

MSD OF WARREN TOWNSHIP

Guest Teacher Handbook

Mission

*The mission of the 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.*

Dr. Peggy Hinckley, Superintendent

SCHOOL BOARD MEMBERS: Susan Switzer
Ruth Ann Walker
Anthony Mendez
Michelle Wright

Jay Wise
Julie French
Luther Robinson

TABLE OF CONTENTS

| | |
|--|------------|
| Welcome from the Superintendent of Schools | Page 3 |
| General Information | |
| Qualifications of a Guest Teacher in Warren Township Schools | Page 4 |
| Application & Required Forms | Page 4 |
| Employment as a Guest Teacher | Page 4/5 |
| Payment of Guest Teachers | |
| Daily Rate | Page 5 |
| Bonuses / Employee Portal Information | Page 5 |
| Contract Daily Rate | Page 6 |
| Name Badges | Page 6 |
| Whole Days & Half Days | Page 6 |
| 2011-2012 School Year Pay Dates | Page 7 |
| Substitute Payment Authorization Form | Page 8 |
| Change of Address | Page 8 |
| Deductions from Pay/Taxes | Page 8 |
| Assignment of Guest Teachers | |
| Permanent Building Guest Teachers | Page 9 |
| Priority Township Guest Teachers | Page 10 |
| Guest Teacher Coordinators | Page 11 |
| Cancellation of an Assignment | Page 12 |
| Adult Dress Code | Page 12 |
| Cell Phones | Page 12 |
| Hours of Employment | Page 13 |
| Reporting to School | |
| Parking at School | Page 13 |
| Upon Arrival | Page 14 |
| During the Students' Instructional Day | Page 14 |
| Lunch | Page 15 |
| End-of-the-Day | Page 15 |
| Prohibited Activities | Page 16 |
| Professional Confidentiality | Page 16/17 |
| Student Dress Code | Page 17 |
| Complaints Concerning Guest Teachers | Page 17 |
| Supervision/Discipline | |
| General Information | Page 18/19 |
| Disciplinary Referral Procedures | Page 19 |
| Fight Situations | Page 19 |
| Hall Passes | Page 19 |
| Information about Medical Matters | Page 20 |
| Special Education Services | |
| Special Education Programs | Page 21/22 |
| Delivery of Special Education Services | Page 22 |
| EMERGENCY GUIDELINES FOR GUEST TEACHERS | Page 23/24 |

The following additional information is presented during the Orientation Session:

- Map of the locations of all Warren Township Schools and offices
- Listing of schools' addresses and Telephone numbers
- Roster of building administrators
- Copies of the year-round calendar and traditional calendar
- Time schedule showing the starting and ending of the student day and teacher day
- Instructional video on handling blood-borne pathogens
- Review of guest teacher handbook



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,

Peggy Hinckley

Superintendent of Schools

EDUCATION & COMMUNITY CENTER
975 North Post Road
Indianapolis, Indiana 46219
(317) 869-4300 FAX: (317) 869-4399

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 Licenses do not need to apply for a Substitute Teacher Certificate.

2. Application 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.

At the end of each 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:

- ✓ **Federal I-9 identification form**
- ✓ **A copy of your social security card, driver's license, etc.**
- ✓ **State and Federal Tax forms**
- ✓ **Medical information**

3. Employment as a Guest Teacher

As soon as a guest teacher completes and returns all of the application materials, we will schedule a time for him/her to attend an Orientation Session. We pay new guest teachers \$30 for attending an Orientation Session. Individuals will not be scheduled to work as a guest teacher until they have attended the Orientation Session.

Employment as a Guest Teacher (continued)

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 unless they receive a written statement of reasonable assurance of continued 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

1. Daily Rate

The current rate of pay for guest teachers in Metropolitan School District of Warren Township is **\$65.00 per day** regardless of which certificate a substitute teacher holds.

2. Bonuses

Guest teachers holding a Substitute Teacher Certificate will be paid a **\$140 bonus** after working **20 times** in Warren Township schools during the same school year. This bonus will be paid for each set of 20 times in the same school year.

Guest teachers holding a Valid Indiana Teacher License will be paid a **\$180 bonus** after working **20 times** in Warren Township Schools. This bonus will be paid for each set of 20 times in the same school year.

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

3. Employee Portal Information

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

To set up your employee portal, you will need your employee ID number. You will find this number on your substitute payment authorization form which you receive in the building after subbing. **If you are unable to find this number, please contact Donna Studevent at 869-4379.**

PAYMENT OF GUEST TEACHERS (Continued)

4. Contract Daily Rate (For Guest Teachers holding Valid Indiana Teacher Licenses)

Guest teachers, who hold a valid Indiana Teacher License, and substitute in the same teaching position for more than fifteen consecutive school 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.

4a.. When a teacher reports his or her absence leave for a minimum of six (6) weeks when filing for a long-term absence, the guest teacher covering the entire leave will begin the leave coverage at contract daily rate, providing this guest teacher holds a valid Indiana Teacher License. The guest teacher will also be able to take up to two (2) unpaid days during the leave time at "no pay" without reverting back to the standard Daily Rate.

5. Whole Days and Half-Days

Guest teachers will be paid **\$40** if they work **less than 4 hours a day**. Any time less than a full day will be counted as a full day in calculating the bonus pay.

6. Name Badges

Guest teachers will receive a name badge. The badge will include a picture ID and will also enable guest teachers to use the time clocks in each building at such a time as this is feasible..

2011-12 School Year Pay Dates

| Pay # | Pay Period | | Pay Date | Pays Remaining |
|-------|----------------|-------------|------------|----------------|
| | Beginning Date | Ending Date | | |
| 1 | 7/30/2011 | 8/12/2011 | 8/26/2011 | 26 |
| 2 | 8/13/2011 | 8/26/2011 | 9/9/2011 | 25 |
| 3 | 8/27/2011 | 9/9/2011 | 9/23/2011 | 24 |
| 4 | 9/10/2011 | 9/23/2011 | 10/7/2011 | 23 |
| 5 | 9/24/2011 | 10/7/2011 | 10/21/2011 | 22 |
| 6 | 10/8/2011 | 10/21/2011 | 11/4/2011 | 21 |
| 7 | 10/22/2011 | 11/4/2011 | 11/18/2011 | 20 |
| 8 | 11/5/2011 | 11/18/2011 | 12/2/2011 | 19 |
| 9 | 11/19/2011 | 12/2/2011 | 12/16/2011 | 18 |
| 10 | 12/3/2011 | 12/16/2011 | 12/30/2011 | 17 |
| 11 | 12/17/2011 | 12/30/2011 | 1/13/2012 | 16 |
| 12 | 12/31/2011 | 1/13/2012 | 1/27/2012 | 15 |
| 13 | 1/14/2012 | 1/27/2012 | 2/10/2012 | 14 |
| 14 | 1/28/2012 | 2/10/2012 | 2/24/2012 | 13 |
| 15 | 2/11/2012 | 2/24/2012 | 3/9/2012 | 12 |
| 16 | 2/25/2012 | 3/9/2012 | 3/23/2012 | 11 |
| 17 | 3/10/2012 | 3/23/2012 | 4/6/2012 | 10 |
| 18 | 3/24/2012 | 4/6/2012 | 4/20/2012 | 9 |
| 19 | 4/7/2012 | 4/20/2012 | 5/4/2012 | 8 |
| 20 | 4/21/2012 | 5/4/2012 | 5/18/2012 | 7 |
| 21 | 5/5/2012 | 5/18/2012 | 6/1/2012 | 6 |
| 22 | 5/19/2012 | 6/1/2012 | 6/15/2012 | 5 |
| 23 | 6/2/2012 | 6/15/2012 | 6/29/2012 | 4 |
| 24 | 6/16/2012 | 6/29/2012 | 7/13/2012 | 3 |
| 25 | 6/27/2012 | 7/13/2012 | 7/27/2012 | 2 |
| 26 | 7/14/2012 | 7/27/2012 | 8/10/2012 | 1 |

Substitute Payment Authorization Forms

Guest teachers will be provided with a Substitute Payment Authorization Form at the end of each school day in each building in which they work. This form will list the building at which they worked, the teacher for whom classroom they covered, the date, whether this absence was a half day or whole day absence, and the name of the guest teacher. Forms will be available at the office at the end of the school day.

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.

Deductions from your earnings

The following deductions are mandatory from all earnings unless the 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 the calculations of taxes, which can be a tax benefit for the employee. More information is available in the Personnel Office.

PERMANENT BUILDING GUEST TEACHERS

Principals may select a Permanent Building Guest Teacher. Each elementary school is entitled to select **one** Permanent Building Guest Teacher. Each Middle School is entitled to select **three** Permanent Building Guest Teachers. Warren Central High School is entitled to select **six** Permanent Building Guest Teachers.

If a principal selects you to be a Permanent Building Guest Teacher, you will report to the same building each day unless the Guest Teacher Coordinator notifies you that you are to work at one of our other schools that particular day.

Permanent Building Guest Teachers are guaranteed payment each day that school is in session (students in the building) during the school year if they report to work.

- **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 either before the start of school or you may be moved to another location at any time during the school day.**
- **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 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 the township, 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” at his/her home school. During a “float” day, the Permanent 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” or just a “no-pay day”, the Permanent Building Guest Teacher needs to call the appropriate Guest Teacher Coordinator to report his/her absence and the reason for the absence.**

PRIORITY TOWNSHIP GUEST TEACHERS

Priority Township Guest Teachers are chosen by the Guest Teacher Coordinator and follow the same guidelines as Permanent Building Guest Teachers except **Priority Township Guest Teachers have NO HOME SCHOOL.**

Priority Township Guest Teachers are guaranteed payment each day that school is in session during the school year if they report to work each day.

- **The Guest Teacher Coordinator will give Priority Township Guest Teachers an assignment each school day.**
- **In the event the Priority Township Guest Teacher is moved to another school location during the school day, he/she needs to keep track of gas mileage from one building to another and he/she 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.**
- **Priority Township Guest Teachers who are selected to work a full school year are given two personal days. These days will not carry over into the next school year. These personal business days are prorated for Priority Township Guest Teachers who are selected to work less than a full school year.**
- **Priority Township Guest Teachers MUST be willing to cover ANY classroom in the township, 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 Priority Township Guest Teacher to cover, he/she will “float” at one of the schools. During a “float” day, the Priority Township Guest Teacher will assume any responsibility designated by the administrators of the school to which they are assigned that day.**
- **If a Priority Township Guest Teacher is not available at any time during the school year, he/shé must report their absence to the Guest Teacher Coordinator before the day of the absence, if possible, or as soon as possible.**
- **TO BE A PRIORITY TOWNSHIP GUEST TEACHER, ONE MUST BE AVAILABLE EVERY DAY; IF NOT, A GUEST TEACHER WILL NO LONGER BE ON THE PRIROITY TOWNSHIP LIST AND WILL BE PLACED ON THE “ON-CALL” LIST.**

ASSIGNMENT OF GUEST TEACHERS

There are two Guest Teacher Coordinators who schedule our guest teachers – one who schedules for all the elementary, middle schools, the Renaissance School and the Early Childhood Center, and another coordinator who schedules guest teachers for Warren Central High School and the Walker Career Center.

Unless you have been designated as a “Permanent” or “Priority” guest teacher, you will be contacted on an “as-needed basis” by telephone by one of our Guest Teacher Coordinators who will determine your assignment(s).

- **Teachers are prohibited from making arrangement directly with a guest teacher. Guest teachers should insist on being contacted directly by one of the Guest Teacher Coordinators in order to ensure that the guest teacher will be paid for that day of work.**

GUEST TEACHER COORDINATORS

- 1. For all elementary, Intermediate Acadamies, middle schools, the Early childhood Center and the Renaissance School:**

Donna Studevent

869-4379 (voice mail)

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

dstudeve@warren.k12.in.us

- 2. For Warren Central High School and the Walker Career Center:**

Erica Chambers

532-6485

Office located in Student Services – Side A

echamber@warren.k12.in.us

CANCELLATION OF AN ASSIGNMENT

If you need to cancel an assignment after you have agreed to accept that assignment, you must notify the **appropriate guest teacher coordinator** immediately. If you are calling in the morning to cancel an assignment on the same day, you must do so no later than **6:00 a.m.** so that another guest teacher may be secured and assigned in sufficient time to arrive at school.

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

ADULT DRESS CODE

A guest teacher is being hired as a responsible adult. Guest teachers are expected to supervise and direct the activities of 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

1. Elementary Schools

Kindergarten:

- The teachers' day begins at 8:15 a.m. and ends at 3:45 p.m.
- The morning class begins at 8:40 a.m. and ends at 11:35 a.m.
- The afternoon class begins at 12:15 p.m. and ends at 3:45 p.m.

Grades 1-4:

- 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 ends at 11:45 a.m.
- A ½ day afternoon assignment begins at 11:45 a.m.

2. Intermediate – Grades 5 and 6

- The teachers' day begins at 7:15 a.m. and ends at 3:00 p.m.
- The students' day begins at 7:35 a.m. and ends at 2:50 p.m.
- A ½ day morning assignment ends at 11:30 a.m.
- A ½ day afternoon assignment begins at 11:30 a.m.

Middle Schools

The teachers' day begins at 7:15 a.m. and ends at 3:00 p.m.
The students' day begins at 7:35 a.m. and ends at 2:50 p.m.
½ day morning assignment ends at 11:30 a.m.
½ day afternoon assignment begins at 11:30 a.m.

Warren Central High School, Walker Career Center

NEW START TIME: Student day begins at 7:20 a.m.

Student day ends at 2:50 a.m.

Guest teachers need to arrive by 7:00 a.m.

3. Intensive Mental Health Program (IMHP)

Includes Elementary Diagnostic Program

Housed at Moorhead

Hours: 8:00 a.m. – 2:00 p.m.

4 Renaissance School

- The teachers' day begins at 9:00 a.m.
- The students' day begins at 9:15 a.m.

Please be aware that guest teachers could be called late in the morning or at anytime during the day for an emergency assignment coverage. Any time spent covering an assignment of less than 4 hours will be paid at \$40 to the guest teacher.

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; Guest teachers should NOT park in the “Visitor” parking spaces.

High School Parking: Parking is available on Lot 6 in front of main entrance, directly across from the foot ball 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.
- Inquire if there is anything special or different on today’s schedule or if there is a need to supervise any activities other than the regular schedule of classes.
- 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.
- **Locate Emergency Guideline Manuel, located 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 on the elementary level, another team teacher or the team leader on the middle school level, or call Erica Chambers at the High School level. **If no lesson plans are available, let the office know.**
- **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 teachers must be prepared to adapt to these changes.**

- **Assume the roll 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.**

LUNCH

Guest teachers are welcome and encouraged to eat with the other staff during your lunch break. If you did not bring a lunch, please ask the office secretary about that 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.
- Leave students' completed work on the teacher's desk (separated by class periods and/or subjects).
- Leave notes 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.
- **Go to the school office to pick up the Substitute Payment Authorization Form.**
- **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.**

PROHIBITED ACTIVITIES

There are policies adopted by the Board of Education that prohibit possession of WEAPONS (typically guns and knives) and THE POSSESSION, USE OR DISTRIBUTION OF ILLEGAL DRUGS OR ALCOHOL on school property. These policies apply to the general public, students and staff – **INCLUDING GUEST TEACHERS.**

- It is a violation of federal law to possess a firearm of any sort on school property – including having a gun in the trunk of your car!

PROFESSIONAL CONFIDENTIALITY

As a temporary member of the Warren Township staff, you are expected to keep all information about pupils 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, telephone numbers or e-mail addresses of the students you meet while working as a guest teacher.**
- **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 that 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.**

PROFESSIONAL CONFIDENTIALITY (continued)

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 e-mail 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 at each school will give you additional information about acceptable attire for adults in these buildings. If you have any questions, you should direct those questions to the office staff.

COMPLAINTS CONCERNING GUEST TEACHERS

If three (3) or more complaints are filed on a substitute teacher with the Coordinator and/or Director of Personnel, from three (3) different administrators, the individual will be removed from the MSD Warren Township substitute teaching roster.

SUPERVISION AND DISCIPLINE

1. 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. You may need to talk with the student quietly outside the room. This prevents "grandstanding" and allows you to manage the situation without group participation.
- 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, contact the office. If time does not allow for the office to respond, send a student to the closest classroom.
- Students are not to be sent to an area for independent work unless the adult has visual contact.
- Students should not be placed in the hallway to work or for discipline.
- In elementary schools, students are escorted by the teacher/guest teacher to all related arts classes, lunch and recess. Also, students are escorted out of the building at the end of the day.

Supervision and Discipline (continued)

- **At the secondary level, please be at the classroom door during passing periods.**

2. Disciplinary Referral Procedures

- **If a student is so disruptive that the student needs to be sent to the office, phone the office staff to ask for directions.**
- **Students are usually referred to the office only for offenses such as fighting, swearing, or refusing to follow your instructions.**
- **Logs (minor offenses) and referrals (major offenses) are sometimes used as discipline methods. Individual school discipline procedures will be shared with you at each school.**

FIGHT SITUATIONS

- **If a fight occurs at any time, the guest teacher should contact the school office immediately. There are phones in the classroom and the office can be notified of the situation.**
- **Remove the other students from the immediate area. This will prevent the possible involvement of other students in the incident.**
- **If necessary, call for immediate assistance from a teacher in the area nearest the classroom in which you are located.**
- **NEVER TRY TO BREAK UP A FIGHT!!!!**
- **The main responsibility of a guest teacher is to remain calm and protect other students.**
- **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 safe location in the building.**

HALL PASSES

- **Limit passes to a minimum. Never allow a student out of the classroom without a hall pass or written note of explanation.**

INFORMATION ABOUT MEDICAL MATTERS

- **YOU ARE NOT AUTHORIZED to administer any kind of medication, including over-the-counter drugs such as Tylenol or aspirin.**
- If a student is bleeding, do not send him/her to the restroom by him/herself. Call the school nurse or office; 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 nurse assess any neck or spinal cord injuries.
- **DO NOT** try to remove any foreign objects from a victim's body, let the 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.

SPECIAL EDUCATION SERVICES

All students who receive special education services have been through an education assessment to determine their individual needs. The assessment and the subsequent conferences with parents and teacher, helps identify how the students learn and what techniques will be most beneficial for continued progress. Some students receive special education services to help them with specific subjects such as math or reading; other students receive these services to help them with their behavior or feelings. These students deserve to be treated with the same degree of respect that we show to all students.

SPECIAL EDUCATION PROGRAMS

Students with a Learning Disability (LD)

Most Learning Disabled students have an average to above average IQ. These students are placed in the special education program due to a discrepancy between their ability and their achievement. LD students often have a processing problem that causes them to process information differently.

Students with a Mild Mental Disability

Mildly Mentally Handicapped students have an IQ, typically ranging from 55-70. These students often have underdeveloped social skills and often do not know how to properly relate 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 skills that can be used in the job force.

Students with a Moderate Mental Disability

Moderately Mentally Handicapped students have an IQ ranging from 40-55. These students may also have underdeveloped social skills. These students are often working on skills that can be used in the job force.

Students with an Emotional Disability

Emotionally Handicapped/Behavior Disordered students have all levels of IQ. (IQ is not a factor in placement). 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.**

Students with a Severe/Profound Mental Disability

Severe/Profound Mentally Handicapped students have an IQ of 40 or below. Many of them have other disabilities that made them rely on a wheelchair or other modes of assistance. You will be taking care of them and they will be working on small goals such as hand control or body control.

DELIVERY OF SPECIAL EDUCATION SERVICES

Inclusion

In this arrangement, the special education students are in the general education classrooms for the entire day. The special education teachers go into the rooms and work with children there. 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 modifications. In this arrangement, the students have the greatest opportunity to interact with children of all academic levels. They see correct behaviors being modeled and they are exposed to many things that they might not see in another type of program. In Inclusion, special and general education teachers plan and teach together.

Resource Room

In this arrangement, the special education students 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 special education students follow the curriculum, but the subjects are modified and maybe even completely changed. Resource Room teachers serve several different age groups of students during the day.

Self-Contained Classroom

In this arrangement, the special education students are assigned to a classroom with other special education 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 a 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.

General Emergency Guidelines for Guest Teachers

- FIRE:** Take students out of building; follow posted information.
- TORNADO:** Take students to inside safety area; follow posted information.
- EARTHQUAKE:** Tell students to “Duck & Cover” under nearest table or desk. When shaking stops, exit building.
- LOCK DOWN:** External: P.A. Announcement – “*External Lock Down. We are now conducting an External Lock Down.*”
Office will close and all school exterior doors will be locked.
CONTINUE NORMAL INDOOR CLASS ACTIVITIES.
- Internal: P.A. Announcement – “Internal Lock Down.”
Clear hallway of all students/staff; close & lock classroom doors. Move to a place in the classroom out of the line of sight from the hall. **NO ONE** leaves or enters the classroom except Police/Administrators. Stay alert for possible evacuation order from Police/school officials.
- HOSTAGE:** Do not intervene; call Administrator/School Office Staff.
- INTRUDER:** Do not approach the intruder! Contact School Office Staff; Be alert for Internal Lockdown announcement.
- GUN/WEAPON:** Suspected possession ---Inform Administrator ASAP
Pulled/Displayed---Inform Office Staff or nearest colleague
In locker/hallway----Inform Administrator or colleague
- AIR CONTAMINATION:** Inside: Follow Fire Drill Procedure.
Outside: Await word from authorities.
- BOMB THREAT:** Inform School Office Staff; **DO NOT TOUCH** any suspicious package or object.

CHEMICAL/NUCLEAR CONTAMINATION: Stay alert for possible evacuation; stay alert for possible use of fire drill procedures.

BIOLOGICAL HAZARD: Inform Administrator ASAP.

SUSPICIOUS CIRCUMSTANCE: Inform School Office Staff ASAP.

DURING ALL EMERGENCY SITUATIONS:

- Remain CALM
- Keep an accurate list of students in your room or under your supervision
- Follow directives of school/law enforcement officials
- Use the “Emergency Guidelines”

IT’S VERY IMPORTANT TO

- Make sure you know where in each classroom the “Emergency Guidelines are located when you are a Guest Teacher.
- Know your role in the different possible emergencies covered in the “Emergency Guidelines”.
- Make safety suggestions to Administrators any time during the school year.
- Remain as calm as possible during an emergency; your demeanor will help others react professionally to the benefit of our students.
- ASK QUESTIONS about safety procedures or about the “Emergency Guidelines” before you have to respond.

IMPORTANT PHONE NUMBERS:

MSD Warren Police: 532-5643

Central Office: 869-4300

**(FROM ANY SCHOOL LOCATION IN WARREN TOWNSHIP,
YOU ONLY NEED TO DIAL THE LAST FOUR DIGITS OF THE
PHONE NUMBER.)**