



# Lake Central School Corporation

Lake Central High School

Homan Elementary School

Clark Middle School

Kolling Elementary School

Grimmer Middle School

Peifer Elementary School

Kahler Middle School

Protsman Elementary School

Bibich Elementary School

Watson Elementary School

The mission of Lake Central School Corporation, as a family, community, and school partnership, is to ensure that each student becomes a self-directed learner and a contributing responsible citizen through an instructional delivery system that engages students in achieving their personal best.

## Lake Central School Corporation

8260 Wicker Avenue  
St. John, IN 46373  
Phone: (219) 365-8507  
Fax: (219) 365-6406  
[www.lcsc.us](http://www.lcsc.us)

### Substitute Contact:

**Kathy Pedersen**

**219-558-2788**

# STEPS TO BECOMING A SUBSTITUTE TEACHER FOR THE LAKE CENTRAL SCHOOL CORPORATION

1. Complete online application at [www.lcsc.us](http://www.lcsc.us) under Job Opportunities.
2. Complete the bottom W-4 form – Complete State Tax Form.
3. Complete I-9 form. We will need to make a copy of your driver’s license and social security card or birth certificate. **You must be 21 years of age.**
4. Complete the Safe Hiring Solutions Background Check. Link is located on our website under Job Opportunities. The cost to you is \$30.85. A debit/credit card is necessary to process the background check.
5. Complete the Direct Deposit Form. Attach a voided check to the form.
6. Complete the release form once you have read the attached Substitute Handbook.
7. **Read the letter under “Required Tutorials for Substitutes”.** The letter will provide you with information to the Global Compliance Network where you must complete tutorials prior to your first day of employment.
7. Provide a copy of transcripts (do not have to be official). These transcripts should include 30 credit hours.
8. We will need to make a copy of your valid Indiana Teaching License if you have one. If not, then logon to the Indiana Department of Education website <https://license.doe.in.gov/> and apply for an Indiana Substitute Teaching Certificate (valid for 3 years). You will need a debit/credit card for this transaction. The cost for the license is \$15.00. Lake Central will need a copy of your license once received.
9. If you have a teaching certificate or bachelor’s degree, please complete the Teacher’s Retirement form.
10. **Bring all forms/documents to the Administration Center located on the grounds of Lake Central High School at 8260 Wicker Ave., St. John. Your documentation MUST be in our office before we can approve your substitute teaching license on the Department of Education website.**

## PLEASE RETAIN THE FOLLOWING FOR YOUR RECORDS:

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### IMPORTANT PHONE NUMBERS:

The sub caller can be reached at 219-558-2788 or by email [subline@lcscmail.com](mailto:subline@lcscmail.com)

**In the event you accept a substitute teaching position and are unable to keep the commitment, PLEASE CONTACT THE SCHOOL DIRECTLY. (School phone numbers are listed in the attached handbook).**

Kathy Pedersen                      Administrative Assistant/Human Resources

558-2788                              Please contact Kathy with any other questions pertaining to your employment with Lake Central.

**PLEASE CONTACT KATHY WITH ANY CHANGES IN YOUR AVAILABILITY (PHONE NUMBERS, ADDRESSES, EMPLOYMENT, ETC.)**

December 20, 2013

**To: Substitute Teacher and/or Paraprofessional Candidates:**

The Lake Central School Corporation requires new substitute teachers and paraprofessionals to complete Global Compliance Network tutorials prior to their first day of employment. The required tutorials are listed below. The link to access the tutorials is: <http://site.gcntraining.com> . Please click on **Login to View Training**. You will need to click on **New User**. The organization ID that you will use is **lakecentral** (one word). Please indicate what you would like your preferred personal ID to be.

**Required tutorials for Substitute Teachers:**

1. A Guide for Substitute Teachers – 17 min.
2. Confidentiality – 14 min.
3. Diversity for Employees – 14 min.
4. Ethics and Boundaries for Emp. – 21 min.
5. Professionalism – 13 min.

**Required tutorials for Paraprofessionals:**

1. Autism – 23 min.
2. Behavioral Intervention for Students  
with Disabilities – 15 min.
3. Confidentiality – 14 min.
4. Diversity for Employees – 14 min.
5. Ethics and Boundaries for Emp. – 21 min.
6. Professionalism – 13 min.

You may contact our office when you have completed the tutorials. We will be able to access the completion records through the Global Compliance Network site. The tutorials need to be completed on your home computer, or if one is not available, you may schedule a time with our office to complete the tutorials at Central Office.

If you have any questions, please feel free to contact me at 558-2710 or my assistant Kathy Pedersen at 558-2788.

Sincerely,

Terry A. Mucha  
Director of Human Resources

# *Lake Central School Corporation Substitute Teachers*

Dear Substitute Teacher:

Welcome to our school corporation! You are a vital part of our district and we value the contributions you make. It is your involvement and availability that enables our programs to continue.

This handbook has been prepared for you to provide the guidance necessary for program continuity and coordination with the regular teacher's assignment. Please take a moment to review this handbook; it contains important information vital to your success as a substitute teacher in our buildings.

We appreciate your service to our district and its students.

# SUBSTITUTE HANDBOOK

## PROFESSIONAL RESPONSIBILITIES

### **Substitute Teacher Work Day**

- A. The substitute teacher's work day is the same as the regular teacher's day. A substitute teacher's day is an hourly position. Hours may adjusted based on the needs of the corporation. It is expected that at the time contacted, the substitute will inquire as to what are the starting and ending times.
  
- B. Substitute teachers should plan to arrive at their assigned building as early as possible in order to allow themselves time to become acquainted with and prepare for the assignment.
  
- C. ABSOLUTELY NO SMOKING ON SCHOOL GROUNDS.
  
- D. PLEASE DO NOT USE CELL PHONES IN THE CLASSROOMS.

### **Substitute Teacher's Responsibilities**

- A. The substitute teacher has the same professional responsibilities as are expected from the regular classroom teacher.
  
- B. Upon arrival at the assigned building the substitute teacher should:
  - 1. Report to the school office and receive specific instructions.
  - 2. Locate and peruse class time schedule, plan book, classroom record book, materials, texts and manuals that are needed.
  - 3. Become familiar with the building emergency procedures.
  - 4. Become familiar with the seating arrangements.
  - 5. Go over names in classroom record book or seating chart and try to become familiar with them.
  - 6. Check with the principal for scheduled programs, assemblies, audio/visual uses and/or additional information that may be important.
  - 7. If possible, check with a teacher on how disruptive student behavior is handled.
  - 8. Introduce yourself to teachers in adjoining rooms or at the same grade level and ask for information regarding materials and procedures if necessary.
  
- C. The substitute should start the first minute of the day with appropriate classroom management and organization including the following:

1. Be at the classroom door as pupils arrive.
2. Display an attitude of cheerfulness, warmth and confidence.
3. Introduce yourself to pupils and write your name on the board. You may wish to let pupils introduce themselves.
4. Check attendance as soon as the bell rings. Follow the class opening routines for that particular school.
5. Present and discuss plans for class work.
  - It is the responsibility of the substitute teacher to follow the plans left by the regular teacher.
  - Occasionally, the type of work will be such that a substitute teacher cannot adequately continue with the regular teacher's plans, but the substitute should follow as closely as possible.
  - Always try and leave a note for the teacher recapping the day. If appropriate, the communication should be period by period.
  - Approval of the principal should be secured for any major deviation from the regular teacher's prepared lesson plans.
6. Collect money and/or reports and turn in to the proper place according to the school's policy. *Money, personal items, or anything of value is not to be left in the classroom.*

## Emergencies

- A. In case of injury or other emergency involving a student under the substitute teacher's supervision, the office must be notified immediately.
- B. Substitutes should stay with the injured child and send a student for help.
- C. An accident report must be completed by the substitute and given to the Principal's Office on the day of the accident.
- D. If an injury or emergency requires the substitute to leave the room, please contact the office so an appropriate supervisor for the classroom may be provided.

## Discipline Problems

- A. If a student continually disrupts a class or is not cooperative, the teacher should send the student, with a written note, to the principal and:
  - Don't punish the whole class as a result of a few students misbehaving.
  - Techniques to gain class control:
    - Ignore** - Ignore minor misbehavior which is an attempt to gain attention.
    - Eye Contact** - Non-verbal communication directed at the misbehaving student.
    - Gestures** - Let a misbehaving child know of their misbehaving or have the child move closer to you.
    - Proximity Praise** - Move closer to a child misbehaving or have the child move closer to you.
    - Separate** - Separate students who are being disruptive into other seats.
    - Circulate** - Walk around the room and keep encouraging students.
    - Directed Verbal Comments** - In a calm manner, tell the student the appropriate behavior you desire.

**If ... Then Consequences** - Make sure the consequence is appropriate for the situation. Follow through with the reasonable consequence for the misbehavior.

**B. *UNDER NO CIRCUMSTANCES SHOULD A SUBSTITUTE USE PHYSICAL FORCE.***

C. Corporal punishment is not an option in the Lake Central School Corporation.

D. Serious student infractions should be immediately reported to the principal.

### **Evaluation of Substitute Teachers**

Evaluation is a necessary part of professional growth. The substitute teacher may be evaluated at any time. Negative reports received by the classroom teacher will be referred to the substitute for correction prior to the next assignment.

### **BLOODBORNE PATHOGENS INFORMATION**

A. A prospective substitute must read this information to be aware of procedures concerning Body Fluids.

B. Procedures for handling and disposing of body fluids and related clean-up materials:

1. Immediately notify the building office and request janitorial assistance.
2. If none is available, follow the following procedures:
  - All body fluids are to be handled with gloves.
  - Utilize clean-up kits that are available in each building and vehicle.
  - Wash thoroughly areas that are exposed to body fluids.
  - Request supplies to replenish those items used in clean-up activities.
  - Report incidents immediately to the school principal or nurse.

C. Disposal of body fluids and related clean-up materials:

1. Dispose of gloves, tissues, toweling in a plastic bag and seal it.
2. Double bag the contents.
3. Dispose of the bags by either taking it to the school health office and place in a wastebasket which is lined with a large red bag or contact a custodian for placement in a dumpster.
4. DO NOT allow students to handle any possibly contaminated materials!

## CHARACTERISTICS OF GOOD SUBSTITUTE TEACHERS

### SUBSTITUTE TEACHER'S ROLE

Your primary role is to maintain continuity in the lesson plans of the regular classroom teacher.

This may be difficult if you are unfamiliar with the subject area. However, *maintaining a suitable learning climate is essential to the instructional process.*

### GOOD SUBSTITUTE TEACHERS....

1. Are conscientious and sincere in their interest in the education of children and young people.
2. Make every effort to follow the regular teacher's plans and the building routines.
  - Principals prefer substitute teachers who can continue the work with students in such a way that learning takes place and the building routines are not disturbed.
  - Inexperienced substitute teachers or substitute teachers new to Lake Central School Corporation may attend faculty meetings and/or observe classes in order to become familiar with procedures and curriculum. *Arrangements should be made through building principals prior to any such observation(s).*
3. Are willing to work when needed, and are willing to stay on the assignment until the teacher returns.

### CONFIDENTIALITY

1. Substitutes *must maintain confidentiality* of the students, teachers and parents at all times.

### One Last Note:

**If you have a complaint or concern, see the principal before you leave. If the principal is unavailable, leave a message for her/him to contact you.**



## HARASSMENT

### GENERAL POLICY STATEMENT

It is the policy of Lake Central School Corporation to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring on school property or at another location if such conduct occurs during an activity sponsored by the School Board as early as possible to rectify any real or potential problems.

Harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis is prohibited.

The following is also prohibited:

- Retaliating against a person who has made a report or filed a complaint alleging harassment or who has participated as a witness in a harassment investigation.
- Filing a malicious or knowingly false report or complaint of harassment.
- Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

**Sexual Harassment.** Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. For purposes of this policy, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal (spoken, written, electronic or any other form of communication) or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term of condition of an individual's employment;
- Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of interfering with the individual's work or of creating an intimidating, hostile, or offensive working environment.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Physical assault.

- Threats or insinuations that a person's employment, wages, promotion, assignment, or other conditions of employment may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal (spoken, written, electronic or any other form of communication) expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, emails, texts or other forms of communication.
- Sexually suggestive objects, pictures, videos, audio recordings or literature, in any medium, placed in the work environment, which may embarrass or offend individuals.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- Inappropriate boundary invasions by an employee or other adult member of the School Corporation community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects an individual's employment or such that it creates a hostile or abusive employment environment.

**Sexual conduct/relationships with students by any School Corporation employee or any other adult member of the School Corporation community are prohibited.** Any employee accused of sexual relations with a student may be placed on leave with or without pay until school administrative proceedings are completed. Any employee who engages in certain sexual conduct with a student may be disciplined up to and including termination and a referral to law enforcement or Child Protective Services will be made. Proven sexual relationships with a student regardless of the age of the student will result in initiation of the termination process for the employee.

**Race/Color Harassment.** Prohibited racial harassment occurs when unwelcome physical, verbal (spoken, written, electronic or any other form of communication), or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

**Religious (Creed) Harassment.** Prohibited religious harassment occurs when unwelcome physical, verbal (spoken, written, electronic or any other form of communication), or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the

individual's work performance or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**National Origin Harassment.** Prohibited national origin harassment occurs when unwelcome physical, verbal (spoken, written, electronic or any other form of communication), or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**Disability Harassment.** Prohibited disability harassment occurs when unwelcome physical, verbal (spoken, written, electronic or any other form of communication), or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

## **REPORTS AND COMPLAINTS OF HARASSING CONDUCT**

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

If you believe you have been subjected to or have experienced conduct of this sort, or if you have observed another employee experience this sort of conduct, you are encouraged to report it immediately to your supervisor, an administrator with whom you are comfortable or the School Corporation's Assistant Superintendent at 365-8705. **If you directly observe or receive information regarding unlawful harassment of a student, you must report such observations to the Assistant Superintendent immediately.**

Complaints/reports made to supervisors and administrators other than the Assistant Superintendent will be immediately reported to the Assistant Superintendent, except that in the event the complaint/report involves the Assistant Superintendent, they shall be forwarded to the Superintendent. Oral complaints or reports will be reduced to writing and the Complainant/reporting individual will be asked to verify the accuracy by signing the document.

Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available. Initiating a complaint/report, whether formally or informally, will not adversely affect your employment.

After a complaint/report is filed, the Assistant Superintendent or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

## **DISCIPLINE**

An employee who knowingly makes a false report of such conduct is subject to discipline up to and including discharge. Any employee who retaliates against a member of the school community who has made a good faith report of such conduct or against a member of the school community who participated in the investigation of such conduct is subject to discipline up to and including discharge. An employee found in violation of this policy is subject to discipline up to and including discharge.

## **PRIVACY/CONFIDENTIALITY**

The privacy of the complainant, those who file a report, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with the School Corporation's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this process shall be maintained as confidential to the extent permitted by law.

## **DEFINITIONS**

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

## **Workplace Confidentiality**

The Lake Central school corporation recognizes its responsibility in regard to the collection, management, use and disclosure of personal information. The Corporation respects the individual's right to privacy and undertakes to keep personal and sensitive information in confidence. No staff member may use or disclose any personal or sensitive information to a third party without specific authority unless use or disclosure is in the normal course of business or there is a legal or professional duty to disclose the information. Personal or sensitive information may be in either hard copy or electronic form.

Personal information is defined as information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be ascertained, from the information or opinion.

Sensitive information is defined as personal information about an individual's racial or ethnic origin, political opinion, membership of a political association, religious beliefs or affiliations, health status (either physical or emotional), disability, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation, or criminal record.

Personal and sensitive information is only collected where it is necessary for normal Human Resources functions. The information is usually obtained from the individual concerned. Staff members should be advised whenever information is being collected, whether the collection of such information is compulsory, and what other parties will have access to the information.

All collected personal and sensitive information must be accurate, relevant, up-to-date, complete and not misleading. The Corporation takes all reasonable steps to protect such records from misuse, loss, unauthorized access, modification or disclosure. Staff members have the right of access to their personal information and the opportunity to correct information when necessary.

Protection of confidentiality includes ensuring that files and work areas are organized so that information is not inadvertently disclosed. Only authorized staff may access information that is required for legitimate work purposes.

### **Confidentiality of Student Information**

Student records are maintained in accordance with School Board Policy and State/Federal laws and regulations. All information in student records must be factual, verifiable and of a constructive nature. The Corporation collects, maintain and uses only information necessary for legally mandated functions. Student records may be any information or data recorded in any medium, including but not limited to: hard copy, audio/video or electronic/digital formats. Confidentiality of student information may be of concern when dealing with student records or as a result of communication with a student, or with another person regarding a student.

The school Principal is responsible for the implementation of the Corporation's policies and procedures regarding student confidentiality, including informing all personnel who collect, maintain, use or otherwise have access to student records and other information of the policies and procedures on confidentiality. Staff members may not permit inspection or review of a student's educational records, disclose any information, or provide copies of educational records to any third party without direct authorization of the Principal or an appropriate Central Office Administrator, unless there is a compelling need involving the immediate health, safety, or welfare of the student or others.