

# *SUBSTITUTE TEACHERS*

# HANDBOOK



**INDIANAPOLIS PUBLIC SCHOOLS**



Indianapolis Public Schools  
2011-2012 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 2011-2012 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 "Norma Evans". The signature is written in a cursive, flowing style.

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Norma Evans  
Substitute Teacher Office Assistant



# INDIANAPOLIS PUBLIC SCHOOLS

## **SUPERINTENDENT**

Eugene G. White, Ed.D.

## **DEPUTY SUPERINTENDENT (COO)**

Willie A. Giles, Jr., Ed.D.

## **ASSOCIATE SUPERINTENDENT**

Li-Yen K. Johnson, Ed.D.



## **CHIEF OF HUMAN RESOURCES**

Jane Kendrick, Ed.D.

## **SUBSTITUTE TEACHER OFFICE**

Kali M. Weather, Manager  
Norma Evans, Office Assistant

## **BOARD OF SCHOOL COMMISSIONERS OF THE CITY OF INDIANAPOLIS**

**2011 – 2012**

Dr. Mary E. Busch  
Dr. Michael D. Brown  
Mrs. Diana Arnold  
Mrs. Samantha Adair-White  
Mrs. Elizabeth Gore  
Mrs. Andrea Roof  
Mrs. Marianna R. Zaphiriou  
Charlene Parks, Administrative Assistant & Secretary to the Board



# INDIANAPOLIS PUBLIC SCHOOLS

## MISSION STATEMENT

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

## HUMAN RESOURCES MISSION STATEMENT

The mission of the Human Resource 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 Human Resources, the division for is responsible for hiring employees for the Indianapolis Public Schools.

The School city of Indianapolis includes:

- Elementary Schools (Grades K – 6)
- Middle Schools (Grades 7 – 8)
- Magnet Schools (Grades K – 12)
- High Schools (Grades 9 – 12)
- Community High Schools (Grades 7 – 12)
- Education Service Center (Administrative Offices)
- Facilities Management Division (FMD)
- SCIPS



## 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 an annual criminal history background check. In addition to a state and county background check, this includes a National Sex Offender Registry search.

#### **THREE FAVORABLE SUPERVISORY LEVEL REFERENCES**

A review of references by a member of the Human Resources division is necessary.

#### **INTERVIEW**

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



## INDIANAPOLIS PUBLIC SCHOOLS

# 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.



## INDIANAPOLIS PUBLIC SCHOOLS

# 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.

# INDIANAPOLIS PUBLIC SCHOOLS



## 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).



## INDIANAPOLIS PUBLIC SCHOOLS

### PROCEDURE FOR ACCEPTING SUBSTITUTE TEACHING ASSIGNMENTS

Indianapolis Public Schools utilizes “**The Sub Finder 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**

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. 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.



## INDIANAPOLIS PUBLIC SCHOOLS

### 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.



## 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, 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.

### 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 – 6:00 AM), you may leave a voice mail at 317.226.4713. Please note our office opens each day at 6:15 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.

### OFFICE VISITING HOURS

The Substitute Teacher Office is open Monday thru Friday from 6:00 a.m. to 4:15p.m. With the exception of Wednesday, the office is open to visitors and our Substitute Teachers by appointment only. On Wednesday only, we welcome walk-in visitors between the hours of 9:00 a.m. and 3:00 p.m.



## 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 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 Resources.**

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.



## INDIANAPOLIS PUBLIC SCHOOLS

# 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

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. Beginning in the 2011-2012 school year, all Substitute Teachers must have a valid email address on file for delivery of bi-weekly payroll advices. ***Paycheck stubs will no longer be mailed.***

### 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

### 2011 – 2012 SUBSTITUTE TEACHER PAY SCALE

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.

Substitute Teachers will be paid a daily rate according to the scale above, as determined by education and licensing.

Licensed Substitute Teachers will no longer be “stepped” on the scale for years serving as a Substitute Teacher.

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. **Please note that the January bonus pay will be included on your regular paycheck.**

First Semester (August 2011 – December 2011)	\$150.00
Second Semester (January 2012 – June 2012)	\$150.00



INDIANAPOLIS PUBLIC SCHOOLS

SUBSTITUTE TEACHER PAYDAY SCHEDULE

2011 – 2012

PAY PERIOD		PAY DATE
07/31/11	08/13/11	08/26/11
08/14/11	08/27/11	09/09/11
<b>Labor Day 09/05/11*</b>		
08/28/11	09/10/11	09/23/11
09/11/11	09/24/11	10/07/11
09/25/11	10/8/11	10/21/11
<b>Fall Intersession 10/09/11 – 10/22/11* - No School In Session</b>		
10/09/11	10/22/11	11/04/11 (NO PAY)
10/23/11	11/05/11	11/18/11
11/06/11	11/19/11	12/02/11
<b>Thanksgiving Break 11/20/11 – 11/26/11* - No School in Session</b>		
11/20/11	11/26/11	NO PAY
11/27/11	12/03/11	12/16/11
12/04/11	12/17/11	12/30/11
12/18/11	12/31/11	01/13/12 (5 DAYS ONLY)
<b>Winter Break 12/23/11 – 01/06/12* - No School in Session</b>		
01/01/12	01/14/12	01/27/12 (5 DAYS ONLY)
01/15/12	01/28/12	02/10/12
<b>Dr. Martin Luther King, Jr. Day 01/16/12*</b>		
01/29/12	02/11/12	02/24/12
02/12/12	02/25/12	03/09/12
<b>President’s Day 02/20/12*</b>		
02/26/12	03/10/12	03/23/12
03/11/12	03/24/12	04/06/12
<b>Spring Intersession 03/25/12 – 03/31/12* - Substitute Teachers Will Not Be Called</b>		
<b>Spring Break – 04/01/12 – 04/07/12* - No School in Session</b>		
03/25/12	04/07/12	NO PAY
04/08/12	04/21/12	05/04/12
04/22/12	05/05/12	05/18/12
05/06/12	05/19/12	06/01/12
05/20/12	06/02/12	06/15/12
<b>Snow Make Up Day 05/25/12</b>		
<b>Memorial Day 05/28/12*</b>		
06/03/12	06/16/12	06/29/12

\* 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.



## 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.



## INDIANAPOLIS PUBLIC SCHOOLS

### 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.<sup>1</sup>

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<sup>1</sup> 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.



## INDIANAPOLIS PUBLIC SCHOOLS



## 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.



## INDIANAPOLIS PUBLIC SCHOOLS



### 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!



## INDIANAPOLIS PUBLIC SCHOOLS

### 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).



## INDIANAPOLIS PUBLIC SCHOOLS

### 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](http://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](http://www.suite101.com)

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

[www.disciplinehelp.com](http://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.



## INDIANAPOLIS PUBLIC SCHOOLS

### 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.



## INDIANAPOLIS PUBLIC SCHOOLS

# 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' 4<sup>TH</sup> 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! If you worked ten (10) or more days during the academic year, 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, or you will be inactivated and will be unable to register with SubFinder for the current school year.

**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.”



## INDIANAPOLIS PUBLIC SCHOOLS

### 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.



# INDIANAPOLIS PUBLIC SCHOOLS

## 2011-2012 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 4, 2011 – Thursday, December 22, 2011
Pupils Report	Monday, August 8, 2011 (Pupils attend FULL DAY)
Second Semester	Monday, January 9, 2012 – Wednesday, June 13, 2012
Last Day	Tuesday, June 12, 2012 (Pupils attend FULL DAY)

### PROFESSIONAL ACTIVITY DAYS AND HOLIDAYS

Teachers' Meetings and Work Days	Thursday, August 4, 2011 – Friday, August 5, 2011
Labor Day	Monday, September 5, 2011
Parents In Touch Day	Elementary, Middle, and High Schools Wednesday, September 21, 2011 ( <i>Pupils do not attend</i> )
Fall Break*	Close of School Friday, October 7, 2011 Reopen Monday, October 24, 2011
Thanksgiving Vacation	Monday, November 21, 2011 – Friday, November 25, 2011
Winter Break*	Close of School Thursday, December 22, 2011 Reopen Monday, January 9, 2012
Records and Close Out Day	Friday, December 23, 2011
Martin Luther King, Jr. Day	Monday, January 16, 2012
President's Day	Monday, February 20, 2012 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.
Spring Intersession**	Monday, March 26, 2012 – Friday, March 30, 2012 (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).
*Friday, May 25, 2012	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 13, 2012. The Records and Close Out will be adjusted as needed.
Memorial Day	Monday, May 28, 2012
Last Day for Pupils	Tuesday, June 12, 2012 (Pupils attend FULL DAY)
Records and Close Out Day	Wednesday, June 13, 2012

# INDIANAPOLIS PUBLIC SCHOOLS

## 2011-2012

### 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
Employment Application Center	226-4803
ESL	226-4737
Facilities Management	226-4466
GED Classes	226-4536
GED Testing	226-4727
High Ability Education	226-4570
Human Resources	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
Adult Education	Middle Schools "A"			
Athletics	High School "A"	<b>ALL</b>	7:05 – 7:15 a.m.	7:30 a.m.
Boundary Hotline	Coleman Academy			2:30 p.m.
Community Relations	New Horizons			
Day Adult High School	PACTS			
Elementary Division	Arlington Community HS	<b>Girls Academy</b>	7:05 – 7:15 a.m.	7:30 a.m.
Employment Application Center		<b>Boys Academy</b>	8:30 – 8:45 a.m.	9:00 a.m.
ESL				4:00 p.m.
Facilities Management	Crispus Attucks	<b>ALL</b>	7:05 – 7:15 a.m.	7:30 a.m.
GED Classes	Emmerich Manual HS	<b>ALL</b>	8:20 – 8:35 a.m.	8:50 a.m.
GED Testing				3:50 p.m.
High Ability Education	Elementary "B"	14, 15, 19, 34, 39, 42, 55 57, 60, 69, 70, 79, 82, 103 109, 616	8:40 – 8:50 a.m.	9:05 a.m.
Human Resources				3:40 p.m.
Magnet/Option	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.
Meal and Textbook Assistance				3:50 p.m.
School Police				
Secondary Division	School 90		7:50 – 8:00 a.m.	8:15 a.m.
Special Education				2:50 p.m.
Student Assignment				
Superintendent				
Title I/Parent Involvement				
Transportation				

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	<b>Washington Irving Elementary</b> 1250 E. Market Street 46202 317.226.4214 (1 block west of Oriental Street and Ohio Street)	K – 6
15	<b>Thomas D. Gregg Elementary</b> 2302 E. Michigan Street 46201 317.226.4215 (East Michigan Street and Belville Street)	K – 6
19	<b>Frederick Douglas Elementary</b> 2020 Dawson Street 46203 <i>Located @ School 20 for 2011-2012 School Year</i> 317.226.4219 <b>1849 Pleasant Run Parkway South</b> (1 block east of LeGrande and State Street)	K – 6
31	<b>James A. Garfield Elementary</b> 307 Lincoln Street 46203 317.226.4231 (2 blocks west of South East Street on Lincoln Street)	K – 6
32	<b>Phoenix Academy Day &amp; Evening</b> 307 Lincoln Street 46203 317.226.4231 (2 blocks west of South East Street on Lincoln Street)	K – 6
34	<b>Eleanor Skillen Elementary</b> 1410 E. Wade Street 46203 317.226.4234 (East of Raymond, south on Draper to Kelly. West on Kelly)	K – 6
39	<b>William McKinley Elementary</b> 1733 Spann Avenue 46203 317.226.4239 (2 blocks south of Southeastern on State Street)	K – 6
42	<b>Elder W. Diggs Elementary</b> 1002 W. 25 <sup>th</sup> Street 46208 317.226.4242 (Corner of West 25 <sup>th</sup> Street and Rader Street)	K – 6
43	<b>James Whitcomb Riley Elementary</b> 150 W. 40 <sup>th</sup> Street 46208 317.226.4243 (Corner of West 40 <sup>th</sup> Street and North Capitol Street)	K – 6

**INDIANAPOLIS PUBLIC SCHOOLS  
SITE INFORMATION  
ELEMENTARY SCHOOLS**

44	<p><b>Riverside Elementary</b> 2033 Sugar Grove Avenue 46202 317.226.4244 (Corner of West 21<sup>st</sup> Street and Sugar Grove Avenue)</p>	K – 6
48	<p><b>Louis B. Russell Elementary</b> 3445 N. Central Avenue 46205 317.226.4248 (1 block north of Fairfield on Central Avenue)</p>	K – 6
49	<p><b>William Penn Elementary</b> 1720 W. Wilkins 46221 317.226.4249 (I-70 and Harding exit to Morris. West to Reisner)</p>	K – 6
51	<p><b>James Russell Lowell Elementary</b> 3426 Roosevelt Avenue 46218 317.226.4251 (25<sup>th</sup> Street and Gale Street to Roosevelt Avenue)</p>	K – 6
54	<p><b>Brookside Elementary</b> 3150 E. 10<sup>th</sup> Street 46201 317.226.4254 (7 blocks east of Keystone Avenue on 10<sup>th</sup> Street)</p>	K – 6
55	<p><b>Eliza A. Blaker Elementary</b> 1349 E. 54<sup>th</sup> Street 46220 317.226.4255 (6 blocks east of North College Avenue on 54<sup>th</sup> Street)</p>	K – 6
57	<p><b>George W. Julian Elementary</b> 5435 E. Washington Street 46219 317.226.4257 (Corner of Ritter and East Washington Street)</p>	K – 6
58	<p><b>Ralph Waldo Emerson Elementary</b> 321 N. Linwood Avenue 46201     <i>Located @ School 68 for Spring 2012 Only</i> 317.226.4258                             <b>2107 N. Riley Avenue</b> (Corner of New York Street and Linwood Avenue)</p>	K – 6
60	<p><b>William A. Bell Elementary</b> 3330 N. Pennsylvania Street 46205 317.226.4260 (Corner of North Pennsylvania and 33<sup>rd</sup> Street)</p>	K – 6

**INDIANAPOLIS PUBLIC SCHOOLS  
SITE INFORMATION  
ELEMENTARY SCHOOLS**

61	<p><b>Clarence Farrington Elementary</b> 4326 Patricia Street 46222 317.226.4261 (West 30<sup>th</sup> Street and Patricia Street)</p>	K – 6
63	<p><b>Wendell Phillips Elementary</b> 1163 N. Belmont Avenue 46222 317.226.4263 (North Belmont Street and West 12<sup>th</sup> Street)</p>	K – 6
65	<p><b>Raymond F. Brandes Elementary</b> 4065 Ashbury Street 46227 317.226.4265 (1 block south of Hanna and Asbury Street)</p>	K – 6
69	<p><b>Joyce Kilmer Elementary</b> 3421 N. Keystone Avenue 46218 317.226.4269 (Corner of 34<sup>th</sup> Street and Keystone Avenue)</p>	K – 6
70	<p><b>Mary E. Nicholson Elementary</b> 510 E. 46<sup>th</sup> Street 46205 317.226.4270 (Corner of 46<sup>th</sup> Street and North Central Avenue)</p>	K – 6
74	<p><b>Theodore Potter Elementary</b> 1601 E. 10<sup>th</sup> Street 46201 317.226.4274 (1 block east of Oriental on 10<sup>th</sup> Street)</p>	K – 6
79	<p><b>Carl Wilde Elementary</b> 5002 W. 34<sup>th</sup> Street 46224 317.226.4279 (2 blocks west of Georgetown Road on West 34<sup>th</sup> Street)</p>	K – 6
82	<p><b>Christian Park Elementary</b> 4700 English Avenue 46201 317.226.4282 (English Avenue and Worchester)</p>	K – 6
83	<p><b>Floro Torrence Elementary</b> 5050 E. 42<sup>nd</sup> Street 46226 317.226.4283 (Corner of 42<sup>nd</sup> Street and Emerson Avenue)</p>	<p><i>Located @ School 68 for Fall 2011 Only</i> 2107 N. Riley Avenue K – 6</p>

**INDIANAPOLIS PUBLIC SCHOOLS  
SITE INFORMATION  
ELEMENTARY SCHOOLS**

88	<p><b>Anna Brochhausen Elementary</b> 5801 E. 16<sup>th</sup> Street 46218 317.226.4288 (8 blocks east of Emerson on East 16<sup>th</sup> Street)</p>	K – 6
90	<p><b>Ernie Pyle Elementary</b> 3351 W. 18<sup>th</sup> Street 46222 317.226.4290 (1 block east of Tibbs Avenue on 18<sup>th</sup> Street)</p>	K – 6
93	<p><b>George H. Fisher Elementary</b> 7151 E. 35<sup>th</sup> Street 46226 317.226.4293 (2 blocks east of Shadeland Avenue on 35<sup>th</sup> Street)</p>	K – 6
94	<p><b>George Buck Elementary</b> 2701 Devon Avenue 46219 317.226.4294 (Franklin and 30<sup>th</sup> Street. South on Franklin to Roy Street, east to Devon)</p>	K – 6
	<p><i>Located @ School 102 for Fall 2011 Only</i> <b>9501 E. 36<sup>th</sup> Place</b></p>	
96	<p><b>Meredith Nicholson Elementary</b> 3651 N. Kiel Avenue 46224 317.226.4296 (West on 38<sup>th</sup> Street to Kiel, between Moller and High School Roads)</p>	K – 6
99	<p><b>Arlington Woods Elementary</b> 5801 E. 30<sup>th</sup> Street 46218 317.226.4299 (East 30<sup>th</sup> Street between Emerson Avenue and Arlington Avenue)</p>	K – 6
	<p><i>Located @ School 102 for Spring 2012 Only</i> <b>9501 E. 36<sup>th</sup> Place</b></p>	
103	<p><b>Francis Scott Key Elementary</b> 3920 Baker Drive 46236 317.226.4103 (East on 38<sup>th</sup> Street, north on Baker. Or, east on 42<sup>nd</sup> Street, south on Baker)</p>	K – 6
105	<p><b>Charles Warren Fairbanks Elementary</b> 8620 Monterey Road 46226 317.226.4105 (East on 38<sup>th</sup> Street between Shadeland Avenue and Post Road)</p>	K – 6
	<p><i>Located @ School 98 for Spring 2012 Only</i> <b>3698 Dubarry Road</b></p>	
106	<p><b>Robert Lee Frost Elementary</b> 5301 Roxbury Road 46226 317.226.4106 (East on 56<sup>th</sup> Street, south on Roxbury Road)</p>	K – 6

# INDIANAPOLIS PUBLIC SCHOOLS SITE INFORMATION

## ELEMENTARY SCHOOLS

107	<b>Lew Wallace Elementary</b> 3307 Ashway Drive 46224 317.226.4107 (West 34 <sup>th</sup> Street, 1 block east of High School Road)	K – 6
109	<b>Jonathan Jennings Elementary</b> 6150 Gateway Drive 46254 317.226.4109 (Corner of High School Road and Gateway Drive)	K – 6
114	<b>Paul I. Miller Elementary</b> 2251 Sloan Avenue 46203 317.226.4114 (South side corner of Raymond Street and Sloan Avenue)	K – 6
302	<b>Center for Inquiry @ School 2</b> 725 N. New Jersey Street 46202 317.226.4202 (Corner of St. Clair Street and New Jersey Street)	K – 8
315	<b>Cold Spring Academy</b> 3650 Cold Spring Road 46222 <i>Located @ School 87 for 2011-2012 SY</i> 317.226.4155 <b>2411 Indianapolis Avenue</b> (West 38 <sup>th</sup> Street and Cold Spring Road)	K – 6
327	<b>Center for Inquiry @ School 27</b> 545 E. 19 <sup>th</sup> Street 46202 317.226.4227 (1 block west of North College Avenue and 19 <sup>th</sup> Street)	K – 5
346	<b>Daniel Webster Elementary</b> 1702 W. Miller Street 46221 317.226.4246 (3 blocks south of West Morris and Reisner Street)	K – 6
356	<b>Francis W. Parker</b> 2353 N. Columbia Avenue 46205 317.226.4256 (Corner of 24 <sup>th</sup> Street and Dr. Andrew J. Brown Street)	K – 8
359	<b>Merle Sidener Gift Academy</b> 2424 E. Kessler Boulevard 46220 317.226.4259 (Corner of Kessler Boulevard and Keystone Avenue)	2 – 5

# INDIANAPOLIS PUBLIC SCHOOLS SITE INFORMATION

## MIDDLE SCHOOLS

367	<b>Stephen Foster Elementary</b> 653 N. Somerset Avenue 46222 317.226.4267 (2 blocks west of Tibbs Avenue and 1 block north of Michigan Street)	<i>Located @ Gambold MS for 2011-2012 SY</i> <b>3725 N. Kiel Avenue</b>	K – 8
384	<b>Center for Inquiry @ School 84</b> 440 E. 57 <sup>th</sup> Street 46220 317.226.4284 (Corner of 57 <sup>th</sup> Street and North Central Avenue)		K – 8
391	<b>Rousseau McClellan Elementary</b> 5111 Evanston Avenue 46205 317.226.4291 (2 blocks west of Keystone Avenue on 51 <sup>st</sup> Street)	<i>Located @ School 98 for Fall 2011 Only</i> <b>3698 Dubarry Road</b>	K – 8
616	<b>Key Learning Community</b> 777 S. White River Pkwy W. Dr. 46221 317.226.4992 (Corner of St. Clair Street and New Jersey Street)	<i>Located @ McFarland MS for 2011-2012</i> <b>3200 E. Raymond Street</b>	K – 12
501	<b>H.L. Harshman Middle School</b> 1501 E. 10 <sup>th</sup> Street 46201 317.226.4101 (1 block east of Oriental Street on 10 <sup>th</sup> Street)		7 – 8
572	<b>Emma Donna Middle School</b> 1202 E. Troy Avenue 46203 317.226.4272 (Carson Street and Troy Avenue)		7 – 8

# INDIANAPOLIS PUBLIC SCHOOLS SITE INFORMATION

## HIGH SCHOOLS

414	<b>Shortridge Magnet High School for Law &amp; Public Policy</b> 3401 N. Meridian Street 46208 317.226.2810 (Corner of 34 <sup>th</sup> Street and Meridian Street)		7 – 10
417	<b>Broad Ripple Magnet High School for the Arts &amp; Humanities</b> 1115 E. Broad Ripple Avenue 46220 317.693.5700 (Corner of Broad Ripple Avenue and Compton Street)		9 – 12

# INDIANAPOLIS PUBLIC SCHOOLS SITE INFORMATION

## HIGH SCHOOLS

418	<b>Crispus Attucks Medical Magnet</b> 1140 Dr. Martin Luther King, Jr., Street 46202 317.226.2800 (West 11 <sup>th</sup> Street and Dr. Martin Luther King, Jr., Street)	6 – 12
420	<b>Thomas Carr Howe Community High School</b> 4900 Julian Avenue 46201 317.693.5590 (East Washington Street and Emerson Avenue)	7 – 12
421	<b>George Washington Community High School</b> 2215 W. Washington Street 46222 317.693.5555 (West Washington Street and Belmont Street)	7 – 12
422	<b>Arlington Community High School</b> 4825 N. Arlington Avenue 46226 317.226.2345 (2 blocks north of 46 <sup>th</sup> Street on Arlington Avenue)	7 – 12
423	<b>Northwest Community High School</b> 5525 W. 34 <sup>th</sup> Street 46224 317.693.5600 (Corner of West 34 <sup>th</sup> Street and Moller Road)	7 – 12
424	<b>John Marshall Community High School</b> 10101 E. 38 <sup>th</sup> Street 46236 317.693.5460 (Corner of East 38 <sup>th</sup> Street and Mitthoeffer Street)	7 – 11
715	<b>Emmerich Manual High School</b> 2405 S. Madison Avenue 46225 317.226.2200 (South Madison Avenue and Pleasant Run North Drive)	9 – 12
716	<b>Arsenal Technical High School</b> 1500 E. Michigan Street 46201 317.693.5300 (Michigan Street and State Street)	9 – 12
726	<b>Career &amp; Technology Magnet – Arsenal Technical Campus</b> 725 N. Oriental Street 46201 317.693.5430 (Morgan Hall, Room 533)	9 – 12

**INDIANAPOLIS PUBLIC SCHOOLS**  
**SITE INFORMATION**  
**ALTERNATIVE SCHOOLS**

- John Hope Education Center/Day Adult**  
1301 E. 16<sup>th</sup> Street 46201  
26 317.226.4116 7 – 12  
(Corner of East 16<sup>th</sup> Street and Dr. Andrew J. Brown Street)
- Lutherwood**  
267 1525 N. Ritter 46219  
317.353.8211  
(On Ritter, across from Community East Hospital)
- 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. 30<sup>th</sup> Street)
- Julian Center**  
271 2021 N. Meridian Street 46202  
317.920.9320  
(On Meridian Street, between 16<sup>th</sup> and 21<sup>st</sup> Streets)
- Hilton U. Brown Center**  
272 5427 E. Washington Street 46219  
317.226.4521  
(On E. Washington Street, between Emerson and Arlington Avenues)
- Children's Bureau**  
273 2115 N. Central Avenue 46204  
317.808.3330  
(On Central, between 21<sup>st</sup> and 22<sup>nd</sup> Streets)
- Juvenile Center**  
459 2451 N. Keystone Avenue 46202  
317.226.4029  
(On the corner of 25<sup>th</sup> Street and Keystone Avenue)
- Meridian Transition**  
491 1840 N. Meridian Street 46202 7 – 12  
317.226.2954  
(North of 16<sup>th</sup> Street on Meridian Street)

**INDIANAPOLIS PUBLIC SCHOOLS**  
**SITE INFORMATION**  
**ALTERNATIVE SCHOOLS**

498	<b>New Horizons Alternative School</b> 510 Laurel Street 46203 317.226.4228 (On the corners of English Avenue and Laurel Streets)	7 – 12
509	<b>Coleman Alternative Center</b> (Accelerated Learning, Respect, Metamorphosis, Metro Expulsion, PACTS, STEP) 1740 E. 30 <sup>th</sup> Street 46218 317.226.4110 (30 <sup>th</sup> Street and Orchard Avenue)	7 – 12
793	<b>Pacers @ Washington Square Mall</b> 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 <sup>th</sup> Street side of Sears, to the right of the American Flag).	7 – 12



INDIANAPOLIS PUBLIC SCHOOLS

**ACKNOWLEDGEMENT OF RECEIPT OF  
SUBSTITUTE TEACHER HANDBOOK  
2011-2012**

My signature indicates that I have received a copy of the 2011-2012 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.

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**Employee Signature**

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**Employee ID Number**

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**Employee Printed Name**

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**Date**