

SUBSTITUTE TEACHERS

HANDBOOK



INDIANAPOLIS PUBLIC SCHOOLS



Indianapolis Public Schools
2012-2013 ACADEMIC SCHOOL YEAR

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INDIANAPOLIS PUBLIC SCHOOLS

WELCOME TO OUR TEAM!



Dear Substitute Teacher:

Welcome back! We are embarking upon yet another new and exciting year in the Substitute Teacher office here at Indianapolis Public Schools! Because you will spend a total of one (1) full academic year with a child, throughout their K-12 education, your role in the classroom is extremely important!

This school year, we have the highest expectations that you will ensure that our ***Children Come First***, preparing the students of IPS to be successful all year long!

We are looking forward to a successful and productive 2012-2013 school year!

Sincerely,

A handwritten signature in black ink that reads "Kali M. Weather". The signature is written in a cursive, flowing style.

Kali M. Weather
Substitute Teacher Office Manager

A handwritten signature in black ink that reads "Cristina White". The signature is written in a cursive, flowing style.

Cristina White
Substitute Teacher Office Assistant



INDIANAPOLIS PUBLIC SCHOOLS

SUPERINTENDENT

Eugene G. White, Ed.D.



ASSOCIATE SUPERINTENDENT

Li-Yen K. Johnson, Ed.D.

CHIEF OF HUMAN CAPITAL DIVISION

Jane Kendrick, Ed.D.

SUBSTITUTE TEACHER OFFICE

Kali M. Weather, Manager
Cristina White, Office Assistant

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2012-2013

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MISSION STATEMENT

The mission of the Indianapolis Public Schools is to prepare and empower all students for life!

HUMAN CAPITAL MISSION STATEMENT

The mission of the Human Capital Division of the Indianapolis Public Schools is to attract, employ, develop, and retain employees who are focused on student success and to administer fair and consistent personnel practices which support the IPS Vision and Strategic Plan. Our district values are excellence, scholarship, respect, and courage.



INDIANAPOLIS PUBLIC SCHOOLS

DISTRICT VALUES

Excellence...

Scholarship...

Respect...

Courage!





INDIANAPOLIS PUBLIC SCHOOLS



Indianapolis Public Schools will be the flagship in innovative urban education, preparing all students to be successful in the global economy.

GOALS



1. Create a culture of high expectation.
2. Initiate invitational practice.
3. All employees know, understand, and implement the strategic plan.
4. Improve School Board governance and efficiency.



INDIANAPOLIS PUBLIC SCHOOLS



10 CULTURE IMPERATIVES

1. Children come first!
2. All employees are accountable for student achievement that meets or exceeds state standards.
3. All employees will demonstrate professionalism and integrity.
4. Student success is the only option.
5. Potential is discovered and nurtured.
6. Academic rigor is the norm.
7. Communication is clear, open, and timely.
8. Students, parents, families, and community members are essential partners.
9. Diversity is valued as demonstrated by culturally competent practices.
10. Facilities are safe, clean, secure, and inviting.



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GUIDING PRINCIPALS

We believe...

...that all students will learn, regardless of their background or disability.

...learning should be a lifelong pursuit.



...everyone is entitled to mutual trust and respect.

...the schools, students, parents, and community should collaborate to ensure student success.





INDIANAPOLIS PUBLIC SCHOOLS

INTRODUCTION

This handbook is your guide to a successful career as a Substitute Teacher in the Indianapolis Public Schools. The contents have been arranged to assist you in finding the answers to many issues, which may confront you as you substitute in the various schools throughout the District. We sincerely hope this handbook will serve to stimulate greater goals for the improvement of substitute teaching!





INDIANAPOLIS PUBLIC SCHOOLS

WELCOME!



The children of Indianapolis come in many sizes and colors. They speak several languages, possess diverse learning styles and hold a variety of aspirations. Each one, however, embodies the hope and dreams of his or her family, and each is important to the future of this city and nation.

The challenges of teaching in an urban school district are endless; yet, no profession is more important to the future of American democracy or to our economic survival.



If you care about young people, and you are willing to work hard and dream great dreams, there is a place for you at the Indianapolis Public Schools!



INDIANAPOLIS PUBLIC SCHOOLS



THE INDIANAPOLIS PUBLIC SCHOOLS

The School City of Indianapolis is a District unit of government, separate from all other city and state government units. Its affairs are directed by the **Board of School Commissioners**, a legislative body of seven (7) persons chosen by the general electorate and holding office for terms of four (4) years.

The **Superintendent of Schools** is the executive officer of the Board and is directly responsible for the entire operation of the school system.

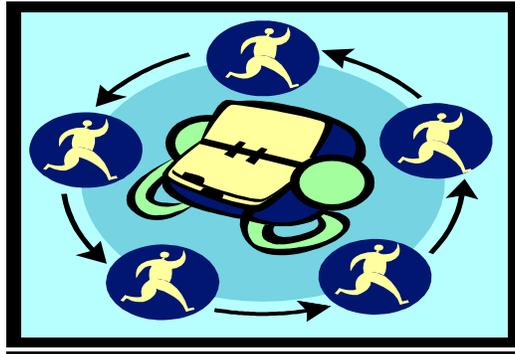
The **Substitute Teacher Office** is a department within the Human Capital Division, the division for is responsible for hiring employees for the Indianapolis Public Schools.

The School city of Indianapolis includes:

- Elementary Schools (Grades K – 8)
- Magnet Schools (Grades K – 12)
- Junior High Schools (Grades 7 – 8)
- High Schools (Grades 9 – 12)
- Education Service Center (Administrative Offices)
- Facilities Management Division (FMD)
- SCIPS



INDIANAPOLIS PUBLIC SCHOOLS



SUBSTITUTE TEACHER OFFICE CONTACT INFORMATION

OFFICE HOURS

The Substitute Teacher Office is staffed Monday thru Friday from 7:30 am until 4:00 p.m.

OFFICE VISITING HOURS

Due to heightened security within the building, **with the exception of Wednesdays, the office is open to visitors and our Substitute Teachers by appointment only.** Please note that if you visit the Education Center on any day except Wednesday, without an appointment, the officer will ask that you contact the Substitute Teacher office to make an appointment.

On Wednesdays only, we welcome walk-in visitors and our Substitute teachers between the hours of 9:00 a.m. and 3:00 p.m. Please note that if you visit the Education Center on any day except Wednesday, without an appointment, the officer will ask that you contact the Substitute Teacher office to make an appointment.

OFFICE CONTACT INFORMATION

You may reach the staff in the Substitute Teacher office at any of the following telephone numbers.

Substitute Teacher Office Main Line	317.226.4711
Substitute Teacher Office Secondary Line	317.226.4713
Substitute Teacher FAX Number	317.226.3737



INDIANAPOLIS PUBLIC SCHOOLS



COMMUNICATION

ABSENCES

If you discover that you will be unable to make your assignment, and you are within the 24 hour reporting time, you should *immediately* notify the Substitute Teacher Office at 317.226.4711, so that every effort can be made to ensure the assignment is covered for the day.

LATE ARRIVAL

If you will *ARRIVE LATE* to your assignment, you should *immediately* notify the Substitute Teacher Office *and* you must contact the school site. This will allow the school an opportunity to make other arrangements until you arrive, or to advise if you are still needed for that particular assignment. Please note that if you are late, at the request of the school, you may be removed from the assignment and another substitute may be requested for that position.

ACCEPTING AN ASSIGNMENT AFTER THE POSTED START TIME

The Substitute Teacher is to notify the Substitute Teacher office that the job has been accepted so that adjustments to the job information can be made accordingly. Accepting a job assignment late (r) in the day and receiving a full day's pay for the assignment is considered time theft. The District will take steps to immediately terminate your employment.

TO REPORT AN ABSENCE

Contact the Substitute Teaching Office

317.226.4711

317.226.4713 (Voice Mail)

Contact the School Site

Refer to School Site Information

Please note that you **must speak with someone in the office**, when cancelling an absence. If you are cancelling an assignment *outside of normal business hours only* (4:00 PM – 7:30 AM), you may leave a voice mail at **317.226.4713**. Please note our office opens each day at 7:30 AM. If you are canceling an assignment after this time, you must speak with someone in the office. As we strive to ensure that each of our schools is fully staffed each day, there will be **NO EXCEPTIONS** to this policy. Cancelling assignments via email (or leaving messages on 317.226.4573) are not acceptable forms of cancellations.



INDIANAPOLIS PUBLIC SCHOOLS



QUALIFICATIONS FOR SUBSTITUTE TEACHERS

EXPERIENCE WORKING WITH CHILDREN IN A TEACHING CAPACITY

This can include experience working with children in youth groups, non-profits, child care centers, religious, and civic organizations, etc.

PRE-EMPLOYMENT ASSESSMENT

Each new candidate for the Substitute Teacher position must take and successfully pass the pre-employment assessment screening. This assessment is required prior to applications for employment being forwarded for further consideration.

CERTIFICATION

All Substitute Teachers must either hold a valid Indiana teacher's license, or be eligible for the Substitute Teaching Certificate. The Indiana Department of Education will set the requirements for the Substitute Certificate. Applicants will need to furnish official transcripts verifying a minimum of 60 credit hours of college course work. Licenses and Certificates **MUST** be recorded in the Substitute Teacher Office.

CRIMINAL HISTORY CHECK

Each applicant must have a criminal history background check conducted in the county of residence at the time of the application. In addition, if recommended for employment, each applicant shall submit to a National Criminal History Background Check as well as a National Sex Offender Registry search.

THREE FAVORABLE SUPERVISORY LEVEL REFERENCES

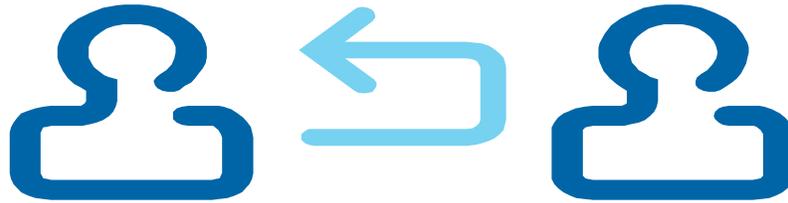
A review of references by a member of the Human Capital Division is necessary.

INTERVIEW

An interview with a member of Human Capital, as well as a team of administrators, teachers, and/or educational coaches is necessary.



INDIANAPOLIS PUBLIC SCHOOLS



RETURNING SUBSTITUTE TEACHERS

GOOD STANDING

An invitation to return to the Substitute Teacher pool each school year requires the employee to be in good standing with the District. At the end of each school year, an assessment will be made of the employee's performance including disciplinary actions, tardiness, job cancellations and/or job no shows to make this determination.

If the employee is found to be in good standing, an invitation will be issued to return the following school year.

If there are two (2) complaints from teachers and/or building administrators, the employee may be invited to return on a conditional employment basis. Additional complaints regarding job performance will result in disciplinary action, up to and including, termination of substitute teacher privileges.

If there is a pattern of tardiness, job cancellations and/or job no shows, the employee may be invited to return on a probationary employment basis. Further failure to comply with the policies regarding tardiness, job cancellations and/or job no shows will result in disciplinary action, up to and including, termination of substitute teacher privileges.

SUBSTITUTE TEACHER RENEWAL PACKETS

Each returning employee will receive a Substitute Teacher Renewal Packet. It is the responsibility of each employee to thoroughly review the contents of the package for relevant information including, but not limited to, updated policies and procedures, due dates and changes in the renewal process. Employees who fail to return the completed renewal packet by the stated due date, will be inactivated from the SubFinder system, and will need to reapply for the position when it is next posted. Please note that these packets will be sent electronically via the e-mail address that is on file with the Substitute Teacher office.

CRIMINAL HISTORY CHECK

Each employee must have a criminal history background check as stated in the renewal packet. In addition, each employee will be subject to a National Sex Offender Registry search.

If the District is made aware that a current substitute teacher is residing, or has resided at an address other than the address for which the criminal history has been obtained, the Substitute Teacher office may request the employee to submit an additional criminal history check. The check must be completed within the allotted period of time in order for the Substitute Teacher to remain an active employee. Failure to comply with such requests will result in the termination of substitute teacher privileges with the District.



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SUBSTITUTE TEACHER JOB DESCRIPTION

SUMMARY

Teach elementary, middle, and high school students academic, social, and motor skills in IPS schools by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Based on the lesson plans, provide consistency and continuity in the learning process.

Lecture, demonstrate, and use audiovisual teaching aids to present subject matter to class.

Administer tests.

Assign lessons, correct papers, and hear oral presentations.

Maintain a safe and orderly environment.

Maintain order in classroom and on playground.

Keep attendance and grade records as required by school.

Coordinate class field trips.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A minimum of sixty (60) college credit hours from an accredited school required. Prior experience working with youth helpful.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, lesson plans, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students.



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SUBSTITUTE TEACHER JOB DESCRIPTION

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Substitute Teacher Certificate.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.



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SCHOOL SITE PROCEDURES AND PRACTICES

IPS BADGES are to be worn at all times for security purposes. If you lose your badge, please contact the substitute teaching office to initiate the steps to obtain a replacement.

ARRIVAL – Always arrive at least *15 minutes earlier* than the students are scheduled to arrive. This allows sufficient time for parking, signing in, receiving your assignment and any changes to the schedules, finding your classroom, and reviewing lesson plans.

SIGN-IN and SIGN-OUT – For the security of each school, they require that Substitute Teacher's check in upon arrival, and check out whenever you leave their building. See the school secretary in the main office and use the SIGN IN/OUT SHEETS.

CLASSROOM ASSISTANCE – Before you start your first class, be sure to get the name and phone number of who to call if you should need assistance with your class.

CLASSROOM ASSIGNMENTS – Each Substitute Teacher is to remain in his/her own classroom at all times. If you need assistance with your classroom, you are to call the designated school administrator.

CELL PHONES – Must be turned off while in classroom. The use of cell phones in the classroom is acceptable for *EMERGENCIES only*.

CALLS – If you must make a personal or professional telephone call while at school, make calls during unassigned times or during the scheduled lunch time. School phones should be used only for an emergency.

DISCIPLINE – IPS has a **NO TOUCH** Policy. Check with the principal or principal designee for specific procedures to follow at each school site.

PARENT CONTACT – Substitute Teacher's **are not** to contact or talk with students' parent(s) or guardian(s). That is the responsibility of the students' teacher(s) and school Administrator(s).



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PROCEDURE FOR ACCEPTING SUBSTITUTE TEACHING ASSIGNMENTS

Indianapolis Public Schools utilizes “**The SubFinder System**”. It is designed to automate the process of teacher absence reporting, substitute selection, substitute notification and substitute assignment, thereby providing an unmanned substitute operation. In addition to the Subfinder automated calling system, we now have a convenient on-line feature that will allow you to review and accept assignments via the internet, as well as update your personal information.



It is the responsibility of the substitute **to input all correct information into the SubFinder System (i.e. your access code)**. It is also the responsibility of the substitute **to write down all necessary information to be prepared for your assignment. Write down, take with you, and keep for your records, the:**

1. **Job number (#)**
2. **School Name or number (#)**
3. **Teacher’s name and grade/class**
4. **Report Times: arrival and departure times**
5. **Information regarding school site changes and/or special instructions**

The Substitute Teacher office is unable to “count” your days for you. It is the responsibility of the Substitute Teacher to keep a record of this information.

If a Substitute Teacher accepts an assignment **in advance** of the reporting time, *the Substitute Teacher is expected to arrive at the site on time, as recorded in the job assignment*. IPS reserves the right to withhold a pro-rated amount from a half-day or full-day payment if the Substitute Teacher arrives late to an assignment or leaves early.

If a Substitute Teacher accepts an assignment **after the scheduled reporting time**, *the Substitute Teacher has thirty minutes from the time he/she accepts the assignment to arrive at the school*. The Substitute Teacher should be ready to travel to the school upon acceptance of the assignment. In addition, the Substitute Teacher is to notify the Substitute Teacher office that job has been accepted IPS reserves the right to withhold a pro-rated amount from a half-day or full-day payment if the Substitute Teacher arrives late to an assignment or leaves early.

A pattern of accepting assignments after the reporting time, and then arriving more than thirty minutes later, will be considered when re-employment offers are made.



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LENGTH OF ASSIGNMENT(S)

Substitutes are called for a definite number of days, a morning, an afternoon or indefinitely. When a substitute is sent to a school “indefinitely”, he/she should continue to report to that assignment until notified by the substitute teacher office or School Administrator(s) that the assignment has ended. If the School Administrator(s) or teacher notifies the substitute of the teacher’s return date, the substitute should call the Substitute Teacher Office immediately. Substitutes assigned “indefinitely” are subject to the same rules as regular teachers regarding tardiness. They are also expected to fulfill all the duties of the regular teacher, as far as practical.

Please keep in mind that there are no “guaranteed” assignments. An assignment can end at any time, for any reason, at the request of the administrator or to meet the specific needs of the District. Placement in a long-term assignment does not change your status to a permanent substitute or a building substitute.

CANCELLING ASSIGNMENTS

If you are cancelling an assignment **less than 24 hours** before the start of the assignment, you will be required to do so by contacting the Substitute Teacher Office at 317.226.4711. When a Substitute Teacher cancels a previously accepted assignment on the day of the assignment, building administrators are left with little or no time to fill the assignment. This is very disruptive to the education process, and leaves a classroom without a teacher.

Although Substitute Teachers are “at will” employees, please ensure you are able to commit to an assignment prior to accepting the assignment. Absent circumstances beyond your control, cancellations are unacceptable.

A pattern of same day cancellations will be considered when re-employment offers are made.

CONSEQUENCES OF CANCELLING ASSIGNMENTS

If you contact the Substitute Teacher Office on the day of an assignment to cancel the job, which was scheduled in advance, SubFinder will not allow you to accept **any other job** for that period of time.

It is the policy of the Substitute Teacher Office to forego cancelling an assignment for a substitute teacher, in order for that employee to pick up another job assignment (i.e., longer assignment, closer to your home, your preferred school, etc.)

When you accept an assignment, you are making a commitment to the teacher, the building administrator, and the students to be there on that particular date, and for that particular period of time. It is this commitment that says the IPS Substitute Teachers believe ***Children Come First!***

A pattern of cancellations will be considered when re-employment offers are made.



INDIANAPOLIS PUBLIC SCHOOLS

ACCOUNTABILITY

Substitute Teachers will be held accountable for their work history. When there is an incident involving a Substitute Teacher, at any IPS school, the teacher and/or school administrator must submit a report of the incident in writing, detailing the unacceptable professional behavior or performance of duties. ***The seriousness of the incident may result in a meeting with the Manager of the Substitute Teacher Office and may include disciplinary action up to, and including, termination.***

Any Substitute Teacher displaying unsatisfactory performance and/or behavior during the course of the school year will be notified of the incident, in writing, as it was provided to the Substitute Teacher Office. The Substitute Teacher office is not responsible for the contents of these complaints, and will describe the incident as it has been told. The Substitute Teacher is welcome to respond, in writing, to the complaint. The written response will be attached to the original letter and complaint/incident report from the school. However, this response does not change the status of the Substitute Teacher being placed on the school's Site Exclusion List. **Correspondence should not be addressed or sent to the individual schools, as all personnel matters involving Substitute Teachers are handled through Human Capital.**

Upon receiving a complaint from the school, the Substitute Teacher will be invited to access follow up courses through the Sub-Hub online training modules. These modules are designed to provide teaching strategies and helpful information on classroom management. If a second complaint is issued, the Substitute Teacher will be required to complete the suggested course(s) through the Sub-Hub training modules, at the cost of the employee. These courses must be completed within a given time period in order for the Substitute Teacher to remain in good standing with the District.

In the event a school administrator requests that a Substitute Teacher not return to his/her building due to unsatisfactory performance and/or behavior, the Substitute Teacher will be put on the site's Exclusion list. ***Three (3) such requests in an academic year will result in disciplinary action up to, and including, termination of substitute teacher privileges with the Indianapolis Public Schools.***

If a job is scheduled on the same day, or in advance, and the Substitute Teacher fails to show ("No Show") for the assignment, this will be considered as unsatisfactory performance. The Substitute Teacher will be notified, in writing, of the incident and given the chance to respond. ***Three (3) "No Shows" will result in termination.***

Substitute Teachers are expected to remain at the work site until the end of the assigned teacher's work day. A Substitute Teacher has the same responsibilities and the same duties as the regular teacher, including bus, playground, and lunch supervision. Lesson plans are expected to be followed, as Substitute Teachers do not have the authority to make changes to the curriculum, except in emergency situations.



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ACCOUNTABILITY

If a Substitute Teacher is caught fraudulently accepting assignments, the Substitute Teacher will be terminated. Fraudulent behavior includes, but is not limited to, any of the following behaviors.

- **Time Theft:** Accepting a full day assignment, after the half day threshold has passed, and then collecting a full day's pay.
 - It is the responsibility of the Substitute Teacher to notify the Substitute Teacher office in the event that this occurs. If an assignment is accepted after the half day threshold, we would still love to have you for the remainder of the day. **However, you are required to report that the job has been picked up so that you may be paid accordingly.** Collecting payment for work not performed is classified as time theft. Violation of this rule will cause the District to take steps to immediately terminate your employment.

- **Sign-In Sheets:** Altering the time on Substitute Teacher Sign-in Sheets is also considered a form of Time Theft. Each employee is responsible for signing in and out of the building in real time (i.e., the actual time of arrival and departure). No employee should record the start and end time of the job, unless you actually arrived at these specified times. Anyone found altering the times on these sheets or recording falsified times will be disciplined up to, and including, termination of substitute teacher privileges with the District. A pattern of this behavior will cause the District to take steps to immediately terminate your employment.

- **Unknown Whereabouts:** Accepting an assignment, showing up for the assignment, and then making your whereabouts unknown to the building administrator and/or staff.
 - It is the responsibility of the Substitute Teacher to check-in with the appropriate staff and then report to the assigned tasks. In the event that the Substitute Teacher checks in, but later cannot be found, the Substitute Teacher will only be paid for the portion of the day during which their whereabouts can be accounted. In addition, a written reprimand will be issued and no portion of the day will be counted towards the semester bonus pay. If a pattern of this behavior is reported, the District will take steps to immediately terminate your employment.



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ACCOUNTABILITY

Leaving early due to prep periods, etc. is never acceptable. The following include, **but are not limited to**, unacceptable behaviors that could lead to disciplinary action up to, and including, termination.

- Sending a disruptive student to another classroom without proper permission
- Failing to follow lesson plans
- Leaving students unattended
- Lack of control in the classroom (yelling, cursing, allowing students to destroy items, etc.)
- Ghost employment (signing in for the assignment, but failing to report to the class)
- Making derogatory or disparaging remarks to students, parents, or staff
- Lack of regard for building administrators, teachers, staff, or students
- Leaving the building during working (paid) hours
- Surfing inappropriate websites on personal or school computers during work hours
- Exchanging personal information with students (telephone numbers, texting, Facebook)
- Talking on your cell phone during class time or during a time when you should be supervising students
- Watching TV/movies on your cell phone or the school's computers
- Sleeping in the classroom, teacher's lounge, media center, restrooms, etc.
- Reading newspapers, magazines, the Bible, working crossword puzzles, knitting, etc. when you should be supervising students
- Listening to music aloud or through headphones
- Inappropriate physical contact with students or staff
- Sending students to the office for "time out"
- Lack of classroom management and/or quality instructional time
- Failure to report to all classroom duties for which you are assigned
- Eating in the classroom
- Consistent tardiness
- Threatening or intimidating students
- Inciting students to rebel against school personnel if asked not to return to an assignment
- Time theft/fraudulently accepting assignments

Please note that this list is not all-inclusive. It is intended to give a general overview of unacceptable infractions and/or behaviors that will not be tolerated by the Indianapolis Public Schools.



INDIANAPOLIS PUBLIC SCHOOLS



SUBSTITUTE TEACHER SALARIES

SALARY SCHEDULE

Substitute Teacher salary rates are subject to review and revision by the Board of School Commissioners. See current bulletin for salary information (Refer to Pay Schedule).

PAYROLL DATES

Substitutes are paid bi-weekly and will be furnished a pay schedule each school year. It is the responsibility of the Substitute Teacher to keep a record of the date, job number, school, and name of teacher for whom he/she works. **After each check is received, the Substitute Teacher should check the earnings statement for accuracy. Requests for corrections should be made to the Substitute Teacher Office at 317.226.4711. If no requests are made for corrections, the payroll will be considered correct after two pay periods. NO PAY ADJUSTMENTS AND/OR CHANGES WILL BE MADE AFTER TWO PAY PERIODS.**

PAYROLL ADVICES

All payroll advices will be delivered via electronic mail. Please ensure that you have a valid email address on file with the Substitute Teacher office as ***Paycheck stubs will no longer be mailed.*** In addition, if there are changes or updates to your email address, this information must be changed with the Substitute Teacher office as it must be updated in all IPS systems. Upon request, a DataBase Change Form will be sent the email address on file.

PAYROLL DEDUCTIONS

Substitute Teachers are subject to payroll deductions as required by law. This includes Social Security, Federal Withholding, Indiana State Gross Income, and County Residence Taxes. If you signed up for the Indiana State Teachers Retirement Fund, that amount will also be deducted.

UNEMPLOYMENT INSURANCE CLAIMS

Under Public Law 94-566, school employees **are not eligible** for unemployment insurance compensation between school terms if they have reasonable assurance of reemployment following regularly scheduled school breaks and for the following school year. Each year, substitute teachers are provided a letter of reasonable assurance. ***Failure to return the completed Notification of Assignment does not qualify you for unemployment insurance compensation.***

SNOW DAYS

In the event the District cancels classes due to adverse weather, all assignments will be cancelled. Cancellations will be made for both long-term and daily assignments. **Substitute Teachers will not be paid for snow days; and, if you are in a long-term assignment, snow days missed will not count towards your ten (10) days.** Please tune in to your local news channels, or visit your favorite station online, to be updated on school closings.



INDIANAPOLIS PUBLIC SCHOOLS

2012 – 2013 SUBSTITUTE TEACHER PAY SCALES

60+ Credit Hours – No Degree	\$ 75.00 Per Day
BS+ Degree	\$100.00 Per Day
Valid (Current) Indiana Teacher’s License	\$125.00 Per Day
Retired Teacher – Non IPS	\$125.00 Per Day
Retired Teacher – IPS	\$150.00 Per Day

To be considered an active employee with IPS, Substitute Teachers must consistently work two (2) or more days per week.

Licensed and Retired (IPS and Non IPS) teachers who no longer hold a valid (current) State of Indiana Teacher’s License are not eligible for teacher and/or retired teacher pay rates. To be eligible for these rates, the teacher must have a current license on file with the Substitute Teacher office. In the event that the license expires, and is not renewed, the teacher must obtain a State of Indiana Substitute Teacher Certificate and will be paid accordingly. Upon renewal of the license, the teacher will be eligible for the licensed rate.

Substitute Teachers working in a long-term assignment (11+ **consecutive** days for the same teacher, in the same building) will receive \$25.00 extra per day beginning with the eleventh day, and continuing for the duration of the assignment. The substitute will be returned to their regular assigned daily rate at the conclusion of the long-term assignment.

Please note that the additional \$25.00 per day is an *incentive* pay for being in the assignment consistently. **This is not a guaranteed pay amount.** Individuals in a long-term assignment who miss three (3) or more consecutive days; or, who consistently take days off from the assignment, will be returned to their regular assigned daily rate of pay.

Substitute Teachers will be eligible for an incentive (Bonus). To be eligible for this bonus, Substitute Teachers must work 75 or more days each semester, including a minimum of ten (10) Mondays per semester *and* a minimum of ten (10) Fridays per semester.

The incentive (bonus) pays are processed *after* the first pay in January and *after* the first pay in July. The January bonus will be paid on the last pay date in January. **Please note that the January bonus pay will be included on your regular paycheck.** The July bonus will be paid on the last pay date in July. **Because you do not receive a pay check during the month of July, this bonus will be paid out separately.**

Verification of the number of days counted toward the bonus are made through SubFinder reports, as well as reports from Payroll and IT. To receive the bonus, individuals must be a current employee of the District at the time the bonus checks are processed and distributed.

First Semester (August 2012 – December 2012)	\$150.00
Second Semester (January 2013 – June 2013)	\$150.00



INDIANAPOLIS PUBLIC SCHOOLS

SUBSTITUTE TEACHER PAYDAY SCHEDULE

2012 – 2013

PAY PERIOD		PAY DATE
07/29/12	08/11/12	08/24/12
08/12/12	08/25/12	09/07/12
Labor Day 09/03/12*		
PIT Day 09/19/12*		
08/26/12	09/08/12	09/21/12
09/09/12	09/22/12	10/05/12
09/23/12	10/06/12	10/19/12
Fall Intersession 10/08/12 – 10/12/12*		
Fall Break 10/15/12 – 10/19/12* - No School In Session		
10/07/12	10/20/12	11/02/12 (NO PAY)
10/21/12	11/03/12	11/16/12
11/04/12	11/17/12	11/30/12
Thanksgiving Break 11/19/12 – 11/23/12* - No School in Session		
11/18/12	12/01/12	12/14/12 (5 DAYS ONLY)
12/02/12	12/15/12	12/28/12
12/16/12	12/29/12	01/11/13 (4 DAYS ONLY)
Winter Break 12/21/12 – 01/04/13* - No School in Session		
12/30/12	01/12/13	01/25/13 (5 DAYS ONLY)
01/13/13	01/26/13	02/08/13
Dr. Martin Luther King, Jr. Day 01/21/13*		
01/27/13	02/09/13	02/22/13
02/10/13	02/23/13	03/08/13
President's Day 02/18/13*		
02/24/13	03/09/13	03/22/13
03/10/13	03/23/13	04/05/13
Spring Intersession 03/25/13 – 03/29/13*		
Spring Break – 04/01/13 – 04/05/13* - No School in Session		
03/24/13	04/06/13	04/19/13 (NO PAY)
04/07/13	04/20/13	05/03/13
04/21/13	05/04/13	05/17/13
05/05/13	05/18/13	05/31/13
05/19/13	06/01/13	06/28/13
Snow Make Up Day 05/24/13*		
Memorial Day 05/27/13*		
06/02/13	06/15/13	06/28/13

*** INDICATES UNPAID HOLIDAYS/BREAKS**



INDIANAPOLIS PUBLIC SCHOOLS

IMPORTANT REMINDERS

- ✓ Substitute teachers are generally paid for a half or full day of service rendered. However, IPS reserves the right to withhold a pro-rated amount from a half-day or full-day payment if the Substitute Teacher arrives late to an assignment or leaves early.
- ✓ Substitute teachers should not accept verbal assignments from School Administrator(s) or teachers without verifying that the job has been created and assigned to them in the Sub Finder System.
- ✓ A substitute reporting to an assignment without a job number or having been dispatched through the Sub Finder system will result in faulty payroll reporting that may create a delay in receiving pay. **Therefore, it is important that a substitute have a job number and only report to assignments made by the Sub Finder System.**



It is the policy of the Indianapolis Public Schools, that when a substitute reports to a building and the teacher is there also, the substitute should call the Substitute Office **IMMEDIATELY**.

If this happens, one of the following will take place:

1. The office will reassign the Substitute Teacher to another full day position and the substitute will receive a full day's pay.
2. If the office has no alternative assignment for the Substitute Teacher, then he/she will be sent home, and will be paid for one (1) hour.
3. If the substitute refuses another assignment, he/she will not be paid any wages for that day.
4. If the substitute arrives at the assignment and is no longer needed, due to the substitute's failure to listen to the assignment special instructions and/or location information, the substitute will not be compensated for any part of the day.



INDIANAPOLIS PUBLIC SCHOOLS

BUILDING LEVEL PROTOCOL FOR SUBSTITUTE TEACHERS

School Administrators will ensure that Substitute Teachers receive:

1. A friendly welcome to the building by office staff.
2. An introduction to the adjacent teacher.
3. The teacher's schedule including lunch time and preparation time.
4. Information about general building procedures (i.e., bus duties, hall duties, lunch room duties, rest room privileges of students, locations of rest rooms, and teachers lounges, etc.)
5. Information about any extra activities (special programs, fieldtrips, etc.) for the day.
6. Clear, concise lesson plans.
7. Help in planning the day's program if there are no lesson plans available.
8. The necessary supplies to carry on the day's activities available, and in an accessible location.
9. Curriculum guides and necessary courses of study.
10. Current attendance roster and procedures for reporting the student's attendance.
11. Procedures that are in place for addressing behavior problems.
12. Name of the appointment person(s) to contact for support.
13. Notes about any (special health needs, special schedules, and names of students who have special duties, etc.)
14. A visit from the Building Administrator or teacher buddy once in the in the am/pm.

Substitute Teachers are expected to:

1. Know how to get to the location *and* arrive on time.
2. Come dressed in appropriate and professional attire; neat and clean.
3. Check in at the main office upon arrival to sign in and receive their assignments.
4. Call the Substitute Teacher office if canceling a job assignment less than 24 hours before the start of the assignment.
5. Follow the teacher's lesson plans in its entirety.
6. Leave an honest and accurate note as to how the day went (i.e., absent/tardy students, tasks that were/were not accomplished, and any problems with students).
7. Avoid interjecting controversial issues and being critical of the school, administrators, and staff.
8. Handle discipline in a firm but fair manner, with consistency and respect for the children and youth under their care.
9. Maintain a position of "neutrality" regarding religion and other controversial topics in the classroom and in other activities and areas of the school.



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EXPECTATIONS FROM TEACHERS AND STUDENTS

THE REGULAR CLASSROOM TEACHER should provide the following:

1. A schedule of the day's program in a distinct accessible place (this may include information pertaining to opening exercises).
2. An up-to-date attendance roster *and* seating chart.
3. Clear and concise lesson plans (which the Substitute Teacher can follow without having to consult the students), with pages marked.
4. Notes about any students with special needs, schedules, duties, etc.
5. Available supplies and textbooks in an accessible location. IF storage places are kept locked, a note should be left as to where the Substitute Teacher will find the key. If the teacher does not want certain supplies used, he/she should indicate this.
6. Curriculum guides and courses of study available.
7. Information about usual homeroom activities, grading of papers or oral work, homework assignments, and privileges of students in the room.



THE STUDENT should be prepared to accept the Substitute Teacher

1. Good manners and a helpful attitude should be encouraged by the regular teacher so that when a Substitute Teacher is necessary, he/she will be shown the same courtesy as is shown the regular teacher. The attitude of the regular teacher, **regarding a guest teacher in the classroom**, may reflect the attitude of the students.
2. In the high schools, it is helpful to have an appointed pupil to act as leader and taker over duties of roll call, etc.¹

¹ Discipline has been listed as the most pressing problem for the Substitute Teachers, and a class which has been prepared to be helpful rather than mischievous will eliminate this problem.



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PROFESSIONALISM AND ETHICS

Substitute Teachers are expected to maintain the same ethical standards as regular teachers (i.e., stories or gossip should not be carried from building to building or to the public). **NO** materials or supplies are to be taken from the building.

Be overly cautious regarding conversations with students, as remarks may be misinterpreted and may cause concern, which could result in disciplinary action up to, and including, termination of Substitute Teaching privileges.

EXPRESSION OF CRITICISM

1. Substitute Teachers should not be critical of the school, school administrator(s), or of the regular teacher, as this does not lead to good relations between the regular staff and the Substitute staff.
2. Every effort should be made to carry on the program/agenda of the regular teacher and to fit in with the existing schedule. Such cooperation eliminates a disruption to the school and the students' learning processes.
3. Substitute Teachers **are not** to evaluate teachers. If you have a concern, contact the school administrator(s) and let him/her make a determination.
4. Day to day substituting precludes the opportunity to pre-plan subject lessons in depth.
5. Do not interject controversial issues.
6. Dress appropriately; be neat and clean.
7. **NO TOUCHING STUDENTS!** IPS has a no touch policy for personal protection and safety reasons.



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CLASSROOM INSTRUCTION

ARRIVAL AT THE BUILDING

Elementary, middle, and high schools are on different schedules. Please refer to the time schedule that is provided by the Substitute Teacher Office.

You should immediately report to the main office and sign in. You should also note any particular bulletins for the day.

MEETING THE CLASS

By arriving at least *15 minutes early*, this allows time to review the day's schedule and any other material, which will help you organize.

When the class arrives, you should introduce yourself; writing your name on the board is helpful.

If there is no seating chart, make one so that you can call the students by name. This tends to keep discipline problems from developing.

Follow the regular teacher's schedule as closely as possible, as students are easily distressed over changes. If there are no lesson plans or the lesson plans are incomplete or unclear, report this concern to the school administrator(s) **immediately**.

CLASSROOM ACTIVITIES

Supplies should be used with discretion.

When on a long-term assignment, plan to consult with the regular teacher if possible (the school administrator(s) should make this decision).

Make all reports which are required (attendance, lunch, rental, etc.)

All money collected for any purpose, should be turned over to the school administrator(s) at the first opportunity, but no later than the end of the day. It should be accompanied by a report listing the names of those students who have paid money including the amounts paid.

MEETINGS

If on a long-term assignment, plan to attend building staff and other meetings as directed by the school administrator(s).



INDIANAPOLIS PUBLIC SCHOOLS



CLASSROOM MANAGEMENT: SIX SIMPLE SUGGESTIONS

1. Try to have at least one positive interaction with every student in your class each day!
2. Tell students what they should be doing rather than detailing a list of “don’ts”.
3. Quickly acknowledge and provide positive reinforcement for students who switch from inappropriate to appropriate behavior.
4. Don’t waste time asking students “why” they are misbehaving. Instead, simply redirect them to engage in an appropriate or expected behavior.
5. Always have a plan for students who finish assignments early.
6. Have a sense of humor regarding your own blunders and off-the-wall events in the classroom!



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Recommendations for a Successful Day!

The following recommendations may help you to avoid some of the most commonly made mistakes by Substitute Teachers!

1. Take attendance for all classes.
2. Always follow the lesson plans left by the regular classroom teacher.
3. Use classroom management techniques that allow students to stay in the learning environment. There are a number of books available on classroom management. The internet can also provide helpful suggestions.
4. If the regular classroom teacher did not leave lesson plans, immediately notify the supervising administrator. You may also create your own “emergency” lesson plans, rely on your experiences, obtain ideas from area grade level teachers, and utilize materials in the classroom to provide continuity to the learning environment.
5. The school administrator is the substitute teacher’s immediate supervisor. **Compliance must be given to any requests made by an administrator.** If there are questions or concerns regarding the request, contact Substitute Teacher’s Office after your assignment is completed.
6. Using profanity when interacting with IPS students is both unprofessional and inappropriate.
7. Yelling at students conveys a message of desperation to the students. Yelling also tends to cause the volume of classroom noise to increase, rather than decrease. It is best to use alternate forms of attention gaining to regain control of a group of students.
8. Children should be actively supervised at all times.
9. Walking around the classroom and interacting with students is a great way to keep the class on task. This also offers an opportunity to provide guidance and reinforcement as needed.
10. Any video, not left by the regular classroom teacher as part of the lesson plans, must be approved by the building administrator.
11. Any behavior that is considered to be “threatening, intimidating, or making someone feel unsafe or uncomfortable” is considered to be harassment. Avoid behaviors that “impede someone’s movements or prevent someone from moving freely”.
12. Be flexible and ready to improvise in the event the regular classroom teacher did not leave a plan for the day.
13. Discriminatory comments regarding a person’s race, color, religion, gender, age, sexual orientation, national origin or ancestry, disability, medical condition, veteran status, or any other protected status defined by law, will not be tolerated.
14. School computers should not be used unless instructed to do so in the teacher’s lesson plan.
15. Do not photograph or take any type of video recordings of students for any reason.
16. Substitute Teachers are not, under any circumstances, to exchange personal information with students (i.e., cell phone numbers, email addresses, social networking information, etc.).
17. Substitute Teachers should also refrain from texting, tweeting, or FaceBooking students.
18. Substitute Teachers should never set up personal meetings, with students, outside of the classroom (i.e., skating rink, bowling alley, movies, etc).



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INSTRUCTIONAL INFORMATION

RESOURCE MATERIAL FOR SUBSTITUTE TEACHERS

One of the most practical ways for you to learn more about your job is observe a regular teacher. This is especially helpful to those who have not taught for many years; have never taken education courses, and/or feel unprepared to a teaching situation. Arrangements for teacher observations must be made in advance with the School Administrator(s).

Besides Substitute Teaching 101, there are a number of related and helpful courses that discuss behavior and classroom management. Good information you can utilize to build on your teaching skills.

There are also numerous online resources available to Substitute Teachers. Browsing the Internet will provide you with hundreds of websites designed specifically for Substitute Teachers. Following are just a few to help you in the classroom.

www.subed.usu.edu

This site was created and maintained by the Substitute Teacher Training Institute at Utah State University. There are articles and resources for Substitute Teachers, as well as a self-assessment to test your readiness and effectiveness!

www.suite101.com

Type “Guest Teacher” into the search engine to find articles and links to other sources for Substitute Teachers.

www.disciplinehelp.com

This website provides access to information dealing with a variety of student misconduct. You will find causes, effects, the appropriate action to take, as well as common mistakes when dealing with misbehavior!

BOOKS AND OTHER RESOURCE MATERIALS

Classroom Management for Substitute Teachers, **S. Harold Collins**

A Survival Kit for the Substitute and New Teacher: Your Blueprint to Having a Successful Day,
Jennifer Gaither

Mastering the Art of Substitute Teaching, **S. Harold Collins**

Lifesavers for Substitutes, **Mary McMillan**

Substitute Teaching: A Handbook for Hassle-Free Subbing, **Barbara Pronin**



INDIANAPOLIS PUBLIC SCHOOLS

DISCIPLINE

METHODS TO USE TO KEEP DISCIPLINE PROBLEMS FROM DEVELOPING:

Discipline, according to experienced personnel, is based on “**mutual understanding and respect**”, between the teacher and the student. The teacher understands the students’ problems and student understands what the teacher expects of him/her, and to what lengths you will go to see that the students respond properly. If students are kept involved and interested in worthwhile learning experiences, few discipline problems should develop. You should be pleasant, yet firm. If you know what you are teaching and present it in an interesting manner, you will be able to keep the students attention. Substitute Teachers who have had extensive experiences make the following recommendations:

The Substitute Teacher’s first objective is to gain the respect of the students. You can do this by:

- Being prompt
- Being neat
- Being patient
- Being honest
- Having a sense of humor
- Being enthusiastic
- Having a definite objective

WHEN DISCIPLINE PROBLEMS ARISE

If discipline problems arise and you find you are unable to solve them, you should contact the school administrator(s) or the designee.

SUBSTITUTE TEACHER’S MUST NEVER USE PHYSICAL DISCIPLINE OF ANY TYPE!

CPS PROCEDURES

In the event a Substitute Teacher is accused of making inappropriate physical contact with a student, the building administrator or designee may find cause to file a report with Child Protective Services (CPS). The Substitute Teacher will be notified, in writing, by the Substitute Teacher office and will be placed on Inactive status until the investigation by CPS has been conducted.

Please note that IPS has no control over the length of the CPS investigation, and cannot provide you with a specific date that you will be returned to work. However, upon release of the final disposition, you will be notified immediately.



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REPORTING

Substitute Teachers are expected to also **REPORT, VERBALLY AND/OR IN WRITING**, to the Substitute Teacher Office any of the following:



1. **INCIDENTS** or **INJURIES** that occurred while on assignment.
2. **ACTUAL** or **PERCEIVED HARRASSMENT** or **THREATS** received from any student, teacher, parent, administrator, co-worker, IPS employee, etc.
3. Any **DISCREPANCY** in scheduling by the school administrator(s) and/or teacher(s).
4. **BEING RELEASED EARLY** from the school.
5. Any **SAFETY CONCERNS** or issue(s) you feel would compromise your physical safety while at a school, as well as those of the students and staff.

ACCIDENTS

Accidents at school are generally of a minor nature requiring only first aid treatment. Occasionally, an emergency will arise requiring the attention of a doctor and possibly the use of an ambulance to take the injured person to a hospital.

PROCEDURE TO BE FOLLOWED FOR STUDENT ACCIDENTS

In case of an accident, if a nurse is in the building, he/she will apply first aid. When the nurse is away, the school administrator(s) or designee will administer first aid and carry out other steps as deemed necessary. All accidents, major or minor, are to be reported to the administration **immediately**. Request and complete an *Accident Report* form for both your protection and the students.



END OF THE DAY PROCEDURES/LEAVING THE BUILDING

PUTTING THE ROOM IN ORDER

You should not leave the building until the students have been dismissed and the room has been put in order. Chalkboards should be cleaned, papers arranged neatly, books returned to shelves, keys returned to required places, etc. It is the Substitute Teacher's responsibility to ensure that the room is in order before leaving the building.



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EVALUATION OF SUBSTITUTE TEACHERS

The Evaluation Blank

You should expect to be observed at least once during each day by the School Administrator(s). These observations are not only for rating substitutes but also to give advice and help in placing of substitute teachers, especially long-term assignments is based on the following:

1. Personal Attributes
2. Professional Flexibility (Teaching outside one's certificate field is taken into consideration)
3. Teaching Performance
4. Human Relations and Communication Skills

Recommendations by the School Administrator(s)

If the substitute teacher performs particularly well at a particular grade level, this will be noted by the School Administrator(s). Other helpful criticism will be taken into consideration when substitute teachers are placed in an assignment. At times this information is passed on to the substitute teacher directly, School Administrator(s) requests for certain substitute teachers are, of course, one of the best evaluations we can have. A negative evaluation of serious nature may result in a substitute teacher's name being removed from the substitute list.

APPENDICES



INDIANAPOLIS PUBLIC SCHOOLS

SUBSTITUTE TEACHER FREQUENTLY ASKED QUESTIONS (FAQ's)

Q: WHAT DO I DO IF MY PAY IS INCORRECT?

A: Compare your personal record of assignments (schools/dates) with your pay information, and then contact the Substitute Teacher Office at 317.226.4711. Your pay is based on jobs recorded in the SubFinder system, and is directly downloaded to the Payroll Department. Therefore, it is imperative that you only accept jobs that have been routed through the SubFinder system, and assigned a job number.

Q: HOW DO I GET DIRECTIONS TO THE SCHOOL?

A: (1) If you have a computer with internet access, log onto a website that allows you to “map” directions from your location to the address of the school (i.e. mapquest.com). (2) Refer to the provided list of IPS schools and locations, offering address information, including the nearest two (2) major intersections.

Q: IF I ACCEPT AN ASSIGNMENT FOR MR. SMITH, A K-5 TEACHER, AND THE PRINCIPAL ASKS ME TO TAKE MS. JONES' 4TH GRADE CLASS, DO I HAVE A CHOICE?

A: Yes! You may choose to be flexible, accept the new assignment, and make it a GREAT day! You also have the option to go home and forfeit your pay for the day.

Q: IF A JOB IS AVAILABLE AFTER 8:00 A.M., OR IF SUBFINDER CALLS ME AT 8:15 A.M. FOR AN ASSIGNMENT THAT STARTED AT 7:30 A.M., SHOULD I ACCEPT THE JOB?

A: You may accept or decline the job. If you accept, call the school to let office personnel know: (1) You have just accepted the assignment, and (2) The approximate time you will report. They should be able to tell you whether they will wait for you or make other arrangements to cover the class. If they decide to make other arrangements, you should call the Substitute Teacher Office at 317.226.4711 and request to be taken out of the assignment. **(Reminder: If you do not call, you run the risk of being sent home. The school may select someone who they were able to reach; or the school may place you in another assignment for the day.)**

Q: DO I HAVE TO REAPPLY TO BE AUTHORIZED FOR THE NEXT SCHOOL YEAR?

A: Yes! To be considered an active employee of the Indianapolis Public Schools, a Substitute Teacher must work at least two (2) days per week. If this criterion has been met, you will automatically receive the necessary paperwork to register yourself for the upcoming school year. This information should be returned to the Substitute Teacher Office by the deadline date. All paperwork received after the deadline, will be re-entered into the system on an as-needed basis. For those who do not return paperwork, you will be inactivated and must reapply for the position when it is next posted.

Q: I AM A CURRENT/RETURNING SUBSTITUTE TEACHER; DO I HAVE TO REGISTER ON SUBFINDER?

A: Yes! SubFinder will not call you and you will not be able to use WebConnect if you are not registered on SubFinder. To register, call 317.226.2029 and follow the prompts.

Q: WILL I BE ABLE TO GET ASSIGNMENTS FROM SUBFINDER OR WEBCONNECT?

A: Yes! Call SubFinder or go on-line and select to review available jobs. You can accept or decline a job.

Q: WHAT NUMBER DO I PROVIDE TO BUILDING STAFF IF THEY WANT TO REQUEST/PRE-ARRANGE ME AS SUBSTITUTE TEACHER IN THEIR BUILDING?

A: If they use SubFinder to request you or pre-arrange you, they will need your SubFinder-assigned **employee ID**. If they use WebConnect, they will only need your full name.

Q: HOW DO I FIND OUT WHAT MY SUBFINDER ASSIGNED EMPLOYEE ID IS?

A: After you register, call SubFinder at 317.226.2029 and select “to review your personal information”, Listen, and select the option “to review your employee ID”. **Write it down! KEEP IT WITH YOU.**

Q: IF I AM GIVEN A JOB NUMBER BY A TEACHER OR SCHOOL PERSONNEL, SHOULD I VERIFY THAT I AM IN THE ASSIGNMENT?

A: Yes! Due to human error, substitute information may be entered incorrectly. Therefore, you should verify your assignment before you report to work. Call SubFinder and select “to review current assignments.”



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SUBSTITUTE TEACHER FREQUENTLY ASKED QUESTIONS (FAQ's)

Q: IF I DO NOT HEAR MY NAME AS THE SUBSTITUTE IN THE ASSIGNMENT, WHAT SHOULD I DO?

A: You have a choice. You are open for other assignments: actively seek another assignment, or call the school to verify if they need you to substitute for that teacher.

Q: HOW CAN I FIND OUT IF MY JOB ASSIGNMENT HAS BEEN CANCELLED?

A: You can always call SubFinder and review your current assignments. If you don't hear the job information with you as the substitute assigned, the job has been cancelled.

Q: I TRIED TO LOGON TO WEBCONNECT, BUT IT WOULD NOT LET ME. WHY?

A: Substitute teachers have to first register on SubFinder before they can use WebConnect. Call 317.226.2029 to register. Your PIN was provided when you were hired. On WebConnect, enter your last name and utilize your SubFinder PIN as your password.

Q: HOW DOES THE SUBFINDER SYSTEM SELECT SUBS?

A: The process is completely random, unless a Substitute Teacher has been added to the preference list for a particular teacher or school. If they are added as a preferred sub then the system will call them before any other sub.

Q: WHY ARE JOBS SO OFTEN "BEING REVIEWED"?

A: This simply means that a job is a) in the call out que, trying to fill it from both systems (phone and WebConnect) or b) another Substitute Teacher may be reviewing the job. You should click accept to get the job, but may need to do that more than once using the current system. The 5.9 upgrade should help this issue.



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2012-2013 SCHOOL YEAR CALENDAR

Dates in the following calendar may be changed if such is necessary to schedule makeup days, for days lost to emergency school closings, in order to meet the minimum number of student instructional days required by state law.

SEMESTER SCHEDULES

First Semester	Thursday, August 2, 2012 – Thursday, December 20, 2012
Pupils Report	Monday, August 6, 2012 (Pupils attend FULL DAY)
Second Semester	Monday, January 7, 2013 – Tuesday, June 11, 2013
Last Day	Tuesday, June 11, 2013 (Pupils attend FULL DAY)

PROFESSIONAL ACTIVITY DAYS AND HOLIDAYS

Teachers' Meetings and Work Days	Thursday, August 2, 2012 – Friday, August 3, 2012
Labor Day	Monday, September 3, 2012
Parents In Touch Day	Elementary, Middle, and High Schools Wednesday, September 19, 2012 (<i>Pupils do not attend</i>)
**Fall Intersession	Monday, October 8, 2012 – Friday October 12, 2012 (Remediation will be mandatory for identified students. Students not mandated to take remediation will be on Fall Break during this time).
Fall Break*	Close of School Friday, October 12, 2012 Reopen Monday, October 22, 2012
Thanksgiving Vacation	Monday, November 19, 2012 – Friday, November 23, 2012
Winter Break*	Close of School Thursday, December 20, 2012 Reopen Monday, January 7, 2013
Records and Close Out Day	Friday, December 21, 2012
Martin Luther King, Jr. Day	Monday, January 21, 2013
President's Day	Monday, February 18, 2013
Spring Intersession**	Monday, March 25, 2013 – Friday, March 29, 2013 (Remediation will be mandatory for identified students and Enrichment programs will be provided to all elementary students. Students not mandated to take remediation and who choose not to participate in enrichment will be on Spring Break during this time).
Spring Break*	Close of School Friday, 29, 2013 Reopen Monday, April 8, 2013
*Friday, May 24, 2013	If days must be made up due to school closing, this day will be a day of student attendance. If no such day needs to be made up, this will be a day without student or teacher attendance. Additional make-up days will be scheduled, if needed, beginning Wednesday, June 12, 2013. The Records and Close Out will be adjusted as needed.
Memorial Day*	Monday, May 27, 2013
Last Day for Pupils	Tuesday, June 11, 2013 (Pupils attend FULL DAY)
Records and Close Out Day	Wednesday, June 12, 2013

INDIANAPOLIS PUBLIC SCHOOLS

2012-2013

4 DISCOVER...DESCUBRE...

Important Phone Numbers

Adult Education	226-4536
Athletics	226-4738
Boundary Hotline	226-2222
Community Relations	226-4649
Day Adult High School	226-4116
Elementary Division	226-3127
ESL	226-4737
Facilities Management	226-4466
GED Classes	226-4536
High Ability Education	226-4570
Human Capital	226-4150
Magnet/Option	226-4670
Meal and Textbook Assistance	226-4951
School Police	226-4633
Secondary Division	226-4461
Special Education	226-4721
Student Assignment	226-4415
Superintendent	226-4411
Title I/Parent Involvement	226-4884
Transportation	226-4500

School Schedules

TYPE	SCHOOL	BUSES ARRIVE	START TIME	DISMISSAL
High School "A"	ALL	7:05 – 7:15 a.m.	7:30 a.m.	2:30 p.m.
New Horizons Alternative				
Crispus Attucks		7:05 – 7:15 a.m.	7:30 a.m.	2:40 p.m.
Gambold Preparatory HS	M, T, TH, F W	8:50 – 9:00 a.m. 10:05 – 10:15 a.m.	9:10 a.m. 10:25 a.m.	4:25 p.m. 4:25 p.m.
Middle School "A"	ALL	7:05 – 7:15 a.m.	7:30 a.m.	2:30 p.m.
Elementary "B"	14, 15, 19, 34, 39, 42, 55, 57, 60, 69, 70, 79, 82, 103, 109	8:40 – 8:50 a.m.	9:05 a.m.	3:40 p.m.
Elementary "C"	31, 43, 44, 48, 49, 51, 54, 58, 61, 63, 65, 74, 83, 88, 93, 94, 96, 99, 105, 106, 107, 114, 315, 346, 356, 359, 367, 391, CFI (all)	8:50 – 9:00 a.m.	9:15 a.m.	3:50 p.m.
School 90		7:50 – 8:00 a.m.	8:15 a.m.	2:50 p.m.
Key Learning Community		8:50 – 9:00 a.m.	9:10 a.m.	4:10 p.m.

If you need help understanding this document, please call 226-4737 for bilingual assistance.

Si usted necesita ayuda en entender este documento, por favor lláme al 226-4737 para recibir asistencia bilingüe.

**INDIANAPOLIS PUBLIC SCHOOLS
SITE INFORMATION**

ELEMENTARY SCHOOLS

14	Washington Irving Elementary 1250 E. Market Street 46202 317.226.4214 (1 block west of Oriental Street and Ohio Street)	K – 6
15	Thomas D. Gregg Elementary 2302 E. Michigan Street 46201 317.226.4215 (East Michigan Street and Belville Street)	K – 6
16	Key Learning Community Elementary 777 S. White River Parkway West Drive 46221 317.226.4992 (South Kentucky Avenue and White River Parkway West Drive)	K – 6
19	Frederick Douglas Elementary 2020 Dawson Street 46203 317.226.4219 (1 block east of LeGrande and State Street)	K – 8
31	James A. Garfield Elementary 307 Lincoln Street 46203 317.226.4231 (1 block west of Oriental Street and Ohio Street)	K – 8
32	Phoenix Academy Day & Evening 307 Lincoln Street 46203 317.226.4231 (1 block west of Oriental Street and Ohio Street)	K – 8
34	Eleanor Skillen Elementary 1410 E. Wade Street 46203 317.226.4234 (East of Raymond, south on Draper to Kelly. West on Kelly)	K – 6
39	William McKinley Elementary 1733 Spann Avenue 46203 317.226.4239 (2 blocks south of Southeastern on State Street)	K – 8
42	Elder W. Diggs Elementary 1002 W. 25 th Street 46208 317.226.4242 (Corner of W. 25 th Street and Rader Street)	K – 6

**INDIANAPOLIS PUBLIC SCHOOLS
SITE INFORMATION**

ELEMENTARY SCHOOLS

43	James Whitcomb Riley Elementary 150 W. 40 th Street 46208 317.226.4243 (Corner of W. 40 th Street and North Capitol Avenue)	K – 8
44	Riverside Elementary 2033 Sugar Grove Avenue 46202 317.226.4244 (Corner of W. 21 st Street and Sugar Grove Avenue)	K – 6
48	Louis B. Russell Elementary 3445 N. Central Avenue 46205 317.226.4248 (1 block north of Fairfield Avenue on Central Avenue)	K – 6
49	William Penn Elementary 1720 W. Wilkins 46221 317.226.4249 (I-70 and Harding exit to Morris. West to Reisner)	K – 6
51	James Russell Lowell Elementary 3426 Roosevelt Avenue 46218 317.226.4251 (25 th Street and Gale Street to Roosevelt Avenue)	K – 6
54	Brookside Elementary 3150 E. 10 th Street 46201 317.226.4254 (7 blocks east of Keystone Avenue on 10 th Street)	K – 6
55	Eliza A. Blaker Elementary 1349 E. 54 th Street 46220 317.226.4255 (6 blocks east of North College Avenue on 54 th Street)	K – 8
57	George W. Julian Elementary 5435 E. Washington Street 46219 317.226.4257 (Corner of Ritter and East Washington Street)	K – 6
58	Ralph Waldo Emerson Elementary 321 N. Linwood Avenue 46201 317.226.4258 (Corner of New York Street and Linwood Avenue)	<i>Located at School 68 for the 2012-2013 SY</i> 2107 N. Riley Avenue K – 6

**INDIANAPOLIS PUBLIC SCHOOLS
SITE INFORMATION**

ELEMENTARY SCHOOLS

60	William A. Bell Elementary 3330 N. Pennsylvania Street 46205 317.226.4260 (Corner of North Pennsylvania and 33 rd Street)	K – 2
61	Clarence Farrington Elementary 4326 Patricia Street 46222 317.226.4261 (West 30 th Street and Patricia Street)	K – 6
63	Wendell Phillips Elementary 1163 N. Belmont Avenue 46222 317.226.4263 (North Belmont Street and West 12 th Street)	K – 6
65	Raymond F. Brandes Elementary 4065 Asbury Street 46227 317.226.4265 (1 block south of Hanna and Asbury Street)	K – 8
69	Joyce Kilmer Elementary 3421 N. Keystone Avenue 46218 317.226.4269 (Corner of 34 th Street and Keystone Avenue)	K – 6
70	Mary E. Nicholson Elementary 510 E. 46 th Street 46205 317.226.4270 (Corner of 46 th Street and North Central Avenue)	K – 6
74	Theodore Potter Elementary 1601 E. 10 th Street 46201 317.226.4274 (1 block east of Oriental on 10 th Street)	<i>Located at School 20 for the 2012-2013 SY</i> 1849 Pleasant Run Parkway South K – 6
79	Carl Wilde Elementary 5002 W. 34 th Street 46224 317.226.4279 (2 blocks west of Georgetown Road on West 34 th Street)	K – 6
82	Christian Park Elementary 4700 English Avenue 46201 317.226.4282 (English Avenue and Worchester)	K – 6

**INDIANAPOLIS PUBLIC SCHOOLS
SITE INFORMATION**

ELEMENTARY SCHOOLS

83	Floro Torrence Elementary 5050 E. 42 nd Street 46226 317.226.4283 (Corner of 42 nd Street and Emerson Avenue)	K – 6
88	Anna Brochhausen Elementary 5801 E. 16 th Street 46218 317.226.4288 (8 blocks east of Emerson on East 16 th Street)	K – 6
90	Ernie Pyle Elementary 3351 W. 18 th Street 46222 317.226.4290 (1 block east of Tibbs Avenue on 18 th Street)	K – 6
93	George H. Fisher Elementary 7151 E. 35 th Street 46226 317.226.4293 (2 blocks east of Shadeland Avenue on 35 th Street)	K – 6
94	George Buck Elementary 2701 Devon Avenue 46219 317.226.4294 (Franklin and 30 th Street. South on Franklin to Roy Street, east to Devon)	K – 6
96	Meredith Nicholson Elementary 3651 N. Kiel Avenue 46224 317.226.4296 (West on 38 th Street to Kiel, between Moller and High School Roads)	K – 6
99	Arlington Woods Elementary 5801 E. 30 th Street 46218 317.226.4299 (East 30 th Street between Emerson Avenue and Arlington Avenue)	<i>Located at School 98 until Fall Break 2012</i> 3698 Dubarry Road K – 6
103	Francis Scott Key Elementary 3920 Baker Drive 46236 317.226.4103 (East on 38 th Street, north on Baker. Or, east on 42 nd Street, south on Baker)	K – 6
105	Charles Warren Fairbanks Elementary 8620 Monterey Road 46226 317.226.4105 (East on 38 th Street between Shadeland Avenue and Post Road)	K – 6

**INDIANAPOLIS PUBLIC SCHOOLS
SITE INFORMATION**

ELEMENTARY SCHOOLS

106	Robert Lee Frost Elementary 5301 Roxbury Road 46226 317.226.4106 (56 th Street, west of Arlington Avenue. South on Roxbury Road)	K – 8
107	Lew Wallace Elementary 3307 Ashway Drive 46224 317.226.4107 (West 34 th Street, 1 block east of High School Road)	<i>Located at School 87 until Spring Break 2013</i> 2411 Indianapolis Avenue K – 6
109	Jonathan Jennings Elementary 6150 Gateway Drive 46254 317.226.4109 (Corner of High School Road and Gateway Drive)	<i>Located @ Gambold Prep HS for 2012-2013 SY</i> 3725 Kiel Avenue K – 6
114	Paul I. Miller Elementary 2251 Sloan Avenue 46203 317.226.4114 (South corner of Raymond Street and Sloan Avenue)	K – 6
302	Center for Inquiry @ School 2 725 N. New Jersey Street 46202 317.226.4202 (Corner of St. Clair Street and New Jersey Street)	K – 8
315	Cold Spring Academy 3650 Cold Spring Road 46222 317.226.4155 (West on 38 th Street and Cold Spring Road)	K – 8
327	Center for Inquiry @ School 27 545 E. 19 th Street 46202 317.226.4227 (1 block west of North College Avenue and 19 th Street)	K – 5
346	Daniel Webster Elementary 1702 W. Miller Street 46221 317.226.4246 (2 blocks south of West Morris and Reisner Street)	K – 8
356	Francis W. Parker 2353 N. Columbia Avenue 46205 317.226.4256 (Corner of 24 th Street and Dr. Andrew J. Brown Street)	K – 8

**INDIANAPOLIS PUBLIC SCHOOLS
SITE INFORMATION**

ELEMENTARY SCHOOLS

359	Merle Sidener Gifted Academy 2424 E. Kessler Boulevard 46220 317.226.4259 (Corner of Kessler Boulevard and Keystone Avenue)	2 – 8
367	Stephen Foster Elementary 653 N. Somerset Avenue 46222 317.226.4267 (2 blocks west of Tibbs Avenue and 1 block north of Michigan Street)	K – 8
384	Center for Inquiry @ School 84 440 E. 57 th Street 46220 317.226.4284 (Corner of 57 th Street and North Central Avenue)	K – 8
391	Rousseau McClellan Elementary 5111 Evanston Avenue 46205 317.226.4291 (2 blocks west of Keystone Avenue on 51 st Street)	K – 8

**INDIANAPOLIS PUBLIC SCHOOLS
SITE INFORMATION**

MIDDLE SCHOOLS

501	H.L. Harshman Middle School 15010 E. 10 th Street 46201 317.226.4101 (1 block East of Oriental Street on 10 th Street)	7 – 8
528	Longfellow Magnet Middle School 510 Laurel Street 46203 317.226.4228 (On the corners of English Avenue and Laurel Streets)	7 – 8

INDIANAPOLIS PUBLIC SCHOOLS SITE INFORMATION

JR. HIGH SCHOOLS

516	Key Learning Community Jr. High School 777 S. White River Parkway West Drive 46221 317.226.4992 (South Kentucky Avenue and White River Parkway West Drive)	7 – 8
614	Shortridge Law & Public Policy Jr. High/High Schools 3401 N. Meridian Street 46208 317.226.2810 (Corner of 34 th Street and Meridian Street)	6 – 8
617	Broad Ripple Magnet Jr. High School for the Arts & Humanities 1115 E. Broad Ripple Avenue 46220 317.693.5700 (Corner of Broad Ripple Avenue and Compton Street)	6 – 8
618	Crispus Attucks Medical Magnet Jr. High School 1140 Dr. Martin Luther King, Jr., Street 46202 317.226.2800 (West 11 th Street and Dr. Martin Luther King, Jr., Street)	6 – 8
621	George Washington Community Jr. High School 2215 W. Washington Street 46222 317.693.5555 (West Washington Street and Belmont Street)	7 – 8
625	Northwest Community Jr. High School 5525 W. 34 th Street 46224 317.693.5600 (Corner of West 34 th Street and Moller Road)	7 – 8
626	John Marshall Community Jr. High School 10101 E. 38 th Street 46236 317.693.5460 (Corner of East 38 th Street and Mitthoeffer Street)	7 – 8

INDIANAPOLIS PUBLIC SCHOOLS SITE INFORMATION

HIGH SCHOOLS

616	Key Learning Community Jr. High School 777 S. White River Parkway West Drive 46221 317.226.4992 (South Kentucky Avenue and White River Parkway West Drive)	9 – 12
708	Gambold Preparatory High School 3725 Kiel Avenue 46224 317.226.4108 (West 38 th Street on Kiel Avenue)	9
714	Shortridge Law & Public Policy Jr. High/High Schools 3401 N. Meridian Street 46208 317.226.2810 (Corner of 34 th Street and Meridian Street)	9 – 12
716	Arsenal Technical High School 1500 E. Michigan Street 46201 317.693.5300 (Michigan Street and State Street)	9 – 12
717	Broad Ripple Magnet Jr. High School for the Arts & Humanities 1115 E. Broad Ripple Avenue 46220 317.693.5700 (Corner of Broad Ripple Avenue and Compton Street)	9 – 12
718	Crispus Attucks Medical Magnet Jr. High School 1140 Dr. Martin Luther King, Jr., Street 46202 317.226.2800 (West 11 th Street and Dr. Martin Luther King, Jr., Street)	9 – 12
721	George Washington Community Jr. High School 2215 W. Washington Street 46222 317.693.5555 (West Washington Street and Belmont Street)	9 – 12
723	Northwest Community Jr. High School 5525 W. 34 th Street 46224 317.693.5600 (Corner of West 34 th Street and Moller Road)	9 – 12
724	John Marshall Community Jr. High School 10101 E. 38 th Street 46236 317.693.5460 (Corner of East 38 th Street and Mitthoefffer Street)	9 – 12
726	Career & Technology Magnet 725 N. Oriental Street 46201 317.693.5430 (Morgan Hall – Arsenal Technical Campus)	9 – 12

**INDIANAPOLIS PUBLIC SCHOOLS
SITE INFORMATION**

ALTERNATIVE SCHOOLS

- Lutherwood**
267 1525 N. Ritter 46219
317.353.8211
(On Ritter, across from Community Hospital East)
- Resolute**
269 320 N. Tibbs Avenue 46222
317.630.5215
(Corner of Vermont, on Tibbs, between Michigan and Washington Streets)
- LaRue Carter**
270 2601 Cold Springs Road 46222
317.941.4000
(On Cold Springs Road between Lafayette Road and W. 30th Street)
- Julian Center**
271 2021 N. Meridian Street 46202
317.920.9320
(On Meridian Street, between 16th and 21st Streets)
- Children's Bureau**
273 2115 N. Central Avenue 46204
317.808.3330
(On Central, between 21st and 22nd Streets)
- Marion County Jail Program**
293 40 S. Alabama Street 46204
317.327.1650/1649
(Go to the main entrance of the Jail. Ask for Stella Vandivier. \$5 to park)
- Learning Center @ Juvenile Detention Center (See Appendix O)**
459 2451 N. Keystone Avenue 46202
317.226.4028
(On the corner of 25th Street and Keystone Avenue)
- Meridian Transition**
491 1840 N. Meridian Street 46202
317.226.2954 7 – 12
(North of 16th Street on Meridian Street)
- New Horizons Alternative School**
498 3200 E. Raymond Street 46203
317.226.4112 7 – 12
(East of I-65 on East Raymond Street)
- Coleman Alternative Center**
509 Accelerated Learning, Respect Academy, Metamorphosis, Metro Expulsion, PACTS, Step)
1740 E. 30th Street 46218 6 – 12
317.226.4110
(30th Street and Orchard Avenue)

**INDIANAPOLIS PUBLIC SCHOOLS
SITE INFORMATION**

ALTERNATIVE SCHOOLS

764	John Hope Education Center/Day Adult 1301 E. 16 th Street 46201 317.226.4116 (Corner of East 16 th Street and Dr. Andrew J. Brown Street)	7 – 12
793	Pacers Academy @ Washington Square Mall 10202 E. Washington Street 46229 317.226.4024 (In the Indy Wholesale Furniture Wing – Prior to 9:00 AM enter through rear on the 10 th Street side of sears, to the right of the American Flag)	7 – 12
981	Resource 1404 S. State Street 46203 317.783.4003 (East of Shelby Street, south on State Street)	6 – 12



INDIANAPOLIS PUBLIC SCHOOLS

**MARION SUPERIOR COURT – JUVENILE DIVISION

In order to maintain the highest level of Safety and Security (First Core Value), please review the following policy on dress code. Be advised, this policy applies to ALL Detention staff and all Contractual staff working inside of Detention (i.e., Wishard, Midtown, IPS, ARAMARK, and JDC Volunteers):

PROHIBITED Dress Attired in the Marion County Juvenile Detention Center (MCJDC):

- Hats/Scarves/Hair Wraps/Ponytail Clips
- Hoodies/Jackets/Coats (a list of approved staff is located at Reception)
- Shorts/J Jeans with excessive designs, holes, “paint” patterns, rips/tears, and designs on legs
- Clothing with inappropriate or offensive materials
- Sweatpants (excluding during specified In-Service trainings)
- Open-toed shoes
 - Heeled shoes should not exceed 2-inches
- Flip-Flops/Sandals
- No Umbrellas

Non-Security Dress Attire in Marion County Juvenile Detention Center (MCJDC):

- Non-Security staff can wear non-jean professional pants; however, the pants cannot be any shorter than 4 inches below the knee (Non-Security staff are defined as any non-uniformed person working in Detention).

Security Staff Uniform:

- Security Staff are provided uniformed shirts and must have these shirts tucked in at all times.
- Security Staff shirts are black and can be accompanied with a black, grey, or white t-shirt underneath (no other colors will be acceptable).
- Security Staff are suggested to wear Cargo pants or “Dickie” material pants in order to be comfortable and professional.
- Security Staff may wear black or blue jeans as long as they are appropriate and do not have any of the above-mentioned associations.
- Security Staff are suggested to wear tennis shoes to complete the “uniform”. Boots are acceptable as long as they are black or the standard yellow-tannish color, most associated with “Timberland” brand boots (standard heel only, no high-heeled boots).

External Professional Exemptions:

The only exemptions to these policies would be external professionals (i.e., doctors, psychologists, mental health professionals, probation officers, etc).

External Professionals are exempt from the Dress Code policy, with the exception of Hoodies, Jackets, and Coats. With this exemption, external professionals are NOT allowed to pass the visitation room.

If you have any questions about whether an item is acceptable and it is not listed above, please contact your direct supervisor for inquiry or approval. Be advised, any violation of the above-mentioned policies is subject to disciplinary action.



INDIANAPOLIS PUBLIC SCHOOLS

**ACKNOWLEDGEMENT OF RECEIPT OF
SUBSTITUTE TEACHER HANDBOOK
2012-2013**

My signature indicates that I have received a copy of the 2012-2013 Substitute Teacher Handbook, and understand it contains important information regarding expectations, responsibilities, and obligations of me, as a Substitute Teacher for Indianapolis Public Schools. I agree to familiarize myself with the material in this handbook. I agree to abide by and conform to the rules, policies, and procedures of Indianapolis Public Schools, whether listed within or elsewhere.

IPS reserves the right to modify, amend, or terminate any policies or procedures at any time.

Employee Signature

Employee ID Number

Employee Printed Name

Date