

# **METROPOLITAN SCHOOL DISTRICT OF MARTINSVILLE**

## **Substitute Staff Manual**

Effective July 1, 2025



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

# GENERAL INFORMATION

Substitutes play an important role in the MSD of Martinsville, and the District appreciates the daily contributions substitute teachers provide. It is important for all students in the District to experience a positive learning environment every day. Schools need effective substitutes who will take the responsibility to ensure that the educational process is not interrupted when the regular teacher is absent. Substitute teachers work to help accomplish the District's mission. This handbook will serve as a guide, listing substitute responsibilities. Substitutes are encouraged to ask questions of teachers, administrators, and school office personnel as needed.

## CERTIFICATION REQUIREMENTS FOR SERVICE

The following paperwork must be completed and on file at the Central Education Center, 389 E. Jackson Street, Martinsville, IN 46151. All materials must be successfully completed prior to being able to substitute. The following items will be sent to substitutes via email from CIESC (Central Indiana Education Service Center).

- Substitute Teacher Application
- Substitute Teacher Permit or Indiana Teacher License
- Expanded Criminal Background Check
- EEOC Self-Identification Form
- Direct Deposit Form (voided check is required)
- I-9 Form
- W4 Form
- WH-4 Indiana Form
- Drug and Alcohol Policy
- Acceptable Use Policy
- Emergency Contact Form

All substitute teachers will need to view and sign off on watching an orientation video produced by Central Indiana Educational Service Center. The steps for the video are:

- Visit <http://video.ciesc.k12.in.us>
- Select "MSD of Martinsville" from the drop-down for "Organization."
- Enter the district "Access Code" of "46151."
- Find the video titled "Substitute Training Do's and Don'ts."
- Watch the entire video.
- At the end of the video, show proof of watching by hitting the "Click Here for Proof of Training" in the middle of the screen.
- Fill out the form.
- Enter the substitute teacher's first and last name.
- Use the substitute teacher's personal email for the School/Company Email.
- Organization: Enter "MSD of Martinsville"
- School: Enter "Martinsville."
- Select "Next."
- Complete feedback form.
- Select the blue "Submit" button to complete the process. The submission will be sent to the MSD of Martinsville electronically.

The final requirement is to obtain a valid teacher's license or a valid substitute teacher's license issued by the Indiana Department of Education. Information for the substitute-teaching license may be found on the IDOE website under licensing at <http://www.doe.in.gov/licensing/substitute-permits>.

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

# **SETTING UP AND USING ABSENCE MANAGEMENT SYSTEM**

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

## **LONG-TERM SUBSTITUTE**

During the school year, long-term substitute teachers are occasionally needed to fill vacancies for various reasons. When a long-term substitute is hired, the substitute will be subject to a full background check, completion of all required substitute and HR forms, and Board approval.

Pay for a long-term substitute will follow I.C. 20-28-9-7. "A Substitute must work 15 consecutive days at the designated pay rate. Upon the 16<sup>th</sup> consecutive day, the teacher will receive the daily rate of a first year teacher on the bachelor salary scale." (Note: The superintendent or designee may waive the 15 consecutive workdays for retired teachers or for hard-to-fill positions.)

## **LONG-TERM SUBSTITUTE BUS DRIVERS**

After a substitute bus driver has driven the same route for 10 consecutive work days, the substitute bus driver shall go to the lowest single-run or double-run rate on the 11th day of service for the same route.

## **PROFESSIONAL ETHICS OF THE SUBSTITUTE TEACHER**

The substitute teacher has a professional obligation to the regular teacher, the children, and the school. Extreme caution should be used in expressing personal feedback about what the substitute teacher witnesses in the classroom and the school in which he/she substitutes. All information about any student must be treated as confidential. A substitute teacher should avoid unfavorable criticism of the teacher or students. Concerns or problems should be presented to the principal. All substitute teachers are eligible to substitute at the elementary level. Substitutes are required to be out of high school for a minimum of two years to substitute at the middle and high school level.

## PAY RATE AND CLASSIFICATIONS

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

<b>Class I:</b> All substitutes who are retired teachers of the MSD of Martinsville. A substitute license or renewal of the teaching license from the Indiana Department of Education is required.	\$ 110.00 per day
<b>Class II:</b> All substitutes holding a valid professional, provisional, standard, reciprocal, limited license issued by the State of Indiana.	\$ 95.00 per day
<b>Class III:</b> All substitutes who have at least a Bachelor's degree from an accredited institution and approved by the MSD of Martinsville. A substitute license from the Indiana Department of Education is required; or substitutes who have as a minimum, a high school diploma, and who have documented successful experience working with school aged children. A substitute license from the Indiana Department of Education is required.	\$ 85.00 per day
Non-Certified Substitute	\$ 12.00 per hour
Long-Term Non-Certified Substitute	\$ 15.00 per hour
Substitute Custodian	\$ 12.00 - 15.00 per hour
Substitute Nurse (Licensed)	\$ 16.00 per hour
Retired Substitute Custodian/Maintenance	\$ 16.00 per hour
Retired Substitute Secretary	\$ 16.00 per hour

Substitutes are required to complete a minimum of one (1) job per school semester. Failing to do so will result in the substitute being moved to an inactive status. In order to regain active status, new-hire documentation and a background check must be completed.

According to the Indiana Unemployment Compensation Act, substitute teachers are not eligible for unemployment compensation during school breaks and the summer months. A substitute teacher is an at-will employee and, as stated in Indiana law, may be removed from the substitute list for any reason, such as:

- Unsatisfactory performance
- Neglect of duty
- Failure to supervise
- Failure to accept assignments
- Insubordination
- "Just cause"

# RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

The substitute teacher should contact the assigned school and Central Education Center's Representative at the earliest convenience if the substitute teacher is unable to substitute for the job assignment that has been accepted.

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

- **CHECK IN & CHECK OUT IN THE FRONT OFFICE**
- The front office representative will provide the substitute with a classroom key, substitute badge, and substitute folder.
- Substitutes will be able to log in to the computer in the classroom with their MSD of Martinsville Gmail and password.
- At the end of the school day, substitutes are required to check out in the front office.
- Substitutes are required to return the classroom key, substitute badge, and substitute folder to the office representative.

## CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. According to FERPA compliance, student data is protected by the MSD of Martinsville. Thus, the substitute teacher is not permitted to disclose any information regarding the students whom he/she served while employed with the MSD of Martinsville.

## HELPFUL GUIDELINES TO FOLLOW

- Always check in at the office to start the day.
- When reporting to a school for the first time, introduce yourself to the office staff.
- Ask if any schedule changes are taking place (such as convocation, shortened classes).
- Verify the checkout process for the end of the day.
- Be familiar with building procedures.
- Know how to take attendance and record the tardy information.
- Know the procedure for sending a student to the nurse or office.
- Ask about students in assigned classes that may have a health issue and procedures to follow in the case of an emergency.
- Locate the classroom, nearest restrooms, lunchroom, and areas where the teacher has assigned duties.
- Introduce yourself to the teachers in the rooms nearby your assigned classroom.
- Find the emergency exit map in the classroom, and familiarize yourself with the evacuation routes and doors.
- Prior to students arriving:
  - Greet students as they enter the room at the start of the day/class.
- During the school day:
  - Be positive.
  - Try to get students involved and participate.
  - Be a good role model.
  - Remain professional.
  - Follow established school rules and guidelines.
  - Don't leave students unsupervised or use cell phones during class time.
  - Abstain from physical contact with students or staff, corporal punishment, inappropriate language, profanity, sharing confidential information about students and staff, and/or discussion about personal matters.
  - Refrain from using cell phones, reading books, papers, or magazines during class unless as a part of the instructional program.
  - Avoid comparing students, teachers, or schools with each other.

- End of the class/day procedures:
  - Leave the room and all materials in their proper location. Have students assist if necessary by cleaning the area around their desks.
  - Stand by the door at dismissal (secondary) or walk students to the bus. Be sure to know where students need to go for dismissal such as walkers, bus riders, and parent pickup locations.
  - After each class or when the day is complete, record notes or a class summary including:
    - Attendance and tardy information
    - Questions from students
    - Details of any incomplete lesson plans
    - Check out in the office at the end of the school day
    - Any concerns or problems which occurred during the day

At the end of the school day, check out in the front office, return the classroom key, substitute badge, and substitute folder to the office representative.

## **DRESS AND GROOMING**

When assigned to District duty, all staff members shall:

- Be physically clean, neat, and well-groomed;
  - Dress in a manner consistent with the assigned role;
  - Dress in a manner that communicates to others pride in personal appearance;
  - Be groomed in such a way that does not disrupt the educational process or cause a health or safety hazard.
- Examples of inappropriate apparel include:
- Advertisement of alcohol, tobacco, etc.
  - Offensive messages or explicit content
  - Overly revealing articles of clothing

The established standards for dress and grooming shall be upheld in a nondiscriminatory and uniform manner.

## **CLASSROOM MANAGEMENT TIPS**

- Be fair to all students.
- Tell students what is expected in the classroom in terms of rules, guidelines, etc. Follow the regular teacher's rules.
- If students will not pay attention or do not follow instructions, redirect their attention to the lesson.
- Recognize good behavior.
- Use positive verbal praise, a smile, a nod, and other appropriate gestures to help reduce problematic behaviors.
- Call students by name.
- Students learn and behave better if they are actively engaged in learning. Small groups are a way to get students to interact positively.
- Be prepared and begin class promptly - the first few minutes are crucial.
- Follow the lesson plans left by the classroom teacher.
- Never waste time by getting things ready while the students are waiting.
- Follow the same general format that students are accustomed to.
- Manage the classroom by walking around the classroom and not sitting at the teacher's desk.
- Keep students on task.
- Do not threaten consequences that cannot be enforced. Let the building administration issue consequences.
- Offer choices in situations when authority is being challenged. (e.g., You may move to this empty seat or the table at the front of the room.)

## **REPORTING STUDENT ACCIDENTS AND/OR ILLNESSES**

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

## **HARASSMENT**

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

## **CELL PHONE USE**

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

## **USE OF CLASSROOM AND STAFF COMPUTERS**

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

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

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