

# **METROPOLITAN SCHOOL DISTRICT OF MARTINSVILLE**

## **Substitute Teacher Manual**

**Effective July 1, 2018**

(Board Approved June 19, 2018)

The MSD of Martinsville does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

## Introduction

The MSD of Martinsville appreciates the contributions substitute teachers make to our children and school system.

For all children in our district, every day of each school year must be filled with successful learning experiences conducted in a positive learning environment. Schools need effective substitutes who will take the responsibility to ensure that the educational process is not interrupted when the regular teacher is absent. As a substitute teacher, we are asking you to work with us in accomplishing our mission. Substitutes play an important role in our schools. At the MSD of Martinsville, we need dedicated substitutes to work with our students at every grade level.

This handbook will serve as a guide, listing your responsibilities in preparation for carrying on the work in the school, as well as the responsibilities of the school toward the substitute teacher. Do not hesitate to ask questions of teachers, administrators, and school office personnel.

***Our Mission: "Together we challenge and inspire our children through rich experiences, empowering them to achieve success while making positive contributions to our world."***

## Certification Requirements for Service

The following requirements must be completed and on file with Mrs. Nancy Brosman at the Central Education Center, 389 E. Jackson Street, Martinsville, IN 46151. All materials must be successfully completed prior to being able to substitute.

1. The following items are required by the MSD of Martinsville:
  - Complete a substitute teacher application
  - Pass a criminal background check
  - EEOC Self-Identification form
  - Direct Deposit form (voided check will be needed)
  - I-9 form
  - W4 form
  - WH-4 Indiana form
  - Acceptable Use Policy signoff
  - Drug and Alcohol Policy signoff
  
2. All substitute teachers will need to view and sign off on watching an orientation video produced by Central Indiana Educational Service Center. The steps for the video are:
  - a. Visit <http://video.ciesc.k12.in.us>
  - b. Select "MSD of Martinsville" from the drop down for "Organization."
  - c. Enter the district "Access Code" of "46151."
  - d. Find the video titled "Substitute Training Do's and Don'ts."
  - e. Watch the entire video.
  - f. At the end of the video, show proof of watching by hitting the "Click Here for Proof of Training" in the middle of the screen.
  - g. Fill out the form.
    - i. Your first and last name.
    - ii. Use your personal email for the School/Company Email.
    - iii. Organization is "MSD of Martinsville."
    - iv. Name of school is "Martinsville."
    - v. Hit the "Next" button.
    - vi. Fill out feedback form and hit the blue "Submit" button to complete the process. By hitting the submit button, the MSD of Martinsville will be notified electronically of your completion of the video.
  
3. The final requirement is a valid **teachers license** or valid **substitute teachers license** issued by the Indiana Department of Education. Information for the substitute teaching license may be found on the IDOE website under licensing at <http://www.doe.in.gov/licensing/substitute-permits>.

The applicant is responsible for all costs associated with obtaining the criminal background check and substitute/teacher licensure.

## Pay Rate and Classifications

The substitute teacher's pay rate is established by the MSD of Martinsville School Board. Substitute teachers will be paid every two weeks on the payroll schedule established by the district. The current pay rates are:

- Class I           \$80.00 per day
- Class II          \$65.00 per day

**Class I:**           All substitutes who are retired teachers of the MSD of Martinsville. A substitute license or renewal of the teaching license from the Indiana Department of Education is required; or

All substitutes holding a valid professional, provisional, standard, reciprocal, limited license issued by the State of Indiana.

**Class II:**        All substitutes who have at least a Bachelor's degree from an accredited institution, and approved by the MSD of Martinsville. A substitute license from the Indiana Department of Education is required; or

All substitutes who have as a minimum, a high school diploma, and who have documented successful experience working with school aged children. A substitute license from the Indiana Department of Education is required.

According to the Indiana Unemployment Compensation Act, substitute teachers are not eligible for unemployment compensation during school breaks and the summer months.

Substitute teaching is an at-will position and as stated in Indiana law may be removed from our sub list for any reason. Some of the reasons are:

1. Unsatisfactory performance as evidenced by our staff.
2. Neglect of duty.
3. Failure to supervise.
4. Failure to accept assignments.
5. Any other reasonable grounds and for just cause.

## **Professional Ethics of the Substitute Teacher**

The substitute teacher has a professional obligation to the regular teacher, the children, and the school. Extreme caution should be used in expressing personal reactions and opinions about what the substitute teacher sees and hears in the classroom and the school in which he/she substitutes. All information about any student must be treated as confidential. A substitute teacher should avoid unfavorable criticism of the teacher or students. Concerns or problems should be presented to the principal.

## **Responsibilities of the Substitute Teacher**

The substitute teacher should arrive at the assigned school fifteen (15) minutes before the first class and perform the following:

- Report directly to the principal's office for the classroom assignments and the length of the assignment.
- Review the regular teacher's lesson plans, teaching materials, general building routines and procedures, and disaster drill regulations.
- Consult the principal, office secretary, or an assigned teacher, if there are any questions about the day's activities.
- Fulfill the regular teacher's entire daily assignment, such as hall duty, bus duty, other assigned supervision duties, etc.

## **Helpful Guidelines to Follow**

1. Always check in at the office to start the day.
  - a. When reporting to a school for the first time, introduce yourself to the office staff.
  - b. Ask if any schedule changes are taking place (such as convocation, shortened classes).
  - c. Verify check-out process for the end of the day.
  - d. Learn about building procedures.
    - i. How to take attendance and tardy information.
    - ii. Student passes.
    - iii. Procedure for sending a student to the nurse or office.
    - iv. Ask about students in assigned classes that may have a health issue and procedures to follow in the case of an emergency.
2. Locate the classroom, nearest restrooms, lunch room, and areas where the teacher has assigned duties.
3. Introduce yourself to the teachers in the rooms nearby your assigned classroom.

4. Find the emergency exit map in the classroom and orientate yourself to the evacuation routes and doors.
5. Prior to students arriving:
  - a. Read through the lesson plans left by the regular teacher.
  - b. Be prepared to follow the lesson plans as closely as possible.
  - c. Review the seating charts.
  - d. Refer to yourself as Mr., Mrs., or Ms. and write your name on the board for students to see.
  - e. Determine the class schedule for the day such as lunch time, specials (elementary), and length of the class periods (secondary).
  - f. Greet students at the door as they enter the room at the start of the day/class.
6. During the school day:
  - a. Use your normal voice, be positive, and give praise when appropriate.
  - b. Try to get students involved and participate in the learning taking place.
  - c. Be a good role model.
  - d. Remain professional at all times.
  - e. Follow established school rules and guidelines at all times.
  - f. It is the responsibility of the substitute teacher to read and follow the policy on behavior and discipline, as adopted by the MSD of Martinsville found in the student handbook. Handbooks are located online under the "Student" tab on each school's website.
7. **Refrain** from the following:
  - a. Leaving students unsupervised.
  - b. Insulting a student.
  - c. Using profanity.
  - d. Talking about personal matters or your personal life.
  - e. Touching a student in any way.
  - f. Administering any type of physical/corporal punishment.
  - g. Using your cell phone during class time.
  - h. Reading books, papers, or magazines in the classroom unless as a part of the instructional program.
  - i. Comparing students, teachers, or schools with each other.
  - j. Sharing confidential information about students, teachers, yourself, or the school with anyone.
8. End of the class/day procedures:
  - a. Return the room and all materials to their proper location. Have students assist if necessary by cleaning the area around their desk.

- b. Stand by the door at dismissal (secondary) or walk students to the bus. Be sure to know where students need to go for dismissal such as walkers, bus riders, and parent pickup locations.
  - c. Make sure the room is in order and lights are turned off when you leave.
- 9. After each class or when the day is complete, record notes or a class summary including:
  - a. Attendance and tardy information.
  - b. Questions from students.
  - c. How the day went with any concerns that may have come up.
  - d. Detail your ability to complete lesson plans that were left for you.
- 10. Check out with the office when your day is complete.
  - a. Communicate any concerns or problem which occurred during the day.
  - b. Return any substitute/visitor passes or keys to the office.

### **Classroom Management Tips**

It is important to be fair to all students. Some students will challenge you regardless of what you do. The following may help you when you are faced with a difficult situation:

1. Tell students what you expect in the classroom in terms of rules, guidelines, etc. Follow the regular teacher's rules.
2. If students won't pay attention or do not do what they are instructed to do, try to determine what is causing the inappropriate behavior.
3. Gaining attention is a powerful tool. Do not focus continually on bad behavior. Recognize good behavior, too.
4. It is always better to be positive. Positive verbal praise, a smile, a nod, and other appropriate gestures will help reduce problem behaviors.
5. Call students by their names.
6. Students learn and behave better if they are actively engaged in learning. Small groups are ways to get students to interact positively.
7. Begin the class immediately.
  - a. The first few minutes are crucial.
  - b. Be in control and begin teaching immediately upon the bell.
  - c. Have something for the students to do.
  - d. Tasks should:
    - Be simple – short explanations
    - Be a quiet activity – reading or writing in a journal are best
    - Be ready before class begins
  - e. Never waste time by getting things ready while the students are waiting

- f. Follow the same general format that students are used to
8. Manage by walking around.
9. Suppress the urge to lose your temper or react in a negative way. To de-escalate situations, you must be in control and never let them see you sweat!
10. Do not threaten consequences that you cannot enforce. Let the building administration issue consequences.
11. Offer choices in situations where your authority is being challenged. (e.g. You may move to this empty seat or the table at the front of the room.)

### **Dress and Grooming**

Substitute teachers should use good taste in the selection of clothes, makeup, and hairstyle worn when working in the schools. No apparel, dress, or grooming that is or may become potentially disruptive to the classroom atmosphere or has or may have an adverse impact on the education process shall be permitted.

Women will be expected to wear appropriate clothing that reflects good professional judgment and maturity.

Men will be expected to wear a shirt and slacks or other appropriate attire and exhibit good professional judgment and maturity.

Substitute teachers engaged in physical education, vocational/agricultural shop courses, etc. should choose to wear attire appropriate for those assignments.

### **Cell Phone Use**

Cell phones are not to be used while performing job duties and/or assignments. If needed, the use should be confined to your lunch period, and in the area where children are not present.

### **Confidentially**

Information about our students, parents, and staff is strictly confidential and is not to be discussed in public places. Discussing or revealing confidential information with individuals outside of the School Corporation or with individuals within the School Corporation who are not authorized to have such information will not be tolerated and will be grounds for disciplinary action, up to and including termination. We must all respect the privacy of our students, parents, and staff.



## **Reporting Student Accidents and/or Illnesses**

All accidents to students on the school grounds, in the building, on the way to and from school, or occurring at any other place where the pupil is under the supervision of the school, shall be referred to the school nurse or personnel in the principal's office at the earliest possible time. No internal medicine shall be administered by a substitute. Please contact the office as soon as possible in the case of any accident/problem with a student.

## **Use of Classroom and Staff Computers**

Substitute teachers assigned on a short term basis will not be given access to the network unless lesson plans call for use of the system. In that case, the substitute teacher should check with a building administrator to receive the necessary password and other network information, and to sign a User Agreement.

Substitute teachers assigned on a long term basis (leave of absence) will be given access to the network, including e-mail. Access to the network and the computers will require the substitute teacher sign a User Agreement obtained from a building administrator.

**In no case are substitute teachers allowed to access the network with someone else's password.**

## **Harassment**

The MSD of Martinsville and the MSD of Martinsville School Board is committed to providing its students with a learning environment that is free from discrimination or harassment of any kind and will not tolerate any form of this behavior by students, staff, or third party. Prohibited harassment occurs when an individual is subjected to verbal or physical conduct that defames or shows hostility toward the individual because of race, color, religion, sex, or disability.

## **Setting Up and Using Absence Management (AESOP)**

Upon completion of the application process, obtaining proper licensure, and passing the background check, the substitute teacher will receive an email from the MSD of Martinsville with information about using the Absence Management system. A login, password, instructions for setting up an account, and how to navigate the system will be provided. At this time the substitute teacher will be active in the system.