

**Guest  
Teacher  
Handbook**

**2015/2016**

## ***Mission***

***The mission of MSD of Warren Township  
Is to serve the community by preparing all learners  
to become responsible and productive members  
of a multi-cultural and diverse society  
through excellence in education  
and a cooperative community effort.***

**The following additional information is presented during the Orientation Session:**

- **Copies of school calendar**
- **Instructional video of handling of blood-borne pathogens**
- **Instructional video Anti-Bullying**
- **Completion of paperwork**
- **Review of Guest Teacher Handbook**
- **AESOP information**
- **Picture ID**



# WARREN

The future begins here for life-long learning in our diverse community:  
integrity, achievement, success.

METROPOLITAN SCHOOL DISTRICT OF WARREN TOWNSHIP

Dear Guest Teacher:

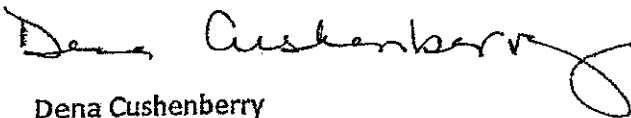
Welcome to the Metropolitan School District of Warren Township. This handbook is designed to provide you with general information necessary for success as you substitute in our district. It is, of course, not a contract of employment; however it can serve as a guide to assist you. Our building administrators will give you a more specific outline of expectations, including information about programs, school policies and schedules that are unique to their learning environments.

The role of the guest teacher is one of great challenges, and one in which an individual may face new and difficult situations. The guest teacher plays a very important role in upholding the high standards of teaching that we maintain in our school district. The presence of the guest teacher must insure a continuous program of quality instruction for all students.

Although as a guest teacher, you are an "at will" employee who is hired on a daily basis, and cannot expect or rely upon any promise of future or continued employment, you are an important and integral part of the daily educational program. Thus, we ask that you assume the responsibilities of the staff member for whom you are replacing and adhere to the same high standards.

Your needs and concerns are very important to us. If we can be of further assistance to you, please contact our HR office at 869-4377 or 869-4372. Thank you for your willingness to serve the students in our district.

Warmest regards,



Dena Cushenberry

Superintendent of Schools

## **GENERAL INFORMATION**

### **1. Qualifications**

All guest teachers must hold either a Valid Indiana Teacher License or a Substitute Teacher Certificate. Persons holding a Valid Indiana Teacher License or Substitute Teacher Certificate are eligible for consideration as a guest teacher in the Metropolitan School District of Warren Township. A copy of the Valid Indiana Teacher License or Substitute Teacher Certificate **must** be on file in the Personnel Office with the application for guest teaching before approval for substituting can be considered.

**Applicants who hold valid professional, provisional, standard or reciprocal Indiana Teacher License do not need to apply for a Substitute Teacher Certificate.**

### **2. Applications and Required Forms**

To apply for employment as a guest teacher, you must complete our guest teacher application form along with the Indiana and Federal tax withholding forms and the Federal I-9 identification form. These forms will be made available at the Guest Teacher Orientation.

### **3. Summer Re-Sign Up Orientation**

At the end of the school year you will receive a letter giving you dates during the summer when you may report to the Warren Education and Community Center and update your information for the next school year. The information needing to be updated each year includes:

- **Medical information**
- **Viewing of instructional video on handling blood-borne pathogens**
- **Viewing of instructional video on Anti-Bullying**
- **Updated pay schedules**
- **Any changed of information for guest teachers**

### **4. Employment as a Guest Teacher**

As soon as a guest teacher has interviewed, completed Safe Hire materials and turned in a copy of a Valid Indiana Teacher License or Substitute Teaching Certificate, we will schedule a time for him/her to attend an Orientation Session. We pay new guest teachers \$35.00 for attending an Orientation. Cost of completing a Safe Hire Background check is \$31.50 and will be deducted from your first pay check.

### **Employment as a Guest Teacher (continued)**

Guest teachers will receive the \$3.50 difference in the Safe Hire cost of \$31.50 and \$35 for attending the orientation on your first pay check.

Individuals will not be scheduled to work as a guest teacher until they have attended the Orientation Session.

Guest teachers will be employed on a daily basis and their employment is subject to termination at any time for any reason, as determined by the Superintendent. Guest teachers may not assume or expect to be considered for future employment from the Personnel Office. By accepting a daily assignment as a guest teacher, guest teachers acknowledge that no such promise or expectation for long-term employment exists.

The Metropolitan School District of Warren Township does not discriminate on the basis of sex, race, religion, age, or handicap in admission or access to, or treatment or employment in, its educational programs and activities in full compliance with state and federal laws. It is the goal of the school system to choose the most qualified, competent and talented guest teachers.

### **Payment of Guest Teachers**

The current rate of pay for guest teachers in the Metropolitan School District of Warren Township is **\$72.00 per day** regardless of which certificate a guest teacher holds.

The rates of pay for guest teachers are typically determined at the start of each school year and are subject to change.

### **Bonus Pay**

Guest Teachers holding a Substitute Teacher Permit will receive a bonus of **\$100.00** after working 20 assignments in the Metropolitan School District of Warren Township during the same school year.

Guest teachers holding a valid Indiana Teacher License will be paid a bonus of **\$140.00** after working 20 assignments in the Metropolitan School District of Warren Township during the same school year.

Any guest teacher may receive the appropriate bonus for every set of 20 assignments completed during the school year. Thus, multiple bonuses may be paid to a single guest teacher in the course of a school year if the requisite number of assignments is completed.

This policy also applies to Permanent Building Guest Teachers who report to the same assigned building every day.

### **1. Employee Portal Information**

MSD of Warren Township is an employer who has a paperless format for the delivery of bi-weekly pay information. As a guest teacher you will need to set up an account on the portal system to view your pay history. To set up an account, you will use the following link and follow the directions: <https://hrinfo.warren.k12.in.us>

To set up your employee portal account, you will need your employee ID number. You will receive your employee ID number via email after your orientation session. If you experience any problems in setting up your portal account, please feel free to contact Donna Studevent for assistance.

### **Payment of Guest Teachers (continued)**

#### **2. Contract Daily Rate (For Guest Teachers holding a Valid Indiana Teacher License)**

Guest Teachers who hold a valid Indiana Teacher License and substitute in the same teaching position for more than fifteen (15) consecutive days will be paid a daily rate based on their placement on the teachers' salary schedule in the collective bargaining agreement. This daily rate is generally referred to as the "contract rate." These guest teachers will continue to receive "contract rate" for each day that they continue to work in the same teaching position.

If the guest teacher is absent or works in a different assignment for any reason after having qualified for "contract rate", the guest teacher will revert to the standard Daily Rate of \$72.00.

#### **3. Half-Days**

Guest Teachers will be paid **\$40.00** if they work less than four (4) hours a day. Half day times, which are already set for the schools, are always paid at the \$40.00 rate, even if they are over four (4) hours. (Example: High School – ½ day morning is 7:00 a.m. until 11:30 a.m. Guest Teachers will be paid \$40.00 for working an a.m. assignment at the high school, which is actually 4 and ½ hours.) The ½ day rate of \$40.00 will also apply to any other ½ day time which is over the 4 hours, as listed in the handbook.

## **10-Date Policy**

Beginning on January 1, 2015, all guest teachers employed by the Metropolitan School District of Warren Township, shall accept the equivalent of at least five (5) classroom assignments per semester (10 assignments per school year) in order to remain employed as a guest teacher. Unless there are exceptional circumstances (such as a documented serious health condition), any guest teacher who fails to comply with this policy will be terminated.

## **Name Badges**

Guest Teachers will receive a name badge at the orientation. The badge will include a picture ID. Badges are to be worn when you are working in any of MSD of Warren Township buildings.

## **Change of Address**

If you move during the school year, please stop by the Warren Education and Community Center, 975 North Post Road, and fill out a Change of Address Form, available from the receptionist at the front desk.

## 2015-16 School Year Pay Dates

Pay #	Pay Period		Pay Date	Pays Remaining
	Beginning Date	Ending Date		
1	7/25/2015	8/7/2015	8/21/2015	26
2	8/8/2015	8/21/2015	9/4/2015	25
3	8/22/2015	9/4/2015	9/18/2015	24
4	9/5/2015	9/18/2015	10/2/2015	23
5	9/19/2015	10/2/2015	10/16/2015	22
6	10/3/2015	10/16/2015	10/30/2015	21
7	10/17/2015	10/30/2015	11/13/2015	20
8	10/31/2015	11/13/2015	11/27/2015	19
9	11/14/2015	11/27/2015	12/11/2015	18
10	11/28/2015	12/11/2015	12/24/2015	17
11	12/12/2015	12/25/2015	1/8/2016	16
12	12/26/2015	1/8/2016	1/22/2016	15
13	1/9/2016	1/22/2016	2/5/2016	14
14	1/23/2016	2/5/2016	2/19/2016	13
15	2/6/2016	2/19/2016	3/4/2016	12
16	2/20/2016	3/4/2016	3/18/2016	11
17	3/5/2016	3/18/2016	4/1/2016	10
18	3/19/2016	4/1/2016	4/15/2016	9
19	04/02/016	4/15/2016	4/29/2016	8
20	4/16/2016	4/29/2016	5/13/2016	7
21	4/30/2016	5/13/2016	5/27/2016	6
22	5/14/2016	5/27/2016	6/10/2016	5
23	5/28/2016	6/10/2016	6/24/2016	4
24	6/11/2016	6/24/2016	7/8/2016	3
25	6/25/2016	7/8/2016	7/22/2016	2
26	7/9/2016	7/22/2016	8/5/2016	1



## **Deductions from your earnings**

The following deductions are mandatory from all earnings unless earnings do not exceed the exemptions allowed for tax purposes.

- **Federal Income Tax**
- **State Income Tax**
- **County Income Tax**
- **Social Security Tax (FICA)**

Guest Teachers are welcome to make voluntary contributions to any of the vendors who have been approved for payroll deductions of IRS 403(b) plans – commonly referred to as “tax-sheltered investment accounts”. These contributions are deducted from paychecks prior to calculations of taxes, which can be a tax benefit for the employee. More information is available in the Human Resources Office or from Donna Studevent, Guest Teacher Coordinator.

## **AESOP**

**Aesop is an automated Substitute Placement and Absence Management System used by MSD of Warren Township. Teachers and Special Education Assistants have the opportunity to report their absences on-line or by phone to Aesop and then Guest Teachers have the opportunity to accept assignments on-line or by phone.**

**Upon completion of the orientation, Guest Teachers will be assigned a user ID (their 10 digit phone number) and a password. Guest Teachers will have access to their Aesop account and can utilize this account at any time.**

**Guest Teachers will receive an email with their ID and password and information about accessing AESOP. If you do not have access to email, please be sure to make this information known to Donna Studevent and you will be contacted by phone.**

**AESOP website: [www.frontlinek12.com/Aesop](http://www.frontlinek12.com/Aesop)**

**AESOP phone number: 1-800-942-3767**

**Guest Teacher Coordinator**

**And**

**AESOP Manager**

**Donna Studevent**

**869-4300; \*4379**

**Messages may be left at any time – 24 hours a day**

**Email: [dstudeve@warren.k12.in.us](mailto:dstudeve@warren.k12.in.us)**

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## **CANCELLATION OF AN ASSIGNMENT**

You may cancel an assignment which you have already accepted until 6:00 a.m. the day of the assignment. The earlier you cancel, the better, but you will be unable to cancel the assignment through AESOP after 6:00 a.m. You will then need to notify Donna Studevent, of your need to cancel the assignment. Call 869-4300; \*4379 to leave a message or email at [dstudeve@warren.k12.in.us](mailto:dstudeve@warren.k12.in.us).

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

## PERMANENT BUILDING GUEST TEACHERS

Principals may select a Permanent Building Guest Teacher.

- ✓ The Early Childhood Center is entitled to one Permanent Building Guest Teacher.
- ✓ Each elementary school is entitled to select one Permanent Building Guest Teacher.
- ✓ Each Intermediate school is entitled to select two Permanent Building Guest Teachers.
- ✓ Each middle school is entitled to select two Permanent Building Guest Teachers.
- ✓ Warren Central High School is entitled to select six Permanent Building Guest Teachers.
- ✓ Walker Career Center is entitled to select one Permanent Building Guest Teacher.
- ✓ The Renaissance School is entitled to one Permanent Building Guest Teacher.
- ✓ The Intensive Mental Health Program is entitled to one Permanent Building Guest Teacher.

If you are selected by a principal to become a Permanent Building Guest Teacher, you will report to the same building each day, unless the Guest Teacher Coordinator notifies you that you are needed to work in another building.

**Permanent Building Guest Teachers are guaranteed payment each day that school is in session and there are students in the building.**

- **If there are no absences in your “home school”, you may be moved to another location to cover an absence at that school. This notification will take place after the start of school or you may be moved to another location at any time during the school day, if there are no absences in your home school.**
- **In the event you are moved at some point during the school day, you should keep track of your mileage from one building to another, and you will be reimbursed for this expense.**
- **Mileage reimbursement forms are available in the respective school offices and may be turned in quarterly, or at the convenience of the guest teacher.**
- **Permanent Building Guest Teachers will automatically be assigned to the first absence(s) recorded in AESOP for their home building.**
- **Permanent Building Guest Teachers who are selected to work a full school year are given two personal days to use during the school year. These days will not be carried over into the next school year. These personal business days are prorated for Permanent Building Guest Teachers who are selected to work less than a full school year.**

- Permanent Building Guest Teachers **MUST** be willing to cover **ANY** classroom in their respective school building , including special education classes. They must also be willing to be moved from one location to another, as needed.
- In the event there is no absence in the township for the Permanent Building Guest Teacher to cover, he/she will “float” in his/her home school. During a “float” day, the Permanent Building Guest Teacher will assume any responsibility designated by the administrators of the school.
- If the Permanent Building Guest Teacher needs to take a “personal day”, the Permanent Building Guest Teacher needs to report said personal day and date to either the secretary in their home school or to Donna Studevent, so it can be recorded in Aesop, enabling the Permanent Building Guest Teacher to be paid for the personal day.
- If the Permanent Building Guest Teacher needs report a non-work day, they may go into their AESOP account and record a “Non-Work-Day” on the day and date they are taking off. If they are unable to record the “Non-Work-Day”, they need to contact Donna Studevent to record that day for them, so they will not be scheduled to work on that particular day and date chosen for the “Non-Work-Day.”
- Donna Studevent may be reached at 869-4300; \*; 4379 or by email, [dstudeve@warren.k12.in.us](mailto:dstudeve@warren.k12.in.us).

## **ADULT DRESS CODE**

A guest teacher is being hired as a responsible adult. Guest teachers are expected to supervise and direct the activities of the students. Therefore, guest teachers are expected to dress appropriately for each assignment.

**DO NOT** wear clothing that will detract from a professional image or compromise the ability to fulfill the assignment. When in doubt, wear clothes that would be worn to a job interview.

Jeans should never be worn to any school unless the school has designated it appropriate to wear jeans on a particular, designated day.

## CELL PHONES

Guest Teachers should NOT be talking on cell phones in the classroom. Please put your cell phone on vibrate and allow messages to go to the voice mail, or leave your cell phone in your car.

## HOURS OF EMPLOYMENT

### EARLY CHILDHOOD CENTER/ELEMENTARY SCHOOLS

- The teachers' day begins at 8:15 a.m. and ends at 3:45 p.m.
- The students' day begins at 8:40 a.m. and ends at 3:40 p.m.
- A ½ day morning assignment is from 8:15 a.m. to 11:45 a.m.
- A ½ day afternoon assignment is from 11:45 a.m. to 3:45 p.m. at the elementary level.
- A ½ day afternoon assignment is from 12:15 p.m. to 3:45 pm. at the Early Childhood Center.

### INTERMEDIATE – Grades 5 and 6 and MIDDLE SCHOOL – Grades 7 and 8

- The teachers' day begins at 7:15 a.m. and ends at 2:50 p.m.
- The students' day begins at 7:35 a.m. and ends at 2:50 p.m.
- A ½ day morning assignment is from 7:15 a.m. to 11:30 a.m.
- A ½ day afternoon assignment is from 11:30 a.m. to 2:50 a.m.

### WARREN CENTRAL HIGH SCHOOL/WALKER CAREER CENTER

- The guest teachers' day begins at 7:00 a.m. and ends at 2:50 p.m.
- The students' day begins at 7:20 a.m. and ends at 2:50 p.m.
- A ½ day morning assignment is from 7:00 a.m. to 11:30 a.m. WE DO REALIZE THAT THE ½ DAY MORNING ASSIGNMENT IS OVER 4 HOURS, BUT DUE TO THE NEW TIME STRUCTURE FOR THE PERIODS, THIS CANNOT BE AVOIDED. A GUEST TEACHER WILL BE PAID \$40.00 FOR THE PERIOD OF 7:00 A.M. TO 11:30 A.M. AT THE HIGH SCHOOL.
- A ½ day afternoon assignment is from 11:30 a.m. to 2:50 p.m.

## RENAISSANCE SCHOOL

- The teachers' day begins at 8:45 a.m. and ends at 3:45 p.m.
- The students' day begins at 9:00 a.m. and ends at 3:45 p.m.
- A ½ day morning assignment is from 8:45 a.m. to 12:15 p.m.
- A 1/3 day afternoon assignment is from 12:15 p.m. to 3:45 pm.

## INTENSIVE MENTAL HEALTH PROGRAM located at Renaissance Sch.

- The Intensive Mental Heal Program (IMHP) for grades 7 – 12 is located at the Renaissance School.
- Guest teachers should report from 7:40 a.m. to 2:00 p.m.
- A ½ day morning assignment is from 7:40 a.m. to 11:00 a.m.
- A ½ day afternoon assignment is from 11:00 a.m. until 2:00 p.m.

## LATE CALLS

Guest teachers could be called by AESOP after school has already convened. When a guest teacher accepts an assignment from either AESOP or the school itself, the guest teacher has one hour from the time of acceptance to arrive, ready to work, at the school.

## REPORTING TO SCHOOL

### Parking at School:

- Guest Teachers should park with all other staff. Check with the office secretary to confirm that an appropriate location has been selected in which to park. "Visitor" parking spaces are reserved for short-term visitors and Guest Teachers should NOT park in the "Visitor" parking spaces.
- HIGH SCHOOL PARKING for guest teachers is available in LOT 6. Directly across from the football stadium. You will be provided with a temporary parking pass once you arrive at the office.

## **Upon Arrival:**

**As a guest teacher, you should arrive on time for the start of the teachers' day.**

- Guest Teachers should report to the school office, sign in and confirm the assignment with the office staff.
- At the high school, guest teachers should report to Jasmine Sharpe's office in student Services, Side B by 7:00 a.m. for all day or morning assignments.
- Arrive at least 15 minutes before the beginning of an assignment for all other times at the high school and all the other schools.
- If ever an emergency occurs, guest teachers are to notify the school of their lateness or inability to work or contact Donna Studevent, 869-4300; \* 4379 or email at [dstudeve@warren.k12.in.us](mailto:dstudeve@warren.k12.in.us) and she will notify the school.
- If a guest teacher is going to be late in arriving at the high school or career center, or they need to cancel their assignment after 6:00 a.m. the day of the assignment, the guest teacher will need to contact Jasmine Sharpe at 532-6485.
- Let the office staff know if you, as a guest teacher, would like to order a school lunch. They will let you know the procedure for ordering lunches.
- Office staff will direct you to the classroom.
- In the event you are given a key to the classroom, please remember to return the key at the end of the school day.
- LOCATE the Emergency Guideline Manual in each classroom. Check exit routes during emergency situations.

## **DURING THE STUDENTS' INSTRUCTIONAL DAY**

- Review and follow the lesson plans and instructions that the teacher left for the guest teacher. The teacher may have left the lesson plans and instructions in the school office or on the teacher's desk.
- If there are no lesson plans available, please contact another teacher of the same grade level in the elementary level, another team teacher or the team leader in the middle school level,

or call **Stephen McClain** at the high school level, 532-6485.

- During the school day, be flexible and open to changes if suggested by administrators. Occasionally there will be special scheduled activities/events involving parents and guest teacher must be prepared to adapt to these changes.
- **Assume the role of the classroom teacher, including any supervision assignments such as bus duty, hall duty, cafeteria duty and/or recess.**
- Do not make assumptions based on your previous guest teaching assignments. Procedures vary from classroom to classroom and from school to school.
- **Notify the office staff immediately if an accident or any serious problem should occur.**
- **IN the event of an emergency at the high school; call 6240 for assistance.**
- **For incidents that are NOT emergencies but still need additional assistance, call:**
  - Main office: 6200**
  - Freshman Academy Office: 4600**
  - Walker Career Center Office: 6150**
  - Stephen McClain's office: 6485**
- **It is never appropriate to leave student unsupervised. This includes, but is not limited to leaving the classroom, sleeping in the classroom or talking on a cell phone.**

## **LUNCH**

Guest teachers are welcomed and encouraged to eat with the other staff during their lunch break. If you did not bring a lunch, please ask the office secretary, upon arrival at school, about the particular school's arrangements for ordering lunch in the cafeteria.



## END OF THE DAY

- As a guest teacher, you may have bus duty and need to accompany students to the bus area. In the elementary schools, the guest teacher will always be accompanying students to the bus area.
- Leave students' completed work on the teacher's desk (separated by class periods and/or subjects).
- Leave notes for the teacher which might include:
  - ✓ Summarizing absences and tardiness
  - ✓ The lessons that were taught
  - ✓ The work that was completed
  - ✓ Any special concerns or comments
- Leave an orderly room with lights out, windows closed, and the door locked. If you allowed students to move desks, please make sure the desks are returned to their original location.
- Return to the office to let them know you are leaving and to turn in a classroom key if one was given to you upon your arrival.
- **If you have any concerns or comments or suggestions about your assignment or the school's procedures in general, ask to speak with the principal or another administrator in the building before leaving school.**

(If you do not have an opportunity to speak with the principal or another administrator and feel you still need to do so, please contact Donna Studevent and she will be able to help facilitate a time for this to take place.)

## PROHIBITED ACTIVITIES

These re policies adopted by the Board of Education that prohibit possession of **WEAPONS** (typically guns and knives) and **THE POSSESSION, USE OF OR DISTRIBUTION OF ILLEGAL DRUGS OR ALCOHOL**, on school property. These policies apply to the general public, students, and staff – **INCLUDING GUEST TEACHERS.** The new law has just passed allowing persons possessing a gun permit to keep their weapon in their

vehicle on school property. They may NOT take the gun into the school or any school building. (Transportation building, Warren Education and Community Center, etc.)

ALL schools and school grounds are SMOKE FREE. There is to be **NO SMOKING** .

## **PROFESSIONAL CONFIDENTIALITY**

- As a temporary member of the Warren Township staff, you are expected to keep all information about students in confidence. In your role of a guest teacher, you are obligated to respect the **confidentiality** of certain information. This means that you **cannot discuss or share certain information with anyone other than with other school employees who need to know the information.**
- **Do not engage in gossip about students or staff or the school system!**
- **Do not tell non-school employees the names of the students you meet while working as a guest teacher.**
- **Do not record for your personal use the names, addresses, or telephone numbers of students.**
- **Do not speak with the parents of the students you work with unless you have been directed to do so by a school administrator or unless you are in a meeting with a school administrator and the parent.**
- **Do not repeat to non-school employees any personal information students tell you. If you learn anything from students that causes you concern for their welfare, share that information immediately with a school administrator – BUT WITH NO ONE ELSE.**

Additionally, guest teachers are expected to behave as a responsible adult who has been hired to supervise students. Guest teachers are expected to set a good example of responsible adult behavior.

- Guest teachers cannot socialize with students they meet while working as a guest teacher. Telephone calls, instant messaging and email to students are prohibited.

**Your failure to abide by the community's sense of common sense, responsibility and personal respect may result in termination of your employment in Warren Township Schools.**

## **STUDENT DRESS CODE**

All schools expect students to wear clothes that are comfortable and clean, which does not interfere with or distract students from learning. Gang symbols and colors are not accepted at any time.

Several of our schools have adopted specific dress codes. These schools expect their students to wear: **Khaki pants, skirts, jumpers, collared shirts and sweaters.**

**LOGOS AND DENIM MATERIAL ARE NOT ACCEPTABLE.**

The office staff of each school will give you additional information about acceptable attire for adults in those buildings. If you have any questions, you should direct those questions to the office staff.

## **COMPLAINTS CONCERNING GUEST TEACHERS**

If three (3) complaints are filed on a guest teacher with the Guest Teacher Coordinator and/or Director of Human Resources, from three (3) different administrators, the individual will be removed from the MSD Warren Township guest teaching roster. Each time a complaint is filed; the guest teacher will be notified by phone or email and will have the opportunity to meet with the Guest Teacher Coordinator and/or the Director of Human Resources,

# SUPERVISION AND DISCIPLINE

## ❖ General Information

- ✓ As a guest teacher, you are expected to comply with the district policies as approved by the School Board and the school site discipline for student behavior.
- ✓ When reporting to the site, find out what that particular site's policy may be for discipline as well as that of the teacher for whom you are substituting.
- ✓ It is important to realize that classroom management is a first concern and that friendliness and firmness along with a reasonable sense of humor, is a reliable procedure.
- ✓ If a student is disruptive, use redirection strategies. Try to focus on something positive in the situation.
- ✓ You may need to speak with the student quietly in the corner of the room, away from the other students. This presents "grandstanding" and allows you to manage the situation without group participation.
- ✓ Focus on positive reinforcement. Reward good behavior instead of concentrating on negative behaviors.
- ✓ If a student becomes extremely disruptive or out of control, call or send for an administrator to come to the classroom to assist. PLEASE FEEL FREE TO ASK FOR ASSISTANCE WHEN NEEDED.
- ✓ It is NEVER appropriate to leave students unsupervised. If you have an emergency situation, contact the office or at the high school contact Jasmine Sharpe, 352-6485. If there does not allow for the office to respond, send a student to the closest classroom.
- ✓ Students are never to be sent to an area for independent work unless the guest teacher has visual contact with ALL students. Students should NEVER be placed in a hallway for discipline.
- ✓ In elementary schools, students are escorted by the guest teacher to all related arts classes, lunch and recess. Also, students are escorted out of the building at the end of the day in the elementary schools.

## 2. Disciplinary Referral Procedures

- ❖ If a student is so disruptive that the student needs to be sent to the office, phone the office first to ask for directions for this process.

- ❖ Students are usually referred to the office only for offenses such as fighting, swearing, or refusing to follow your instructions.
- ❖ Logs are used by some schools for minor offenses.
- ❖ Referrals are used by schools for major offenses.
- ❖ Discipline procedures will be made available to guest teachers at each school, either by the office staff or in the classroom.
- ❖ If you issue a referral, please be sure to write a clear and concise explanation of the incident, including teacher and guest teacher's names and time and location of the incident.

## **HALL PASSES**

Limit passes to a minimum. Never allow a student out of the classroom without a hall pass.

### **Hall Passes at the High School/Career Center:**

- ✚ **DO NOT ISSUE A HALL PASS UNLESS IT IS AN EMERGENCY!**
- ✚ **Passes to the MediaPlex, CSC, or another teacher are not permitted.**
- ✚ **In an emergency that requires the student to leave for the restroom or Nurse's office, the guest teacher must issue a pass in the student's agenda.**
- ✚ **NEVER allow a student out of the classroom without a pass.**
- ✚ **Do not improvise a pass on a piece of paper.**
- ✚ **LATE STUDENTS WITHOUT A PASS ARE TO REPORT TO THE TARDY ROOM IN H122.**

**ELECTRONICS:** Please refer to the teacher's classroom rules.

## **FIGHT SITUATIONS**

Be aware of potential situations that could prompt a physical altercation on school grounds. **TAKE ALL RUMORS SERIOUSLY**, and report them to the School Office immediately.

If an altercation breaks out on school grounds:

- **Choose your best option to summon help:**
  - ✓ Give a verbal alarm to call the School Office. They will contact Warren Police.
  - ✓ After hours, radio Warren Police on Channel 1.
  - ✓ Call Warren Police at 532-5643.
  - ✓ Call 911 or 9 911.
- **Move other students; event spectators or individuals away from the altercation.**
- **DO NOT PHYSICALLY INTERVENE.**
- **State your name, that you are a teacher, and direct the students to STOP.**
- **Exercise verbal de-escalation skills and crowd control until Warren Police arrive.**
- **If you are in a classroom setting when a fight occurs, the guest teacher's responsibility becomes the protection of the other students.**
- **Remove the students from the immediate area, after notifying the office of a fight.**
- **The guest teacher should wait for other school staff and/or security to arrive and then escort the remaining students into a hall area or another**

**NEVER TRY TO BREAK UP**

**A FIGHT!!!!!!!!!!!!**

## **INFORMATION ABOUT MEDICAL MATTERS**

- **YOU ARE NOT AUTHORIZED** to administer any kind of medications including over-the-counter drugs such as Tylenol, ibuprofen or aspirin.
- If a student is bleeding, do not send him/her to the restroom by him/herself. Call the school nurse or office, and then send the student with another student to the nurse's office.
- If someone is having a seizure, **DO NOT** try to restrain him/her in any way. Send for the nurse. **DO NOT** try to put anything (pen, pencil, tongue suppressor) in his/her mouth. Try to remove anything from the area on which the victim could hurt him/herself, such as desks, etc.
- If someone has fallen, **DO NOT** attempt to pick the victim up. Let the school nurse assess any neck or spinal cord injuries.
- **DO NOT** try to remove any foreign objects from the victim's body. Let the school nurse handle it.
- Always wear gloves when handling body spills of any kind.
- Medical problems may exist of which you are unaware. Carefully consider a student's request to go to the nurse. It is better to err on the side of caution.
- At the elementary level, fill out nurse/health form before sending the student to the nurse. Include first and last name, room number and complaint.
- Review medical records of students left by the teacher.
- If you have any questions or concerns about a student's health, ask the school nurse.

## **MEASLES INFORMATION**

- In the recent past, there has been confirmed cases of Measles in Indiana. In the event of a possible outbreak occurrence, MSD of Warren Township must identify students and staff susceptible to the measles infection.
  - ✓ Individuals born AFTER 1957 who DO NOT have one of the following:
    - A medically documents history of the measles disease
    - Documentation of 2 appropriately spaced measles vaccines (e.g. MMS/MMRV)
    - Documented laboratory results of igG titer (which indicate a protective level to Rubeola (measles))

## MEASLES (continued)

In a great effort to be proactive, MSD Of Warren Township is asking that all employees provide proof of their immunity status to Debbie Cannon in the Personnel Department at the WECC. Please note that ONE confirmed case in a school setting constitutes an outbreak and will activate outbreak procedures as designated by the state and local health department. Providing this information is voluntary, but would be required if Measles were confirmed. This message is for any employee who has not submitted this information in the past to our school district.

Nursing Services, MSD of Warren Township. (317) 869-4335.

## SPECIAL EDUCATION PROGRAMS

### Students with a Specific Learning Disability

Most students with a specific learning disability (SLD) struggle to make adequate progress to meet age and grade level academic standards in reading and/or math. Students with SLD may have difficulty processing information.

### Students with a Cognitive Disability

Students with a cognitive disability may have a mild moderate, or severe disability in the areas of cognitive functioning (the ability to acquire knowledge) and adaptive behavior (functional performance). These students often have underdeveloped social skills and may struggle with relating to other students. These students often have a similar curriculum to other students, but it is highly modified and offered at a slower pace. These students also work on independent living skills and skills that can be used in the work force.

### Students with an Emotional Disability

Students with an emotional disability have difficulty learning or progressing in school that is not due to cognitive, sensory (typically seen in students with autism) or other health factors. These children exhibit a broad range of behaviors including depression, lack of control, acting out, withdrawal, etc. These students need a lot of structure, behavior modification plans, and personal attention. **If a student displays out of control behaviors, call for assistance and remove all the other students from the area.**



# DELIVERY OF SPECIAL EDUCATION SERVICES

## Inclusion

In this arrangement, students with a disability are in the general education classrooms for the Students are not pulled out of the regular education classes and they learn the same curriculum as all the other students, only with the necessary accommodations. In this arrangement, the students have the greatest opportunity to interact with children of all academic levels. They are correct behaviors being modeled and they are exposed to many education teachers plan and teach together.

## Resource

In this arrangement, the students with a disability are assigned to general education classrooms and remain there for certain subjects. They go to the Resource Room for the subjects requiring modification and extra assistance. In this arrangement, the special education students follow the general education curriculum for the subjects learned in the general classroom. While in the Resource Room, the students follow the curriculum, but the subjects are modified and maybe even are completely changed. Resource room teachers serve several different age groups of students during the day.

**Self-Contained Classroom** In this arrangement, the students with a disability are assigned to a classroom with other students with the same disability and needing the same instruction. They stay with these peers for the entire day. These classes usually have a smaller enrollment than regular education classes.

In the majority of our Special Education programs, the special education teacher has an instructional assistant. The instructional assistant will be helpful to you while you are substitute teaching. They will have all the information about the students. They will know what to say, what not to say, and what things to do to help with the students.

**In all cases, the best thing for you to do is to stick closely with the teacher's planned schedule and activities. In addition, a student's IEP must be followed as it is written (including strategies for behavior). If you are unsure of the needs of a specific student, contact the principal or the special education teacher or instructional assistant for support.**

# AUTISM DOCUMENT

Section 2.IC 20-26-5-32.4 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS [EFFECTIVE JANUARY 10, 2010]:  
Sec. 32.4 The Department of Education shall create a document explaining aspects of autism including behaviors that students with autism may exhibit. Said document is to be distributed to school corporations for distribution to noncertified employees (as defined in IC 20-29-2-11). This document has been created to fulfill this requirement.

As of December, 2009, the Centers for Disease Control and Prevention released the estimate that one in 110 children has autism. The CDC found that autism affects boys at a rate of about one in 70, while it affects girls at a rate of about one in 375. It is very likely that all school personnel already know students with autism.

In a school setting, students qualify for special education services through a case conference committee decision based on the results of an educational evaluation. It must be determined by a case conference committee that the student's disability adversely affects the student's academic and/or functional performance. This determination may be different from a medical diagnosis. In Article 7, the Indiana Special Education Rule, autism is defined as follows:

**511 IAC 7-41-1 Autism spectrum disorder**  
Sec. 1. (a) Autism spectrum disorder is a lifelong developmental disability that includes autistic disorder, Asperger's syndrome, and other pervasive developmental disorders, as described in the current version of the American Psychiatric Association's Diagnostic Statistical Manual of Mental Disorders. The disability is generally evident before three (3) years of age and significantly affects verbal, nonverbal, or pragmatic communication and social interaction skills and results in an adverse effect on the student's educational performance. Other characteristics often associated include the following:

- (1) Engagement in:
  - (A) repetitive activities; and
  - (B) stereotyped movements.
- (2) Resistance to:
  - (A) environmental change; or
  - (B) change in daily routines.
- (3) Unusual responses to sensory experiences.

(b) Unless the characteristics of autism spectrum disorder are demonstrated to a greater degree than is normally attributed to these disabilities, autism spectrum disorder does not apply if a student's educational performance is adversely affected primarily by: (1) an emotional disability; (2) blindness or low vision; (3) deaf-blindness; or (4) a cognitive disability.

Although this is the general description of this eligibility category, it is important to understand that this condition will look different from one student to another. For example, one student may be hypersensitive to loud sounds while another student may react strongly to a smell that most would not notice. Repetitive behaviors may include particular hand movements for one student while it might manifest as a more complex set of routine events for another student. A student may be fully compliant when faced with a major change while becoming very anxious about something that may seem inconsequential. To complicate matters, sensitivities and behaviors often change for students as they mature.

Students with autism require different types and amount of assistance in the educational environment. A student may require minimal accommodations or may require support from an aide or assistant. It is the expectation that all school personnel who work with a given student with autism have the knowledge and skills necessary to appropriately respond to each student as an individual. Just memorizing the definition of autism is not enough.

**511 IAC 7-42-6 Developing an individualized education program...**  
... (c) The CCC must also consider the following special factors when applicable:  
(1) Positive behavioral interventions and supports, and other strategies, to address any of the student's behaviors that impede the student's learning or the learning of others.  
(2) Any supports, under 511 IAC 7-35-2, necessary to provide public agency personnel with the knowledge and skills necessary to implement the student's IEP.

Each student with a disability must have a teacher of record identified. This licensed educator is responsible for providing support personnel with the information that they need in order to anticipate the needs of a student with a disability and respond appropriately when the student behaves in a way that requires a supportive response.

**511 IAC 7-32-97 "Teacher of record" defined** "Teacher of record" (TOR) is the single special education teacher to whom a student with a disability is assigned. The TOR shall:  
(4) Ensure the student's IEP is accessible to each of the: (A) student's teachers; (B) related services providers; and (C) other services providers...  
(5) Inform each teacher and provider of his or her specific responsibilities related to implementing the student's IEP.  
(6) Ensure that: (A) supplementary aids and services; (B) program modifications; and (C) supports for school personnel; are provided in accordance with each student's IEP.  
(7) Serve as a consultant and resource person to all other personnel providing services to the student.

There are many helpful links for additional information on autism including:

[http://www.cdc.gov/ncbddd/actearly/pdf/parents\\_pdfs/AutismFactSheet.pdf](http://www.cdc.gov/ncbddd/actearly/pdf/parents_pdfs/AutismFactSheet.pdf)

[http://www.easterseals.com/site/DocServer/Autism\\_101\\_Fact\\_Sheet\\_1\\_3.pdf?docID=83363](http://www.easterseals.com/site/DocServer/Autism_101_Fact_Sheet_1_3.pdf?docID=83363)

[http://www.autism-society.org/site/PageServer?pagename=about\\_home](http://www.autism-society.org/site/PageServer?pagename=about_home)

[http://www.ninds.nih.gov/disorders/autism/detail\\_autism.htm](http://www.ninds.nih.gov/disorders/autism/detail_autism.htm)

<http://www.autism.com/autism/index.htm>

