline. Please refer to FTCSC School Board Policies for full descriptions. [Board Policies](#)

Substitute teachers will be held to the same professional standards of behavior as the regular classroom teacher. Conversely, substitute teachers will be treated with the same respect as regular classroom teachers.

The goal of all individuals who interact with our students is to assist them in achieving success.

General Information

Employment as a Substitute Teacher

As a substitute teacher, you will be employed on a daily basis and your employment is subject to termination at any time for any reason, as determined by the Superintendent or designee. You may not assume or expect to be considered for future employment unless you receive a written statement from the Human Resources office. By accepting a daily assignment as a substitute teacher, you acknowledge that no such promise or expectation for long-term employment exists.

Substitute teachers are subject to the terms and conditions listed in the classified handbook. The classified handbook can be found on our district website and will also be a part of the Safe Schools training which is required.

The Franklin Township Community School Corporation does not discriminate on the basis of sex, race, religion, age, or handicapping condition. Its educational programs and activities are in full compliance with state and federal laws. It is the goal of the school system to choose the most qualified, competent, and talented substitute teachers available.

All substitute teachers will need to sign a Reasonable Assurance Letter in May for the upcoming school year.

WELC Substitute Child Care Benefit

As an employee of Franklin Township Community School Corporation, substitute staff members are eligible to enroll children or grandchildren for preschool or childcare at the Wanamaker Early Learning Center. Active employees are eligible for an early enrollment period, discounted staff rates, and the infant/toddler childcare program as long as they are meeting the monthly minimum work days as described below. Substitute staff members must work a minimum of eight (8) days per month in order to qualify for these exclusive township employee benefits at the Wanamaker Early Learning Center. This average of two (2) days per week will be adjusted to account for school calendar breaks. For example, if there are two (2) full weeks of break during a given month, the minimum would be adjusted to four (4) days. If a substitute staff member does not work the minimum amount of days per month, they will be notified to take corrective action. If the substitute does not resume meeting the required number of **days** (not hours as a day is a day) within one month of notification, the employee will no longer be eligible to receive a discount. If failure to meet the monthly minimum is not resolved or If the employee or enrolled children do not live in the Franklin Township district or are enrolled in the infant/toddler program, the enrollment will be terminated after thirty (30) days of inaction.

PAYMENT

Daily Rate

Valid Substitute Permit

The current rate of pay for substitute teachers in the Franklin Township Community School Corporation is \$100.00 per day for individuals holding a valid substitute permit covering a classified position. The current rate of pay for substitute teachers in the Franklin Township Community School Corporation is \$110.00 per day for individuals holding a valid substitute permit covering a certified position. When working a half day in a classified position, a substitute teacher will be compensated at \$50.00 per day. When working a half day in a certified teaching position, a substitute teacher will be compensated at \$55.00 per day.

Long Term - Valid Substitute Permit

Substitute teachers who hold a valid Substitute Permit and who substitute for the same Certified staff member for more than ten (10) consecutive school days will be paid a daily rate of \$150.00 from day one of the coverage. These substitute teachers will continue to receive the \$150.00 daily rate for each day they continue to work in the same position.

If a substitute teacher is absent or works in a different assignment for any reason after having qualified for the long term daily rate, the substitute teacher will revert to the standard substitute daily rate pay.

Valid Indiana Teaching License

The current rate of pay for substitute teachers in the Franklin Township Community School Corporation is \$100.00 per day for individuals holding a valid Indiana teaching license and covering a classified position. The current rate of pay for substitute teachers in the Franklin Township Community School Corporation is \$120.00 per day for individuals holding a valid Indiana teaching license and covering a certified teaching position.

Long Term - Valid Indiana Teaching License

Substitute teachers who hold a valid Indiana Teacher license and who substitutes in the same certified teaching position for more than ten (10) consecutive days in the same position will be paid a daily rate based on their placement on the teachers' salary schedule in the collective bargaining agreement. These substitute teachers will continue to receive the contract daily rate for each day they continue to work in the same teaching position from day one of the long term position. Teacher pay for certified long term substitutes will be capped at the masters 25 rate.

If a substitute teacher is absent or works in a different assignment for any reason after having qualified for the contract daily rate, the substitute teacher will revert to the standard substitute daily rate pay.

The payroll department will track the consecutive days for the substitute teacher. It is a good idea to inform the payroll specialist, Stephanie Brown when day sixteen is beginning.

Minimum Days Worked in a Month

Substitute teachers are required to work a minimum of five days per semester. Ten half days can be worked to get the total requirement. If this number is not met the staff member will be terminated at the end of the current semester, if they have not worked.

Substitute Payment

Upon arriving at the school, the substitute teacher should check with the school office manager and check to see if any changes have been made to your assignment. All jobs should be in Absence Management. Absence Management is how payroll knows what to pay you for. It is your responsibility to verify the information is correct in Absence Management.

To View Pay Stubs and Make Changes to Personal Information

The Franklin Township Community School Corporation uses a system called eSuites to manage employee information. If you change your address, or any personal information it is important that you make the changes in the eSuites system. [Esuites Link](#)

Pay Days

Substitute teachers are paid on the same pay schedule as the certified staff in Franklin Township. The current schedule is in the back of this packet. Your first paycheck will be a live check. It will be mailed to your home address.

Deductions

The following deductions are mandatory from all earnings: Federal Income Tax, State Income Tax, Country Income Tax, and Social Security Tax (FICA).

Retirement Benefits

As a substitute teacher, you may be eligible for INPRS. If you are interested in making voluntary contributions to a 403(b), please contact the Human Resources Department for more details.

TRAINING

Substitute teachers are required to complete training through Professional Growth located in our Frontline System. Professional Growth online training will be demonstrated at New Hire Orientation. You are required to complete the training initially, renew it annually, and complete new training as assigned. There is no need to print off your completion certification as we are notified when you complete your training. Any further questions regarding the training should be sent to the substitute coordinator.

Receiving a Teaching Assignment

Absence Management: Automated Substitute Placement & Absence Management

Franklin Township uses a computerized system to assign substitute teachers to a teaching assignment. All substitute teachers will be logged into the Absence Management system.

You may contact the system to search for available jobs at www.ftcsc.org>STAFF>Frontline Absence Management (AESOP) or on the phone at 1-800-942-3767. Your **ID** is the 10-digit phone number you provided as your preferred contact number on the sub application you submitted. Your **PIN** number is the last 4-digits of your social security number.

Directions for the use of the Absence Management system are included in this packet. If properly used, the system can be of great benefit to the substitute teacher allowing the substitute teacher to create and manage their own schedule.

You may create non-work days when you are unable to sub. You may set a school preference list and you can specify call times.

Personal Contact

Under no circumstances should a substitute teacher accept a job from a classroom teacher. Classroom teachers by contract are not allowed to secure their own substitute teacher.

Extended Teaching Assignment

A substitute teacher can be offered an extended teaching assignment. Extended teaching assignments can only be offered to those individuals who are on the substitute list and hold a valid Indiana teaching license.

Cancellation of an Assignment

If it becomes necessary that you must cancel a teaching assignment, there are several ways to contact the school.

You must contact the Absence Management system. The system will notify the administrator of that building via an email. The system will not allow you to cancel an assignment within 30 minutes of the school start time.

Canceling an assignment without a very good reason or repeatedly canceling assignments may result in the substitute teacher being removed from the approved list of substitutes.

If accepting an extended assignment, it is the responsibility of the substitute teacher to contact Morgan.Johns@ftcsc.org in Human Resources to cancel assignments that may have been accepted for future dates.

Substitute Teacher Coordinator

The substitute teacher program is coordinated by the Human Resources Office. Questions can be directed to: Morgan Johns, Human Resources Coordinator

Morgan.Johns@ftcsc.org

317-803-5053

Professional Dress

Dress business casual and appropriately for each assignment. Avoid loud or extreme clothing; you are sending an image to the students that you are a professional and that you should be treated with respect as you supervise and direct the activities for the day.

THE SCHOOL DAY

Arrival

Park with other members of the school staff. Visitor spaces are reserved for short-term visitors, you should not park in one of those spaces. Please be on time.

Instructional Day

When a job is accepted in Absence Management, there should be several documents attached to the job posting. These may include the following:

- Current building map
- Staff directory
- Bell Schedule
- Blue & White calendar
- General directions for subs (contacts for questions, hall pass info, etc.)
- Building policies or procedures (Emergency procedures, security)
- Substitute teacher report for permanent teacher
- Lesson plans

Please read over the documents and be prepared for your day.

Arrive early and check in with the Office Manager.

Familiarize yourself with the classroom, materials needed, etc. Also find the cafeteria, restrooms and the locations for specials (art, music, gym).

Put your name on the board, locate and familiarize yourself with the classroom.

Refer to the teacher's prepared lesson plans and gather the necessary materials that you will need. If you do not have a complete set of plans, inform the principal and seek assistance from one of the other teachers in that grade level. Teachers are generally happy to share ideas and forms with you.

Do your best to follow the plans left by the teacher. You will assume the duties of the classroom teacher so be prepared to do special duties, for example, recess duty or lunch duty.

All unusual requests from parents and students should be referred to the office. This includes requests for early dismissal or exclusion from a particular activity.

Be in charge of the classroom. Start the class decisively. Give directions concisely. It is essential for substitute teachers to be perceived by students as confident, as being in charge and as being fair. Building positive relationships with students will increase your ability to manage the classroom.

Don't make assumptions based on a previous substituting assignment.

Never release a student to anyone without authorization from the school office.

Be flexible, expect the unexpected and demonstrate a sense of humor.

When a substitute uses good judgment, avoids criticism and sarcasm, does not make threats, and adapts to circumstances in a positive way, the day will be much better for the students and the substitute.

Lunch

You will have lunch at the same time as the classroom teacher. You are welcome to have lunch with the staff during your lunch time. All buildings have a refrigerator and microwave if you would like to bring your lunch. If you would like a pin number to order a school lunch, please contact:

Pam Umphress

End of The Day

How you leave the classroom will be the first impression the classroom teacher will have of you. Leave the teacher's desk and assignments turned in by the students neatly organized. Close windows, turn off lights and equipment, and double check to make sure the room is in the same order as when you arrived.

A brief written account of all activities should be left for the regular teacher: all assignments made, work covered, any unusual problems, outstanding work, discipline problems etc. If for some reason you were unable to carry out the plans left by the classroom teacher, leave an explanation as to why you were not able to complete the plans.

Report back to the school office to end your day.

Lastly, please leave the feedback requested for the regular teacher in Absence Management.

Policies and Procedures

There are activities that are prohibited on all campuses of the Franklin Township Community Schools. These policies apply to everyone who uses or is on the property of the school system.

The Franklin Township Community Schools maintains a **NO SMOKING** policy. No exceptions.

Possession of weapons (typically knives, guns) is strictly forbidden and can result in a referral to our security department. It is a violation of federal law to possess a firearm of any type on school grounds – this includes weapons that may be in your car.

Possession, use, or distribution of illegal drugs or alcohol on school grounds is strictly prohibited.

Personal calls may not be made during class time, on personal cell phones or classroom phones.

If in doubt of a policy, please check with the office manager or secretary.

Confidentiality

A substitute teacher should not compare one school with another, one principal with another or one group of students with another. Avoid negative criticism and any conduct that might prompt dissention. Remember that a professional approach must be exercised in terms of discussing children, colleagues and parents. To discuss problems with other professionals is acceptable and recommended, but to discuss them with neighbors and friends is unethical. Ethical consideration should be given constant thought.

Remember, all information that you gain as a member of the staff is privileged and confidential. Grades and other information are protected by federal law – Family Education Rights and Privacy Act (FERPA).

Discipline

Letting the entire class know what your expectations are is key to having a successful educational day. Establishing standards should be done as early in the day as possible. Be firm, be fair and consistent. Expect good behavior. Students tend to respond to what is expected of them. A positive approach is worth more

than many negative rules. Avoid making threats that cannot be carried out. Students, like adults, respond to positive reinforcement better than to sarcasm or use of the negative.

Praising desired behavior is much more effective than punishing undesired behavior. Preventative discipline is more effective than reactive discipline.

Medical Information

Under no circumstances is a substitute teacher authorized to administer **ANY** type of medication. This includes Tylenol, aspirin, or cough syrup. Refer these children to the school clinic. All medicines are to be taken to the office for storage.

If a student is bleeding, do not send the student to the restroom by him/herself. Notify the school clinic and send another student with the child to the clinic. Always wear protective gloves when handling body spills of any kind. Unless it is an emergency, always fill out a health referral when sending the student to the clinic. If it is an emergency, follow up with the school nurse and submit the required paperwork as soon as possible. Some students have special medical concerns. The classroom teacher should have noted these for the substitute teacher. If you do not find such a notation, check with the school clinic to verify any special medical needs of students that are a part of the classroom.

Remember: it is better to err on the side of caution when dealing with student medical concerns or issues.

CHILD ABUSE LAW AND REPORTING

REPORT CHILD ABUSE OR SUSPECTED CHILD ABUSE IMMEDIATELY!

A FTCSC employee who has reason to believe that a child is a victim of child abuse or neglect shall make an immediate report as required by Indiana law (IC 31-33-5-1).

FTCSC employees shall **immediately make the report to the Department of Children Services (DCS) or the local law enforcement agency. After making the report, the individual employee shall notify the person in charge of the school** or their designee that the report to DCS/law enforcement was made (IC 31-33-5-2).

“Immediately” means immediately. Failing to report suspected abuse is a crime (IC 31-33-22)

How to report

- Call police and/or call the Indiana Child Abuse & Neglect Hotline
 - 1-800-800-5556
- An intake specialist will:
 - Listen and ask questions using intake guidance tool
 - Captures report information
 - Send a report to the local county office to determine next steps.

GENERAL GUIDELINES TO FOLLOW

Never leave a classroom or student alone.

No touching of any kind.

You are not authorized to take pictures of the students or show pictures of yourself of any kind.

No sleeping at any time.

Do not discuss any subject that could be deemed inappropriate, offensive, and/or not related to state standards. For example, religion, politics, etc.

Personal computers or cell phones should not be used during class time.

Don't send students in the hallway without a pass.

Don't send a student to the office without calling first.

Don't eat or drink anything in the classroom that you didn't bring in yourself.

Don't discuss outside of classroom topics.

Don't show videos or websites that are not part of the teacher's sub plans.

Don't send a student in the hallway for punishment.

Don't use inappropriate words, curse words or hand gestures. Shut Up is inappropriate.

PLEASE BE FLEXIBLE! Your assignment may change upon arriving at the building that day. The building may need you more in another position. As a sub you should show flexibility and adaptability.

Your humor may not be at the same level of a student or co-workers. Be cautious with the words you speak even in a joking manner.

Please walk around the room. The more presence you have in the room the better.

Make notes of helpful, well behaved students to leave for the teacher as well as disruptive students.

Please make sure you are checking your email at least once a week.

Refer to the township website to find school calendar and staff handbooks.

Remember, we are here to support the students for Franklin Township.

Administration Office

Dr. E. B. Carver Community Education & Technology Center
Dr. Bruce Hibbard, Superintendent
6141 South Franklin Road
Indianapolis, Indiana 46259
Phone: (317) 862-2411
Fax: (317) 862-7238

Acton Elementary

Mrs. Brook Wessel-Burke, Principal
Sarah Poole, Secretary/Treasurer
8010 Acton Rd
Indianapolis, IN 46259
Phone: (317) 862-6108
Fax: (317) 862-7251

Adams Elementary

Mrs. Jaci Greig, Principal
Jill Puckett, Secretary/Treasurer
7341 East Stop 11 Road
Indianapolis, IN 46259
Phone: (317) 862-2065
Fax: (317) 862-7255

Arlington Elementary

Mr. Matt Nysewander, Principal
Eric Brock, Secretary/Treasurer
5814 S. Arlington Ave.
Indianapolis, IN 46237
Phone: (317) 782-4274
Fax: (317) 784-6698

Bunker Hill Elementary

Mrs. Hillary Huff, Principal
Tammy Just, Secretary/Treasurer
6620 Shelbyville Road
Indianapolis, IN 46237
Phone: (317) 787-3421
Fax: (317) 781-9163

Kitley Intermediate

Amy Miller, Principal
Kathy Dupler, Office Manager
8735 Indian Creek Road
Indianapolis, IN 46259
Phone: (317) 803-5900
Fax: (317) 803-5970

South Creek Elementary

Mr. Patrick Guilfooy, Principal
Stephanie Green, Secretary/Treasurer
9010 E. Southport Road
Indianapolis, IN 46259
Phone: 860-4700
Fax: (317) 860-4770

Thompson Crossing Elementary

Mrs. Crystal Livesay, Principal
Kylie Gerbofsky, Secretary/Treasurer
7525 E. Thompson Road
Indianapolis, IN 46239
Phone: (317) 860-4600
Fax: (317) 860-4610

Franklin Central Junior High

Mrs. Catherine Whitson, Principal
Shanna Brinegar, Office Manager
10440 Indian Creek Road
Indianapolis, IN 46259
Phone: (317) 803-8100
Fax: (317) 803-8199

Edgewood Intermediate

Mr. Michael Gaines, Principal
Theresa Duncan, Office Manager
7620 E. Edgewood Avenue
Indianapolis, IN 46239
Phone: (317) 862-2446
Fax: (317) 862-7271

Franklin Central High School

Mrs. Jennifer Matasovsky, Principal
Jane Roberts, Office Manager
6215 South Franklin Road
Indianapolis, Indiana 46259
Phone: (317) 862-6646
Fax: (317) 862-7262

FTCSC

2022-2023

PAY PERIOD INFO

PAY DATE	PAY PERIOD
08/19/22	07/23 - 08/05
09/02/22	08/06 - 08/19
09/16/22	08/20 - 09/02
09/30/22	09/03 - 09/16
10/14/22	09/17 - 09/30
10/28/22	10/01 - 10/14
11/11/22	10/15 - 10/28
11/23/22	10/29 - 11/11
12/09/22	11/12 - 11/25
12/22/22	11/26 - 12/09
01/06/23	12/10 - 12/23
01/20/23	12/24 - 01/06
02/03/23	01/07 - 01/20
02/17/23	01/21 - 02/03
03/03/23	02/04 - 02/17
03/17/23	02/18 - 03/03
03/31/23	03/04 - 03/17
04/14/23	03/18 - 03/31
04/28/23	04/01 - 04/14
05/12/23	04/15 - 04/28
05/26/23	04/29 - 05/12
06/09/23	05/13 - 05/26
06/23/23	05/27 - 06/09
07/07/23	06/10 - 06/23
07/21/23	06/24 - 07/07
08/04/23	07/08 - 07/21



Franklin Township Community School Corporation

2022 – 2023 Student Calendar

JULY						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July
Opening Day & PD for Staff -7/28
 Professional Day for Teachers-7/29

AUGUST						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August
 First Day for Students-8/1
 Mid-Term Grades Post-8/26

SEPTEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September
 Virtual Student Instructional Day – 9/2
 Labor Day Holiday-9/5
 No School
 End of Quarter 1-9/30

OCTOBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October
 Fall Break-10/3-10/14
 Students Return 10/17

NOVEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November
 Mid-Term Grades Post-11/11
 Thanksgiving Holiday - 11/23-11/25
 No School

DECEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December
 End of Semester 1-12/20
 Last Student and Staff Day
 Winter Break Begins-12/21
 Teacher Record Day-12/21

January
 Students Return-1/3
 Martin Luther King Holiday – 1/16

JANUARY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February
 Mid-Term Grades Post-2/10
 Virtual Student Instructional Day – 2/17
 Presidents' Day Holiday – 2/20

FEBRUARY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March
 End of 3rd Grading Period-3/10
 Spring Break-3/20-3/31

MARCH						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April
 School Resumes-4/3
 Mid-Term Grades Post-4/21

APRIL						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May
 End of Semester 2-5/26
 -Last Student Day
 Memorial Day Holiday-5/29
 Teacher Record Day-5/30
 -Commencement

MAY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June
 Summer Intersession

JUNE						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

KEY	SCHOOL DAY	STUDENT DAYS	TEACHER DAYS	GRADING PERIOD ENDS
Blue – No School/Holiday	7:30-2:15 FCHS	1 st Semester 88	1 st Semester 91	September 30, 2022 (44 days)
Gray – Full Day for Teachers	7:55-3:00 FCJH/Intermediate	2 nd Semester 92	2 nd Semester 94	December 18, 2022 (44 days)
Green – Parent Information	9:10-3:55 ELEMENTARY	TOTAL 180	TOTAL 185*	March 10, 2023 (47 days) May 26, 2023 (45 days)

*Additional teacher work day TBD

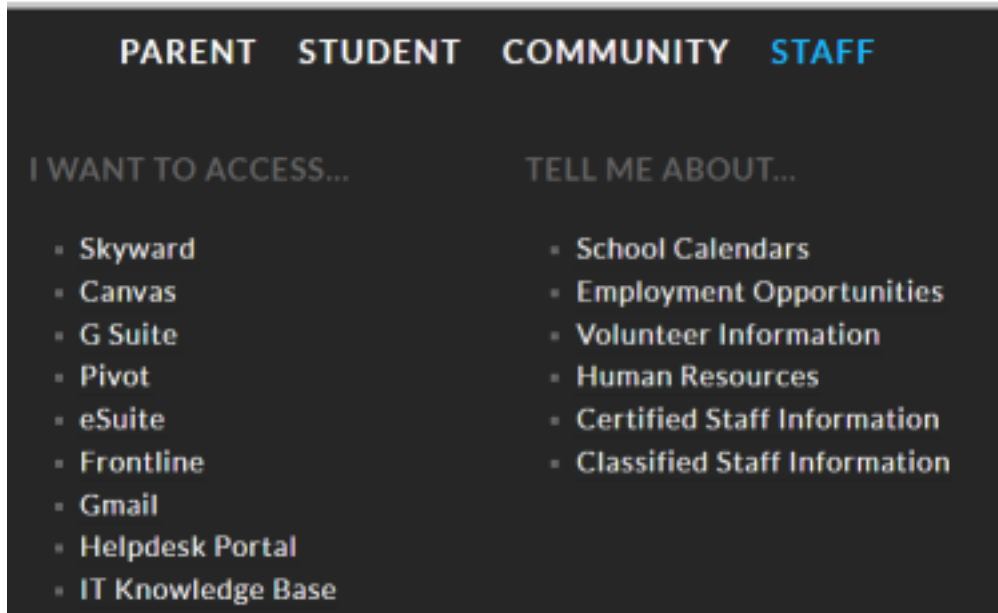
Board Approved: 4/29/19

Professional Growth Instructions

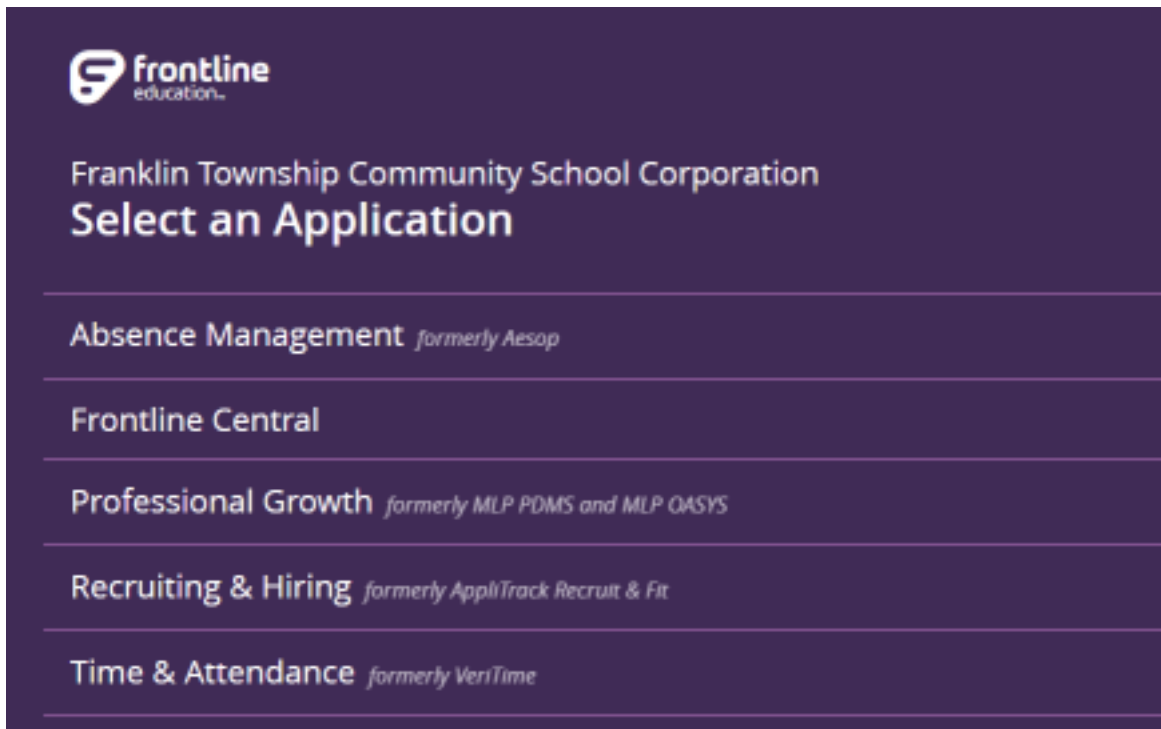
How to access pre-assigned Compliance courses

Log into Frontline through the SSO (single sign on)

Go to FTCSC.org click on Frontline



Click on Professional Growth

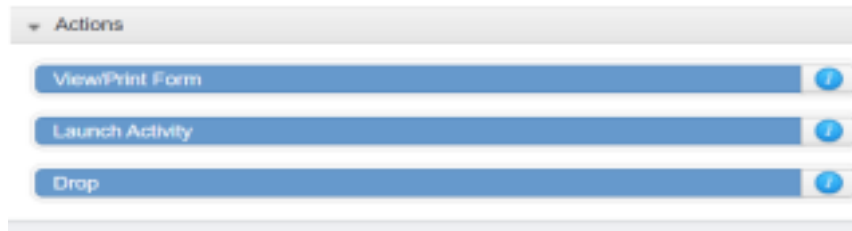


This is how it could look for you

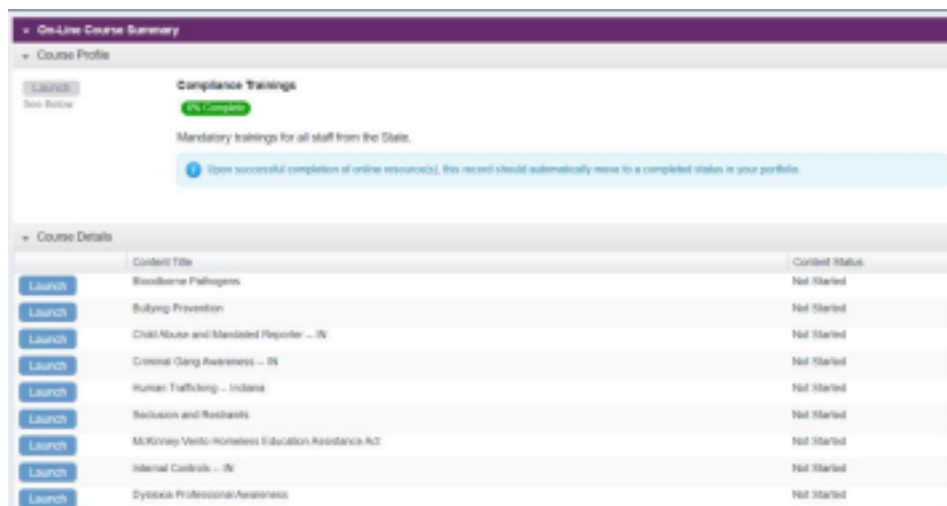
Locate and click on “Learning Plan” icon if you do not see this page at first Locate and click on the blue “manage” button to open the bundle



Click the “Launch Activity” bar link to open the bundle,



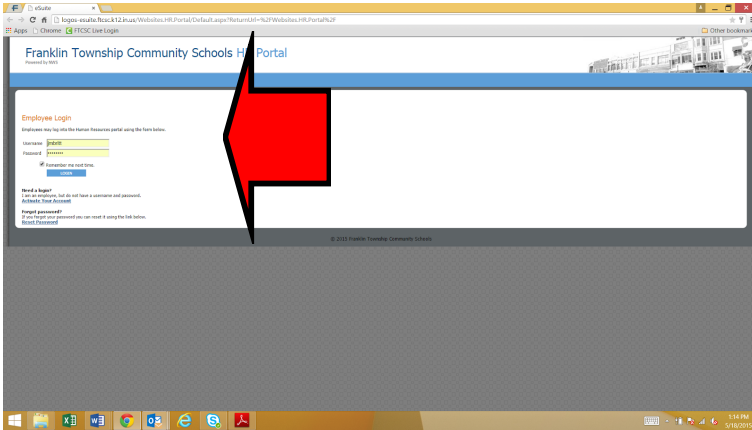
Click the launch for each training module.



eSuite HR Portal Instructions

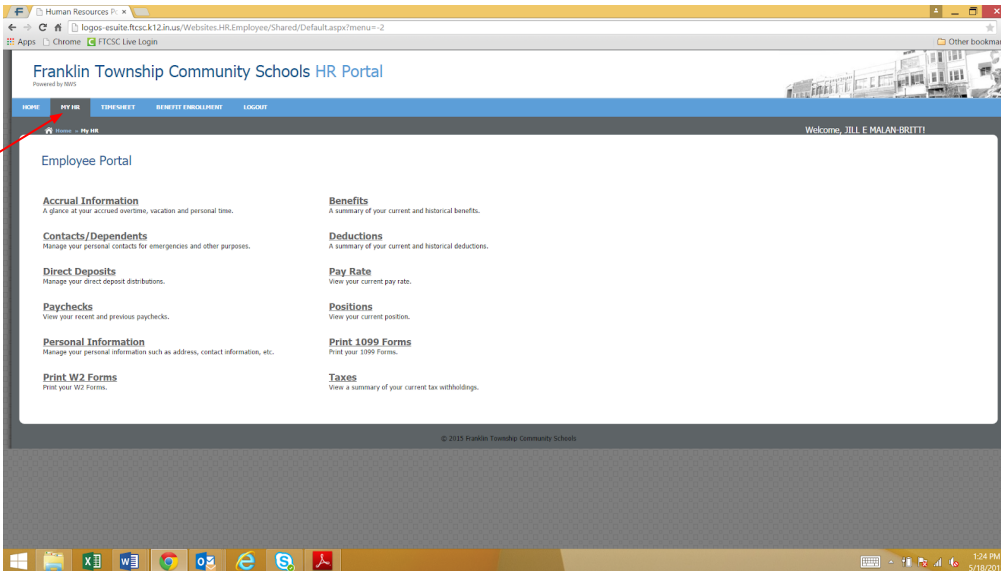
Go to the following website: <https://logos-esuite.ftcsc.k12.in.us/Websites.HR.Portal>

When you click login, the screen below appears. Enter username and password and Click Login

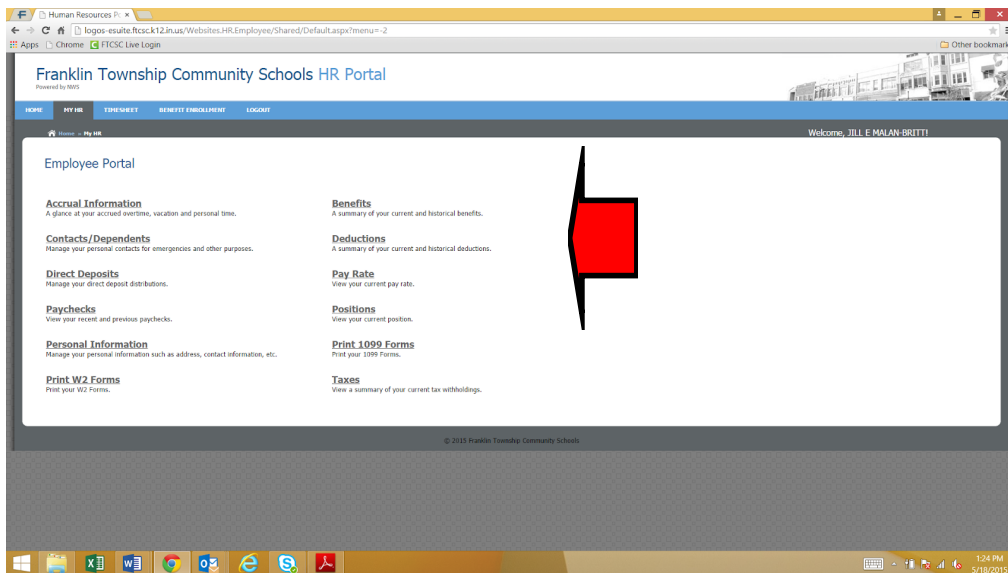


When you login, you will want to choose the **MY HR** option at the top of the page.

This is what you will see when you click on **MY HR**. From this screen you have access to these items. A drop-down box under **MY HR** has the same options.

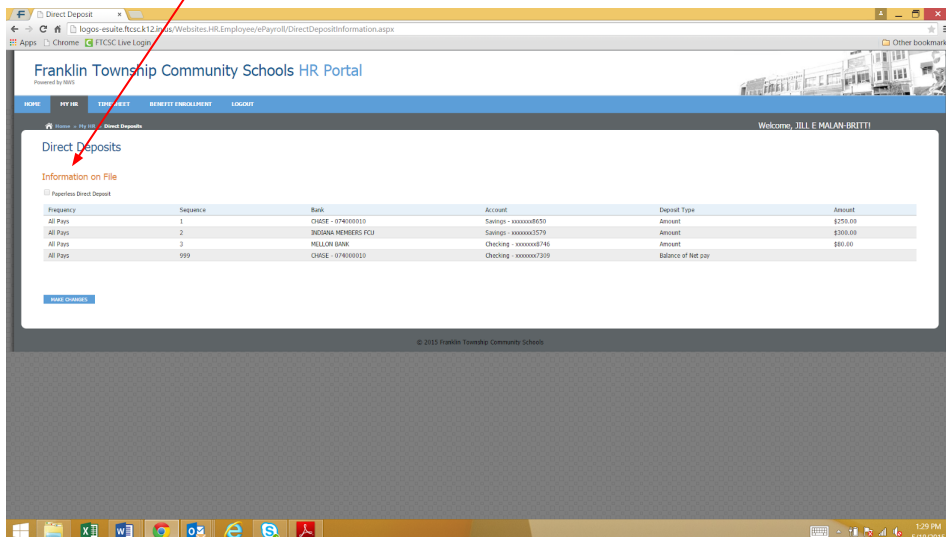


If you choose paychecks, you then will select a Pay Period which allows you to view or print a **copy** of your paycheck stub.



Remember, this is by pay period. The most current is at the top of the list.

PLEASE NOTE: The “Direct Deposit” option shows you what accounts you have for Direct Deposit. These screens are for viewing only. YOU MUST SELECT THE MAKE CHANGES BUTTON FOR THE CHANGE SCREEN TO POP TO MAKE YOUR CHANGES

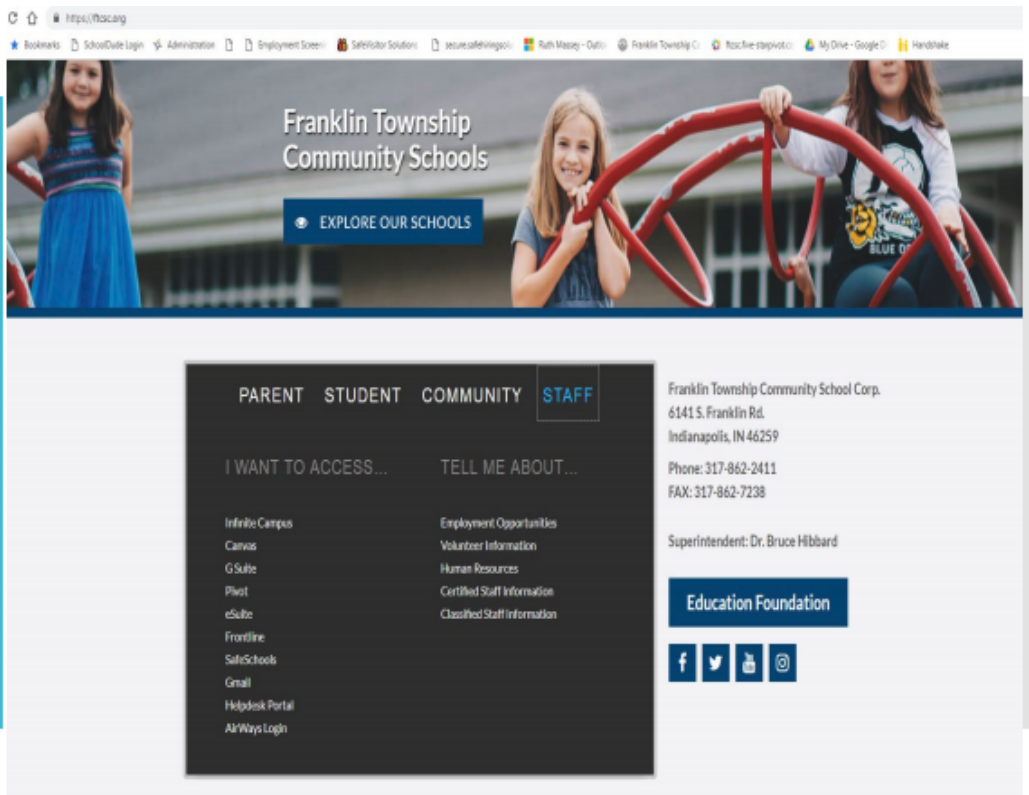


The “Contacts/Dependents” screen can also be updated and any changes will be approved through the system by the Human Resources Department.

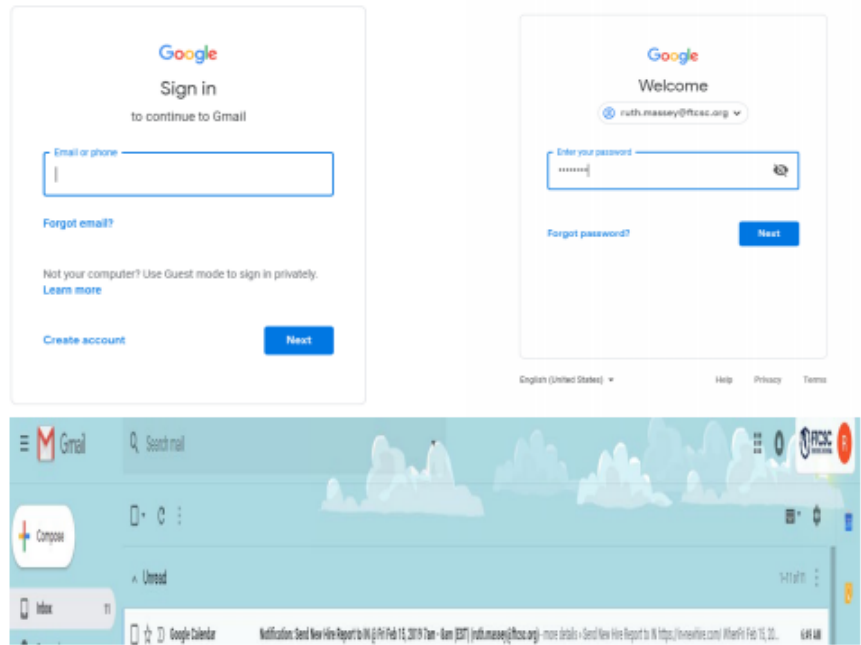
Please click through all of the sections in MY HR to ensure your information is accurate and make changes at any time. Once submitted all changes are sent through the system to Human Resources to approve the changes.

As always please contact Human Resources with any questions.

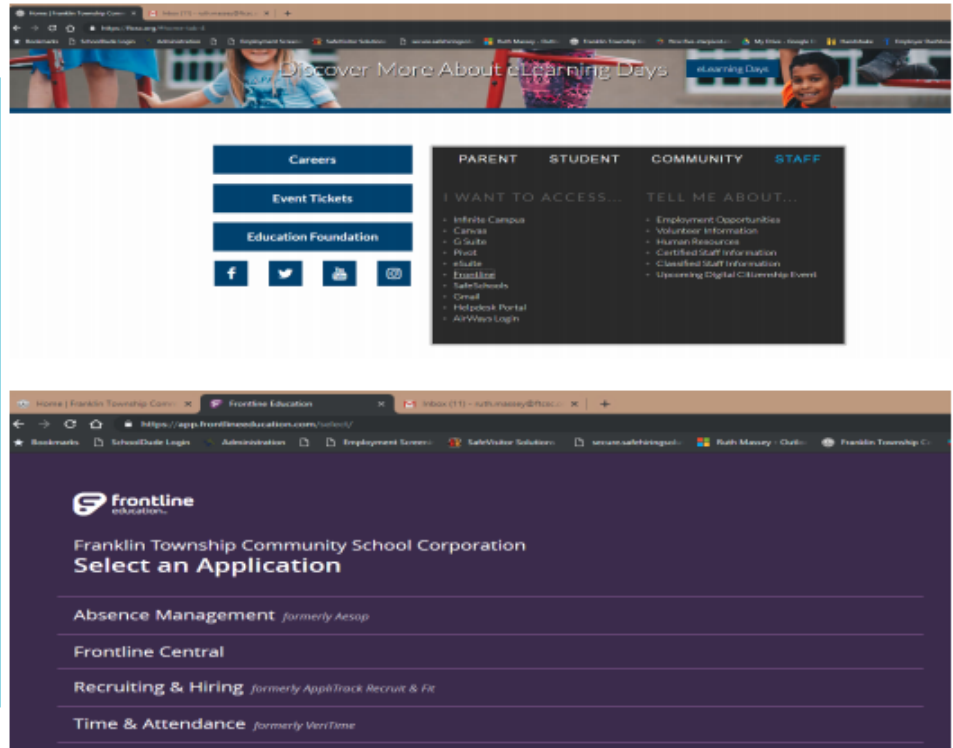
- Go to
FTCSC.org on
any computer
-Click on STAFF
-Click On Gmail



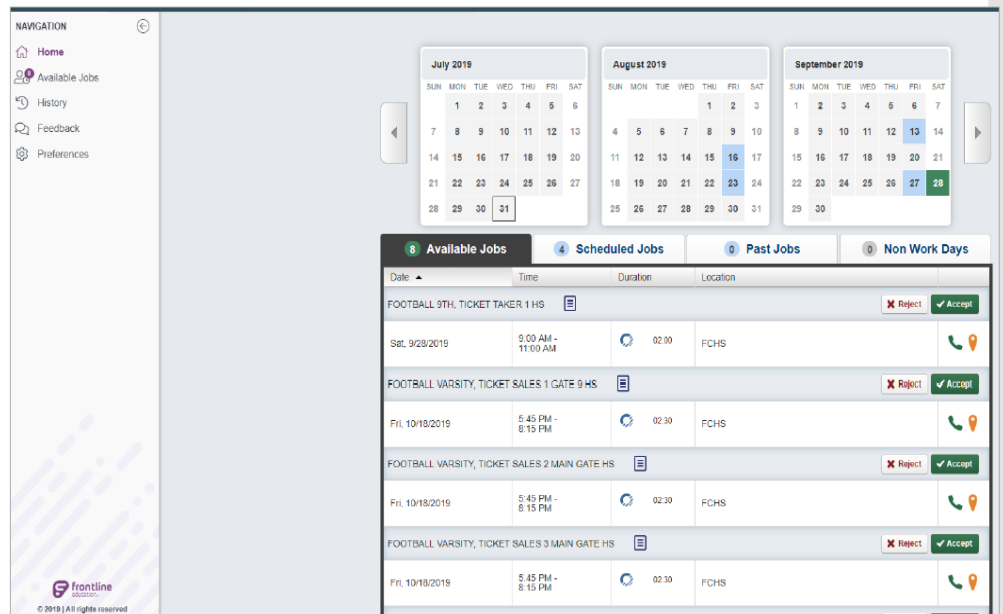
Enter in your
work email
information
your email will
open



Go back to
FTCSC.org
Click on Frontline
it should
automatically
open
Select the
application you
need
Absence
Management



This is where
you pick up
jobs.





GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the absence management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent absence management from calling again today – **Press 2**
- Prevent absence management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The absence management system will list the job details, and you will have the opportunity to accept or reject the job.

