

**2018-2019**

**METROPOLITAN SCHOOL  
DISTRICT OF PIKE TOWNSHIP**

**District Substitute Teacher Handbook**



**6901 Zionsville Road  
Indianapolis, Indiana 46268**

**Dr. Flora J. Reichenadter  
Superintendent of Schools**

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## **Human Dignity**

The Metropolitan School District of Pike Township has a diverse, multicultural school community; a fact the Board of Education considers an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the moral imperative of an equal opportunity society free of prejudice and discrimination.

The Metropolitan School District of Pike Township believes it is part of our mission to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board of Education believes that all employees, parents/guardians and students are entitled to be treated and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to provide a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to achieve their maximum potential as students, citizens and productive members of society.

Accordingly, in this school district, statements or behavior by any member of the school community which insult, degrade, harass, or stereotype any other person on the basis of race/color, sex/gender, disability, physical condition, socioeconomic background, ethnic or national origin, or religion, are unacceptable.

**Welcome to MSD Pike Township Schools!**

The MSD Pike Township is an Equal Opportunity Employer valuing cultural diversity among our students, staff, and community.

**MSD Pike Township**  
**IMPORTANT PHONE NUMBERS**

**MSD of Pike Township Administration Office..... 317-293-0393**  
**AESOP Issues (IS Help Desk) .....317-293-0393**  
**Substitute Caller.....317-974-9007**  
**Substitute Supervisor (Human Resources Dept.) .....317-387-2564**  
**Payroll Department .....317-387-2251**

**Central Elementary School 298-2778**  
**7001 Zionsville Road**  
**Indianapolis, IN 46268**  
**School Hours: 8:00 am-3:00 pm**

**Snacks Crossing Elementary School 295-7200**  
**5455 West 56<sup>th</sup> Street**  
**Indianapolis, IN 46254**  
**School Hours: 8:00 am-3:00 pm**

**College Park Elementary School 298-2788**  
**2811 Barnard Street**  
**Indianapolis, IN 46268**  
**School Hours: 8:00 am-3:00 pm**

**Guion Creek Middle School 293-4549**  
**4401 West 52<sup>nd</sup> Street**  
**Indianapolis, IN 46254**  
**School Hours: 8:50 am-3:50 pm**

**Deer Run Elementary School 299-1266**  
**5401 N. High School Road**  
**Indianapolis, IN 46254**  
**School Hours: 8:00 am-3:00 pm**

**Lincoln Middle School 291-9499**  
**5353 West 71<sup>st</sup> Street**  
**Indianapolis, IN 46268**  
**School Hours: 8:50 am-3:50 pm**

**Eagle Creek Elementary School 291-1311**  
**6905 West 46<sup>th</sup> Street**  
**Indianapolis, IN 46254**  
**School Hours: 8:00 am-3:00 pm**

**New Augusta Public Academy—North 387-4328**  
**6450 Rodebaugh Road**  
**Indianapolis, IN 46268**  
**School Hours: 8:50 am-3:50 pm**

**Eastbrook Elementary School 298-2784**  
**7625 New Augusta Road**  
**Indianapolis, IN 46268**  
**School Hours: 8:00 am-3:00 pm**

**Pike Freshman Center 387-8600**  
**6801 Zionsville Road**  
**Indianapolis, IN 46268**  
**School Hours: 7:15 am-2:23 pm**

**Fishback Creek Public Academy 347-8470**  
**8301 West 86<sup>th</sup> Street**  
**Indianapolis, IN 46278**  
**School Hours: 8:50 am-3:50 pm**

**Pike High School 291-5250**  
**5401 West 71<sup>st</sup> Street**  
**Indianapolis, IN 46268**  
**School Hours: 7:15 am-2:23 pm**

**Guion Creek Elementary School 298-2780**  
**4301 W. 52<sup>nd</sup> Street**  
**Indianapolis, IN 46254**  
**School Hours: 8:00 am-3:00 pm**

**Pike Preparatory Academy 347-8352**  
**1740 Waldemar Drive**  
**Indianapolis, IN 46268**  
**School Hours: 7:50am-2:20pm**

**New Augusta Public Academy—South 387-4325**  
**6250 Rodebaugh Road**  
**Indianapolis, IN 46268**  
**School Hours: 8:50 am-3:50 pm**

# I. INTRODUCTION

## Welcome

This handbook is your guide to a successful career as a substitute teacher in the Metropolitan School District of Pike Township. The contents of this handbook have been arranged to assist you in finding the answers to questions that you might have regarding substitute teaching in our District.

The staff of the Human Resources Department joins the Superintendent in welcoming you to the noble and challenging teaching profession. The children of Pike Township Schools are a diverse population. They speak several languages, possess diverse learning styles and hold a variety of aspirations.

**“Together We Can Make a Difference”**

## Schools in our District:

### High Schools

Pike High School/Pike Freshman Center  
Pike Preparatory Academy

### Principals

Mr. Troy Inman  
Mr. Roy Dobbs

### Middle Schools

Guion Creek Middle School  
Lincoln Middle School  
New Augusta Public Academy North

### Principals

Mr. Gregory Nunley Jr.  
Dr. Joel Munoz  
Mr. Curtis Wright

### Elementary Schools

Central Elementary School  
College Park Elementary School  
Deer Run Elementary School  
Eagle Creek Elementary School  
Eastbrook Elementary School  
Fishback Creek Public Academy  
Guion Creek Elementary School  
New Augusta Public Academy South  
Snacks Crossing Elementary School

### Principals

Mrs. Erica Porter  
Mrs. Stephane Bordelon  
Mrs. Raimeka Graham  
Mr. Kevin Kempton  
Mr. Larry Huff  
Mrs. Lisa Steele  
Ms. Pam Conley  
Mr. Josh Williams  
Mr. Fabrice DeCaudin

## **General Information**

### **Web-based Support and Information**

Personal questions for substitute teachers should be directed to the Director of Student & Community Services. Substitutes are strongly urged to visit the site often at <http://www.aesoponline.com>

## **II. Automated (MSD Pike Township) Substitute Employee Management System**

### **A. Computerized Menu Driven**

MSD Pike Township uses a computerized system for locating substitute teachers when teachers are absent. AESOP is menu-driven and is activated by entering one's phone number and pin. Whether phoning AESOP or responding to the system calling you, the system will provide verbal prompts to the listener, which will move the person throughout the menu of different options available to the substitute. A detailed, sequential listing of these menus and prompts may be found at <http://www.aesoponline.com>

NOTE: In addition, your assignments will be given to you via telephone from our AESOP sub-caller (a live person). You will receive the assignment location, arrival time and dismissal time.

### **B. Requests/Pre-Assignments**

When teachers phone in their absences, they have several options from which to choose regarding the substitute teacher who replaces them. Most of the time, the teachers have AESOP locate a substitute for them. Sometimes, however, the teacher can request that AESOP call a specific substitute teacher. If the substitute is available to work that day at that school, AESOP will notify the substitute of the assignment. Another option the teachers have is to pre-arrange a substitute to take their place when absent. This would require that the teacher secure agreement from the substitute to take their place prior to phoning in the absence. Once the agreement is reached, the teacher will phone in the pre-arranged job. AESOP will not call the substitute to confirm. Substitutes should be certain they have noted pre-arranged jobs on their calendar.

### **C. Job Number/Calendar of Jobs**

After a substitute accepts a substituting job, AESOP will assign a Job Number to that assignment. The substitute should always write down this job number in case it is needed for payroll purposes at a later date. An ideal place to record these job numbers is on a calendar into which is entered all jobs worked-their dates, places, names of teachers, subjects taught, and job numbers. Having a calendar handy at all times is also helpful when teachers or administrators want to request or pre-arrange a substitute for a job.

### **D. Call-Out Times**

AESOP will call the substitute's home phone between 5:00 a.m. and 9:00 a.m. and 5:00 p.m. to 9:30 p.m. to fill future absences.

### **E. Helpful Hints and Reminders**

As you begin using AESOP, here are a few helpful hints to remember. You can search for available substitute jobs using <https://www.aesoponline.com>.

- 1) You can set your own dates for availability; let the computer know when you can and cannot accept substitute jobs.
- 2) You can change your phone number at any time by contacting Human Resources at 317-387-2564. You are required to access the system for canceling jobs after you have accepted them (if needed).
- 3) Report to the main office of the school. Complete the Substitute Teacher Payroll form; retain the pink copy as your receipt. Retain the pink copy to make sure you are being compensated for days worked.

### **III. RESPONSIBILITIES OF SUBSTITUTE TEACHERS**

#### **A. Ethical Behavior**

Substitute teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.

##### **Human Dignity Policy**

The Metropolitan School District of Pike Township has a diverse, multicultural school community; a fact the Board of Education considers an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the moral imperative of an equal opportunity society free of prejudice and discrimination.

The Metropolitan School District of Pike Township believes it is part of our mission to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board of Education believes that all employees, parents/guardians and students are entitled to be treated and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to achieve their maximum potential as students, citizens and productive members of society.

Accordingly, in this school district, statements or behavior by any member of the school community which insult, degrade, harass, or stereotype any other person on the basis of race, gender, disability, physical condition, socioeconomic background, ethnic or national origin, or religion, are unacceptable.

##### **1) Confidentiality**

Substitute teachers have a grave responsibility to treat with confidentiality most matters pertaining to students and/or staff. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing school children assigned to them.

##### **2) Criticisms/Comparisons**

The substitute teacher is encouraged to speak honestly about their experiences in the District. However, the Mission of the District and the goals of the school are dissatisfied when a substitute teacher engages in malicious talk about their teaching experiences. Disparaging comments comparing one school with another or comparing the children in one neighborhood with those of another should not be made. Under no circumstances should a substitute teacher criticize the full-time teacher, except to those in authority, and even then, only when the best interests of the students are being considered.

##### **3) No Solicitation**

Substitute teachers may not take advantage of their position by selling, promoting, or otherwise soliciting goods or services for their personal gain or benefit while on duty or on any Pike Township property. Substitutes are also instructed not to promote or market their personal availability as a substitute to teachers or administrators through the wholesale distribution of resumes, business cards, phone calls, email messages, etc. Also, substitutes are welcome to make reasonable, limited, targeted attempts to inform Pike Township educators of their availability to work as substitutes. The exercise of good judgment and common sense is expected in this regard.

##### **4) Substitute/Student Relationships**

Substitute teachers should exercise extreme caution and good judgment in verbal and physical relationships with students. Substitutes should establish a position of authority with the students; they may "be friendly" without "befriending" the students.

Under no circumstances may a substitute teacher engage in a romantic relationship with a student, regardless of who initiates the relationship.

(See more on this topic in the section that follows on Sexual Harassment of Students.) Yelling at students, calling them derogatory names, and using insults or other threatening verbal attacks will **NOT** be tolerated and may be grounds for dismissal. (See more on this topic in the section that follows on Discipline, and Child Abuse.)

## **B. General Duties**

### **1) Accepting and Canceling Jobs**

Whenever possible, substitutes should accept the jobs they are offered through AESOP. Once they have done so, they should write down the date, time, location and other information pertinent to the assignment on their substitute teacher log sheet. If, after accepting a job, a substitute must cancel a job, he/she should do so at the earliest possible opportunity. This can be done through AESOP **Note: Once a job has been accepted, it is critical that the substitute either fulfills the commitment or cancels the job in a timely manner. Failure to do so will result in a school's excluding that substitute from working on their campus in the future; repeated failure to do so will result in the substitute being restricted from working anywhere in the District; this is considered a "No Call No Show."**

### **2) Punctuality**

Substitute teachers are expected to be on duty the same length of time as the regular classroom teacher. This includes reporting to duty at LEAST thirty (30) minutes before the start of school. This will allow time to find the office, to sign in, find the classroom, locate the lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substitute teaching. The exact beginning and ending times for substitute teachers may vary from school to school, so be certain to listen carefully to the work times as indicated by Sub-finder. When in doubt, call the school the day before to verify the work times and to get directions to the school if needed.

### **3) Reporting for Duty**

Report to the main office of the school. While in the office, they should sign "**Substitute Teacher Payroll**" form and then ask for a substitute's folder. Many schools have prepared folders for substitute teachers containing such information as the school staff, map of the school, evacuation procedures, emergency plans, bell schedules, and list of key personnel. They should also ask if there are any special instructions or other information needed to carry out the day's activities. Finally, they should ask in the office where the absent teacher's lesson plans can be found.

### **4) Supplies, Material and Equipment**

Teachers' materials and supplies should not be used unless the lesson plans authorize their use. Any materials and equipment borrowed should be returned to the proper person before a substitute leaves the campus. **At the end of the day, the teachers' rooms and equipment should be left the way they were found. The full-time teacher's desk, files, and other storage areas should be regarded with respect.**

### **5) Leaving the campus**

The care and supervision of the students assigned to the substitute should be of paramount importance. At no time during the day should the substitute leave campus unless authorized to do so. Substitute teachers should not leave the campus at the end of the school day unless they have been cleared through the school office.

### **6) Other Duties as Assigned**

Occasionally, a substitute teacher may be asked to perform duties in addition to those of a substitute teacher. Also, a substitute may be asked to teach in a classroom other than the one he had agreed to through Sub-finder.

In both cases, the substitute is expected to demonstrate **flexibility and cooperation** with the school administration in its attempts to meet the instructional and safety needs of the students under their care.

7) **The End of the Day**

When the children have been dismissed for the day or placed safely on the correct school bus, the substitute will still have several more duties to perform. **The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Successful substitutes will take a few minutes to leave a detailed note for the teacher.** The teacher appreciates knowing how much of the lesson plans was accomplished and any other important information about the substitute's instructional efforts they might need to know about. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during her absence. **In addition to leaving a note for the teacher, the substitute should leave an evaluation to be completed (if required.)** Finally, the substitute should always check out through the office when leaving for the day. This provides the office staff with an opportunity to deliver any messages to the substitute they may have received and to note the time of departure. Please sign out on the required sheet in the office.

8) **Changes in the Personal Profile Information**

Throughout the year, the substitute has the responsibility of keeping current the information that is stored in AESOP and the Human Resources Department. This includes your current address, which is where your paychecks are sent. It also includes the schools you want to work at and the subjects you want to teach. None of this information can be changed through AESOP. These changes must be made in writing. You can obtain an "Employee Change of Information" form from the Human Resources Department.

**\*Please keep all information current.**

### **C. Classroom Duties and Instructional Responsibilities**

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. **Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware.** If the planning book is unavailable, please check with the main office. Substitute teachers are **required** to maintain the regular routine of the class. They **MUST** follow the daily class schedule and lesson plans provided by the regular teacher.

1) **Lesson Plans**

When teachers are absent from school, they will leave lesson plans for the substitute teacher to follow in order to maintain a continuity of instruction in the classroom. **The lesson plans are the blueprint, the roadmap, and the survival guide for the substitute teacher.** Substitutes are to implement the lesson plans exactly as the teacher wrote them. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. **The building principal must authorize any deviation from the lesson plans.**

Most of the time, teachers anticipate their absences when due to scheduled appointments or staff development requirements. **However, if a teacher is absent due to an emergency, the substitute may not have lesson plans provided by the teacher. When this occurs, help is available from the building principal.**

2) **Student Attendance**

One of the many regular duties of the full-time teacher is the taking of student attendance. Substitutes are expected to assist in compliance with this requirement. Attendance must be taken in every class and this information must be provided to the school office following the procedures established at the school.

3) **Written Work/Grading Papers**

The substitute teacher should not assign written work and leave it to be graded, except at the request of the regular teacher.

Nor should the full-time teacher expect the substitute to grade papers not assigned in the lesson plans. **Extreme caution should be used when substitute teachers are asked to grade papers, the results of which will be made a part of the student's permanent grades.**

4) **Classroom Management**

Substitute teachers are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms and except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. **Effective classroom management will lead to effective teaching.**

5) **Discipline**

When students cause behavior problems that are disruptive to the learning environment, the substitute teacher should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior in order to resume effective teaching. **Substitutes must never administer corporal punishment, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden.** Sarcasm is ineffective in the classroom and should not be used with students. **Only when all reasonable efforts to maintain order have failed should the substitute refer students to school administrators with a discipline slip or note explaining the circumstances.**

a) **Referral process**

MSD Pike Township uses a standard referral form or hall pass to be used when sending a student to the office. A supply of these forms should be in the substitute folder or they are available from any teacher. When completing the form, indicate your name on the line for the teacher AND the teacher's name for whom you are substituting. Send the student with the completed form to the office or send the completed form to the office with another student if the situation warrants.

b) **Office Communications**

In every classroom there is a communication device that can be used if you need to contact the office for immediate assistance. There is a "Call Button" that is located on the wall near the door. Also, there is a telephone for use in contacting the office. If either is inoperative, you can send a student to the office with a message.

c) **Unattended Classroom**

**The substitute should NEVER leave the classroom unattended.** Even if a student runs out of the room, the teacher should not chase the student. Contact the office immediately for assistance and they will handle the situation. If the substitute needs to leave the classroom for personal reasons, a nearby teacher should be notified so that the classroom will be supervised.

d) **Firm, Fair and Consistent**

Most literature on substitute teaching indicates that in order to be successful in their treatment of students, the substitute needs to treat them in a **firm, fair, and consistent** manner. Fairness and consistency are key issues with students. **The substitute must not "play favorites" when dealing with student behavior or performance.**

6) **Active Involvement**

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. The expression, **"Be on your feet-not on your seat,"** is sage advice to the substitute. Many discipline problems can be avoided by the substitute's use of proximity to the students.

7) **Seek Help!**

At all times, and in all matters related to substitute teaching, the substitutes should never hesitate to **SEEK HELP** when needed. Everyone in the school system wants the substitute teacher to be successful the teachers, administrators, students, and parents. Help is only a few steps or a call (to the office) away at any time. In addition to the teacher next door or across the hallway, key personnel are always available to assist the substitute with either instructional questions or classroom management concerns: these personnel include the administrators, department heads, counselors, clinic staff and office staff.

#### IV. RESPONSIBILITIES OF THE DISTRICT, SCHOOL, AND FULL-TIME TEACHERS

Successful substitute teaching is a partnership between the substitute, the full-time teacher, school staff, principal, and Administrative Services Center.

##### A. Administrative Services Center

###### 1) Human Resources

There is a full-time staff dedicated to providing service and support to MSD Pike Township's substitute teachers. Their responsibilities include: creating and maintaining employee files, coordinating payroll information with the Payroll Department, and scheduling substitute interviews. Questions about any of these matters can be directed to the Human Resources Representative at 317-387-2564.

##### B. School Staff

###### 1) Substitute Folder

Many of the schools provide the substitute with a substitute folder in which can be found everything the substitute needs to carry out his responsibilities. Ask for this folder when you check/sign in at the main office upon arrival.

###### 2) School Routines

The substitute will be provided a schedule of the regular school program and any schedule changes, such as school assemblies, pep rallies, etc. The substitute should be made aware of routine information, such as special duties or assignments, absentee reports, dismissal times, special needs students, etc. The substitute should be informed of and follow the procedures for attendance reporting.

##### C. Full-Time Teacher

###### 1) Lesson Plans

It is the responsibility of the full-time teacher to provide sufficiently detailed lesson plans for the substitute to follow in their absence. **If a teacher fails to provide lesson plans, the substitute should report this failure to the building principal in a professional manner.** The only time a teacher may fail to provide lesson plans is in case of an emergency. When this occurs, contact the building principal.

###### 2) Routines

The substitute will be provided with the following: lesson plans for each class, class rolls, specific procedures to be used with special need students (when appropriate), pupil seating charts, and key, if necessary. Other schedules and routines may be posted in the classroom.

###### 3) Support

Whenever the regular teachers anticipate an absence, they should prepare students to work with the substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior. **Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students.** If the regular teacher does find it necessary to express dissatisfaction with the substitute's work, this should be discussed with the building principal.

4) **Evaluations**

Teachers should complete any evaluations left for them in a timely manner and return the form to the Human Resources Department. **If the evaluations are less than satisfactory, the teachers should be specific in their criticism of the substitute teacher so that improvement might be made.**

**D. PAYROLL AND EMPLOYMENT ISSUES**

**Rates of Pay for Substitute Teachers (by the day)**

<b>Full day</b>	<b>\$80</b>	Full day
<b>Half day</b>	<b>\$40</b>	Day worked up to 4 ½ hours
<b>Permanent Building Substitute</b>	<b>\$80</b>	

**E. Special Notes Regarding Pay**

1) **Payroll Method**

Substitute teachers will be paid on a **bi-weekly** basis. Paychecks will be mailed to the substitute's home address listed with MSD Pike Township or the substitute may arrange for Direct Deposit to their banking institution. A copy of the Direct Deposit form can be obtained from the Payroll Department or Human Resources Department. Please make sure a voided check is attached to the form.

2) **Job Log**

It is advisable that the substitute keep a job log of dates, times, schools, and job numbers when working as a substitute so that they may more easily verify the accuracy of their paychecks at the end of each bi-weekly pay period.

3) **Half day rules**

Substitute teachers should have a clear understanding of whether they are substituting for a whole day or a half-day assignment before accepting jobs. Also, substitutes should be aware that when working two half day jobs on the same date, one in the morning and one in the afternoon that they will be paid at the full day rate.

4) **Payroll Questions**

All questions regarding your paychecks should be directed to the Payroll Department at 317-387-2251.

**F. Equal Employment Opportunity**

MSD Pike Township School District does not discriminate in hiring, promoting, discharge, or other aspects of employment, on the basis of race, color, age, religion, handicap, sex, or national origin.

## **G. Removal From Service**

Substitute teachers may be removed from service to the District at any time it is deemed necessary and appropriate to do so. If circumstances warrant it, the substitute may be restricted immediately from service to the District, pending the outcome of any investigation of Policy violations. Substitutes may also be **excluded** from working at particular campuses if the building principal and the Director of Student and Community Services conclude it is in the best interest of the District to do so. Each building maintains its own **exclusion list** of substitutes it no longer wants to use as substitute teachers.

## **H. Annual Renewal of Service**

At the end of each school year, if your performance evaluation is satisfactory or above, you will automatically remain on our substitute teacher list. If not, a letter will be mailed to you regarding your employment status and reason(s) why you have been removed.

## **V. DISTRICT POLICIES**

### **A. Staff Dress/Grooming**

It is expected that all Pike employees demonstrate a level of professionalism in their appearance that is commensurate with the importance of our work with students. With this in mind, the following guidelines have been established for all Pike employees to demonstrate our commitment to setting good examples for students to follow as well as respect.

- A. Clothing that is clean and free from holes and tears.
- B. Clothing that is free of any ornamentation that is disruptive, offensive, or inappropriate for a school setting.
- C. Footwear will ensure reasonable safety for job activity.
- D. Clothing will be of sufficient length and looseness for necessary body coverage while standing and in positions of movement so as not to be revealing of cleavage, midriff or abdomen, lower back or buttocks, or upper leg.
- E. Jean pants are not considered regular school attire but may be worn on designated days and as warranted by the day's activity.

Violation of these guidelines in any given school year will be addressed as follows:

1 <sup>st</sup> violation:	Verbal warning
2 <sup>nd</sup> violation:	Verbal reprimand
3 <sup>rd</sup> violation:	Written reprimand
4 <sup>th</sup> violation:	Disciplinary action taken at the District level

### **B. Student Surveys/Personal Questions**

District policy prohibits teachers from conducting student surveys without prior approval by the principal and permission of the parents. Substitutes should never conduct student surveys for any purpose. **Also, personal questions of a sensitive or private nature not included in the teachers' lesson plans should be avoided. These include questions about religious beliefs, sexuality, substance abuse, and family life.**

## **C. Sexual Harassment**

### **General Policy Statement**

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on transgender, sex, race, color, national origin, religion, disability, age, sexual orientation, gender identity and United States Military Veterans or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- a. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- b. Filing a malicious or knowingly false report or complaint of harassment.
- c. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

### **Sexual and/or Transgender Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- a. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- b. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;

- c. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- a. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- b. Physical assault.
- c. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- d. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- e. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- f. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- g. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- h. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- i. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9.

The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave without pay until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

### **Race/Color Harassment**

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

### **Religious (Creed) Harassment**

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

### **Disability Harassment**

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

### **Reports and Complaints of Harassing Conduct**

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks, on the School Corporation's web site and/or on each individual school's web site.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School Corporation community and posted in appropriate places throughout the School Corporation.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if age eighteen (18) or older or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

### **Privacy/Confidentiality**

The School Corporation will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School Corporation community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

### **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School Corporation community or third party alleging the harassment pursues the complaint.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices.

The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

42 U.S.C. 2000e et seq.  
29 U.S.C. 621 et seq.  
29 U.S.C. 794  
42 U.S.C. 12101 et seq.  
20 U.S.C. 1681 et seq.  
42 U.S.C. 1983

### 1. Employee to Employee

**Engaging in conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination.** Sexual harassment includes, but is not limited to, the following examples: unwelcome sexual advances, making sexually offensive remarks to fellow employees, treating employees differently because of their sex, or the seeking of sexual favors. If an employee has a complaint concerning allegations of sexual harassment, the employee should file a complaint detailing such claim with the Director of Human Resources.

### 2. Employee to Student

Sexual harassment of students includes such activities as engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit social relationships, and physical contact that would reasonably be construed as sexual in nature. **In the instance of employee to student sexual harassment, it doesn't matter who initiates the contact or whether the contact is welcome or not. Avoid all physical contact that may be represented by the student as sexual in nature. At the secondary school level, male substitutes should not accept substitute jobs working in the girls' P.E. classes; female substitutes should not work in the boys' P.E. classes.**

### 3. Student to Student

Sexual harassment may also occur between students. When this is observed, the substitute teacher should report the activities to the building principal and let them take whatever action is deemed necessary and appropriate. The rules of conduct regarding sexual contact between students are spelled out in the student handbooks.

### 4. Investigations

All allegations of sexual harassment are taken seriously and are investigated thoroughly. The investigations may lead to disciplinary action against the employee, including a recommendation for termination.

## D. Advancement of Religion

Federal law and District Policy prohibit the advancement of religious beliefs in the classroom. Substitute teachers are not to pray, lead prayer, or discuss their religious beliefs with students at any time they are working as substitute teachers. Additionally, religious texts or materials shall not be distributed to students.

## E. Possession of Firearms and Weapons

The School Board prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle without the permission of the Superintendent.

The possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. Possession includes storing the firearm in a personal vehicle while on school property. This prohibition applies to all employees including those who have a personal protection permit to carry a handgun.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons.

Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

The Superintendent will report an employee who violates this policy to law enforcement officials. The staff member also will be subject to disciplinary action, up to and including termination, for violation of this policy.

This prohibition does not apply to weapons under the control of law enforcement personnel.

Exceptions to this policy include:

- A. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)
- B. theatrical props used in appropriate settings.
- C. starter pistols used in appropriate school related sporting events.

Staff members must report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

I.C. 20-33-9-1 et seq.

I.C. 35-41-1-8

I.C. 35-41-1-4.3

I.C. 35-47-5-2.5

I.C. 35-47-9

#### **F. Visitors in the Workplace**

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees (including substitutes) who observe an unauthorized individual on district premises should immediately direct him or her to the main office or contact the building principal in charge.

#### **G. Cellular Phones/Pagers**

Cellular phones and pagers are allowed on the school campus as long as they are **turned off and out of sight during the school day.** No personal calls should be made or received during the instructional day or during after school meetings with the exception of limited personal calls which may be made during planning period and lunch. \

#### **H. Smoking/Tobacco Products**

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonusers and is therefore, of concern to the Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco in school buildings at all time. Such prohibition also applies on school property, on school buses or school owned vehicles, and at any school-sponsored event.

### **I. Drug Free Workplace**

**MSD Pike Township prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District's activities.**

**Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.**

**Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Director of Human Resources of any criminal drug statute conviction the employee incurs for a violation in a work place no later than five days after such conviction.**

### **J. Computer Use**

Nearly every classroom in the District has a computer and nearly all of them have access to the Internet. **Substitute teachers should not use them! Only if the teacher's lesson plans require the substitute to use the computers should the substitute ever use school computers.** Substitutes are not to use school computers to check their personal e-mail. Substitute abuse of computer access will not be tolerated.

### **K. Criminal Records Check**

#### **1. Pre-employment**

A criminal history background check is run on all applicants when they apply to be a substitute teacher. If the applicant clears the background check, they may be hired as a substitute teacher.

#### **2. On-going**

If an employee is **arrested during the school** year, he must report the arrest to the Director of Human Resources within **three (2)** calendar days. After the report is received and reviewed, a determination will be made whether or not the employee will be allowed to continue as a substitute teacher.

## **VII. CLOSING COMMENTS**

Thank you for choosing one of the most difficult jobs in education - that of the **substitute teacher**. Most teachers will tell you that while they could not do their jobs without you, they wouldn't trade with you for a day! In many ways the job of the substitute is much more difficult than that of the full-time teacher. But your job can be very rewarding as well. You will have the opportunity to meet and work with thousands of children from several of our campuses. Your experience with MSD Pike Township will be a rich and rewarding experience because of its diversity. Remember that everyone wants you to succeed in your endeavors as a substitute teacher. We hope that this handbook will assist you in your successes as a substitute teacher.

**KNOWLEDGEMENT FOR RECEIPT  
AND  
EXPLANATION OF POLICY AND PROCEDURE HANDBOOK**

The undersigned employee of MSD Pike Township Schools, hereby acknowledges the receipt of this Substitute Teacher Handbook, and acknowledges the existence and receipt of the handbook does not constitute a contract of employment, but rather an employment status of "at will." However, the undersigned agrees to conform to provisions contained in the handbook, as the same may from time to time be amended. The undersigned employee understands that time away from work during normal and customary breaks do not qualify for unemployment benefits.

In the event there is any confusion as to the provisions of this handbook, the employee agrees that he/she will seek clarification of these policies and procedures from his/her supervisor or the Human Resources Department.

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_