

*Greenfield-Central Community School
Corporation*



Substitute Teacher Guide

2020-2021

Introduction

Welcome to the Greenfield-Central Community School Corporation. As a substitute teacher for the Greenfield-Central Community School Corporation Schools, you are an essential and valuable part of our educational team. We appreciate your willingness to provide service to our students and staff in your role as a substitute teacher. This handbook is intended to convey information that is pertinent to the substitute service. It is presented as a matter of information only and its contents should not be interpreted as a contract of employment.

In your duties you will have the opportunity to influence students with whom you come in contact, so you must conduct yourself in a professional manner. As a part of our team, you will be relied upon to maintain the health and safety of our children, preserve the property of the community, cooperate with other members of the educational team and be a public relations representative to all who visit our buildings.

To be successful, each substitute must have an understanding of his or her assignments and responsibilities, follow instructions, develop and practice good work habits, be courteous at all times, keep safety and well-being at the forefront of your work, and be conscientious and industrious so that you can be an effective part of the effort in educating our students.

Please contact Angie Burnside (317-462-4434 or aburnside@gcsc.k12.in.us) for any questions or to receive additional information.

Greenfield-Central Community School Corporation **District Administrators**

Dr. Harold Olin
Superintendent

Dr. Lori Katz
Secondary Curriculum Director

Nathaniel Day
Business Manager

Greg Thompson
Technology

Scott Kern
Director of Human Resources

Megan Thompson
Elementary Curriculum Director

Jim Bever
Director of Student Services

Building Principals

Greenfield Central High
Jason Cary
810 N Broadway

Greenfield Intermediate
Devon Marine
204 W Park Ave

Eden Elementary
Melia Hammons
8185 N State Rd 9- Maxwell

JB Stephens Elementary
Shane Bryant
1331 N Blue Rd

Greenfield Central Junior High
Dan Jack
1440 N Franklin

Maxwell Intermediate
Jobie Whitaker
102 N Main- Maxwell

Harris Elementary
Sarah Greulich
200 W Park Ave

Weston Elementary
Meg Welch
140 Polk St

Building Primary Contact

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Secretary
317-462-9211
centreken@gcsc.k12.in.us
Greenfield Central High

Claudia Pope
Secretary
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Greenfield Intermediate

Lisa Richardson
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Eden Elementary

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JB Stephens Elementary

Alisha Savage
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Cougar Cubs Preschool-JB

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Maxwell Intermediate

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Harris Elementary

Rene Guzman
Secretary
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Weston Elementary

Tonya Haines
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Cougar Cubs Preschool
700 Building

Our Vision

Learning for All; All for Learning

Our Mission

The Mission of Greenfield-Central Schools, in partnership with parents and the community, is to effectively prepare students to be lifelong learners and contributing members of a changing world.

Guidebook Sections

| Section Title | Page Number |
|--|-------------|
| General Information | 6 |
| Substitute Employment, Eligibility and Pay | 7 |
| Assignment | 11 |
| Expectations and Responsibilities | 14 |
| District Policies | 17 |
| Safety in Schools | 24 |
| Substitute Teacher Folder | 27 |
| Classroom Management and Student Supervision | 28 |

General Information

School Times

Substitute teachers should be on duty at the designated school during the times indicated below. Upon arrival at school, substitutes should check in at the main office. This is where substitutes receive classroom keys and necessary information regarding your assignment. It is recommended that substitutes arrive at school at least 15 minutes prior to your designated duty time.

Substitute Teacher Start and End Times

| | | |
|---------------------------|-----------------------|---------------------|
| <i>High School</i> | <i>Starts at 8:30</i> | <i>Ends at 3:25</i> |
| <i>JRH School</i> | <i>Starts at 8:35</i> | <i>Ends at 3:25</i> |
| <i>GIS, Harris School</i> | <i>Starts at 7:50</i> | <i>Ends at 2:10</i> |
| <i>Weston</i> | <i>Starts at 7:40</i> | <i>Ends at 2:00</i> |
| <i>MIS</i> | <i>Starts at 7:40</i> | <i>Ends at 2:10</i> |
| <i>EDEN, JB</i> | <i>Starts at 7:20</i> | <i>Ends at 2:15</i> |
| <i>Academy</i> | <i>Starts at 8:20</i> | <i>Ends at 3:25</i> |
| <i>Cougar Cubs</i> | <i>Starts at 7:00</i> | <i>Ends at 4:30</i> |

School Calendar

| | |
|------------------------|------------------|
| First Student Day | July 30 |
| Labor Day | Sept. 7 |
| Fall Break | Oct. 5 - 16 |
| Thanksgiving Break | Nov. 26 - 27 |
| Winter Break | Dec. 21 - Jan. 1 |
| Martin Luther King Day | Jan. 18 |
| President's Day | Feb. 15 |
| Spring Break | Mar. 15 - 26 |
| Last Student Day | May 27 |

Substitute Employment, Eligibility and Pay

Equal Opportunity Statement and Selection

Greenfield-Central Schools is an equal opportunity employer. There shall be no discrimination against any employee on the basis of race, color, religion, sex, age, national origin, disability, past military service or any other classification protected by the federal, state or local laws when hiring, placing, terminating, compensating substitute teachers. Initial selection is determined by an evaluation of the completed application, previous recommendations, and may include an interview.

Substitute staffing needs will be determined yearly on the basis of curricular needs. Previous substitutes shall be retained from year-to-year based upon the quality of their performance, providing they have not refused a substantial number of substitute assignments.

Employment

The District employs substitute teachers on an “on-call” day-to-day basis. Employment is offered only to those who have completed all requirements.

A letter of reasonable assurance of return to work will be provided to substitute teachers on a yearly basis for those with satisfactory service and continuing availability.

It is the responsibility of each employee to become familiar with the rules and regulations set forth by *Greenfield-Central Schools* and to follow them. It is the responsibility of each substitute teacher to report change of name, address and phone number to the Payroll Department.

If you, as a substitute teacher, gain employment elsewhere, or do not plan on returning, please notify Angie Burnside immediately. Any substitute teacher who has not worked for three (3) or more consecutive months, or who works less than six (6) days in one school year, may not be employed for the following school year.

Necessary Documentation for Eligibility

The documentation requirements are as follows:

- Strongly encourage 60+ credit hours from an accredited college or university. College degree or original transcripts are required for verification
- Original IDs to be copied by HR staff (Passport, or Driver's License along with Social Security Card or Birth Certificate)
- Federal and State Withholding (W4) forms
- A valid Indiana Substitute Teacher's Permit (If you do not already have a valid permit, you will receive information on how to apply after you have been selected to serve as a substitute teacher for our district)
- A current criminal history check and Expanded Child Protection Index check (After you have been selected to serve as a substitute teacher for our district you will receive information on how to complete the criminal history check)
- A completed application for employment with the district

Required Annual Compliance Training

All substitute teachers are required to complete the following training on an annual basis. This training must be complete before you can accept an assignment. To complete training login to SafeSchools <https://gcsc-in.safeschools.com/login>
If you have not received your system login information please contact Patty Hale.

- Suicide Prevention
- Bloodborne Pathogen
- Bullying Prevention
- Child Abuse and Neglect
- Criminal Organization Policy
- Safety in the Classroom
- COVID-19
- Review Substitute Teacher Guide

Pay Scale

(Updated 01.01.2021)

| Classification | Pay |
|---|---------------------------------|
| General Education Teacher - Full-day | \$ 85.00 (\$90.00 after day 21) |
| General Education Teacher - Half-day | \$ 42.50 (\$45.00 after day 21) |
| Special Education Teacher - Full-day | \$ 85.00 (\$90.00 after day 21) |
| Special Education Teacher - Half-day | \$42.50 (\$45.00 after day 21) |
| General Education - Instructional Assistant /EB | \$9.72/hour |
| Special Education - Instructional Assistant | \$11.22/hour |
| Library Instructional Assistant | \$10.72/hr |
| Secretary | \$13.23/hr |

Full-day shall consist of 7-¼ hours

Half-day shall consist of from staff member's arrival to lunch period or from lunch period to dismissal

Payroll

Substitute teachers are paid every two (2) weeks per the payroll calendar. Substitutes are required to participate in direct deposit. All payroll deposit forms and address change forms are available online at the Administrative Building. *Greenfield-Central School* calendars and schedules are available online at: <https://www.gcsc.k12.in.us/> or hardcopies may be picked up by the substitute teacher at any building or the Administration Building.

Time Record Requirements for Substitutes

- ❑ Substitutes must keep an accurate record of all hours worked using the time system provided. Actual hours, rather than expected hours worked each day must be reflected.
- ❑ Substitutes must review the accuracy of his/her time records before submitting them in the system for processing.
- ❑ If changes need to be made to a time record, the correction should be made before submitting the time record to payroll whenever possible.
- ❑ Upon signing and/or approving time, the substitute teacher is certifying the records are complete and accurately reflect all hours worked.
- ❑ Substitutes are responsible for maintaining time records. Substitutes should not allow another person to sign in/out for them nor should they sign in/out for another person. Substitute teachers should not tamper with any timekeeping equipment.
- ❑ The exact time the substitute began and ended work must be reflected.
- ❑ Time records should include time spent at mandatory, job-related training programs, lectures or meetings.
- ❑ Time records must be submitted to the staff member's supervisor at the end of the pay period. Time records must then be compiled and submitted to payroll by 10:00 am on Monday following the end of the pay period. In the event a holiday falls on a Friday or at the end of a week, time records are due to the supervisor prior to leaving for the holiday.

Payroll Withholding

Withholdings for Federal Income Tax, Social Security, State Income Tax, and Local Option Taxes are made in accordance with the federal and state laws. If there is a change in dependency status or withholding levels, it is the employee's responsibility to advise the Payroll Office.

Assignment

Authority

Substitutes are assigned by Frontline Absence Management (AESOP). Departments and schools are asked to refrain from calling substitutes at their homes. Therefore, you are asked not to accept an initial assignment unless it comes directly from Frontline or the Substitute Coordinator. A school administrator may ask the substitute to return the next day for the same employee after consultation with the Human Resources department.

In the event that you have made a previous commitment obligating you to arrive late or to leave prior to the end of the scheduled hours, inform Angie Burnside at the time you are offered the assignment. As a point of courtesy, please notify the supervisor at the school/department upon your arrival at the assignment of commitment.

If you cannot accept assignments for an extended period of time because of illness or other personal reasons, please update your availability in the system or notify Angie Burnside.

If you cannot accept assignments due to COVID-19 symptoms, testing positive for COVID-19 or being in close contact with someone who has COVID-19 or COVID 19 symptoms, and you have been in contact with any student or staff member within the last fourteen (14) days, you must notify Angie Burnside immediately.

You are required to follow Center for Disease Control's (CDC) guidance on COVID-19:

- You must stay home if:
 - You have tested positive for COVID-19 or are showing COVID-19 [symptoms](#); or
 - You have recently had [close contact](#) with a person with COVID-19.

- You should follow CDC [guidance](#) if symptoms develop.

- Return to School After Exclusion

Once an employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those [guidelines](#) are:

- Untested**

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and

- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least ten (10) calendar days have passed since your symptoms first appeared.
- The state [website](#) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

❑ **Tested Positive - Symptomatic**

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least ten (10) calendar days have passed since symptoms first appeared; or

❑ **Tested Positive - Asymptomatic**

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten (10) calendar days without symptoms

Frequency of Service

It is impossible to predict the amount of service that a substitute can expect. Frequency of employment depends on the absence rate of the regular staff, the number of available substitutes, the quantity of service rendered by the substitute, and request for the services of specific substitutes.

Absence Management *Frontline Absence Management (AESOP)*

Frontline Absence Management enables you to receive assignments by using a telephone or web-based application. The System will allow you to perform the following functions:

- Search for jobs
- Accept or refuse assignments
- Set your grade level/schools/days of the week preferences
- Review or cancel a previously accepted assignment
- Change your personal information

System Call-Out Times:

- School Days: 6:00am - 12:00pm/ 3:30pm -9:00pm
- Sunday: 3:30pm -9:00pm

System Access Information:

- 24-Hour Telephone Number: 1-800-942-3767
- Website portal: [Frontline - Sign In](#)

System Administrator:

- *Angie Burnside*, Substitute Teacher Coordinator
Phone number: 317-462-4434/ Sub Line 317-477-4101
Email address: aburnside@gcsc.k12.in.us
Regular Work Hours: 8:00am -3:30pm
Absence Management Users Guide- aesoponline.com

Long-Term Assignments

The placement of a substitute on a long-term assignment is made after consultation with the building Principal by the school/department requesting the long-term substitute to make appropriate plans prior to acceptance of the assignment.

Since a long-term substitute may assume the same responsibilities as the regular employee, it will be necessary for the substitute to confer with the supervisor for explanation and clarification of duties.

In the event of an absence, contact Angie Burnside for a replacement during the absence. Substitutes assigned to a long-term position are responsible for reporting their absence.

Priority Listings

Schools have the option of using Priority and Do Not Use lists in the automated substitute system to indicate a substitute's status with the school.

Priority lists are created by school administrators to identify those substitute teachers who best meet the needs of the school. Substitute teachers on priority lists are contacted first for open assignments at the school.

Substitute teachers provide a valuable service to schools. That service, however, is only valuable to the extent that it meets the needs and expectations of the school's administration. Administrators may also specify at their discretion that a substitute teacher not be assigned to their school based on an unsatisfactory performance or any reason that does not violate the law. These names are indicated on the school's Do Not Use list. Substitute teachers on these lists are not eligible to receive or accept assignments at those schools. After receipt of three (3) Do Not Use reports, the substitute may be scheduled for a conference with the building principal to discuss the concern(s) and the substitute may be

required to complete a training and/or to review the responsibilities of a substitute teacher. Substitute employment will be reviewed and may be terminated by the school district.

Complaints about substitutes regarding situations involving child abuse, neglect, inappropriate behavior and/or behavior detrimental to the safety and well-being of students will follow the reporting guidelines set forth in Board Policy. The substitute teacher's employment will be immediately suspended pending the results of an investigation. Please refer to the Greenfield-Central Classified Employee Handbook under Rules of Conduct.

Expectations and Responsibilities

Being Prepared and Professional

Professionalism is a basic expectation of all employees of Greenfield-Central Schools. As a substitute in the district, you will be responsible for providing instruction, maintaining a safe and productive classroom environment and promoting learning in the absence of the regular classroom teacher.

It is imperative that you do not accept an assignment or that you cancel an assignment if you have tested positive for COVID-19, are showing COVID-19 symptoms, or you have knowingly had recent [close contact](#) with a person with COVID-19.

General Guidelines

Occasionally, the school may change your assignment for the day depending on the situation and needs of the school. Please be flexible and understanding. Substitute teachers are not provided a planning period and may be asked to perform other duties assigned by the school administration.

Arrive at least 15 minutes prior to your scheduled report time to find parking, check-in, get your assignment for the day, receive any updates on safety procedures, review the lesson plans and class procedures, review emergency procedures in the event of a fire drill or other event that may arise during the day, locate the cafeteria, restrooms and nurses office. Ask questions if you need clarification on anything or if you have concerns.

Wear a cloth face covering following the guidance provided by the CDC:

- ❑ [Important Information About Cloth Face Coverings](#)
- ❑ [How to Wear Cloth Face Coverings](#)

- ❑ [How to Wash Cloth Face Coverings](#)
- ❑ [How to Make Your Own Face Covering](#)

Wear your district-issue identification badge so that your picture and name can be viewed by others.

Dress professionally and appropriately for the assignment. Jeans, leggings where the backside is not covered by a shirt, low cut tops, T-shirts, sandals, tennis shoes, and other casual clothing are not considered professional or appropriate attire for the classroom setting. Wear comfortable shoes and plan to be on your feet all day monitoring, assisting, and providing positive reinforcement to keep students safe and engaged in learning.

Be responsible for the safety of students. Never leave students unattended. If you have an emergency, call the office or send a student to the nearest classroom to request assistance. Automatically refer students to the health assistant for all cuts, injuries, administration of medication, or other health related reasons.

Report promptly for lunch duty, bus duty, or other special assignments that appear on the teacher's schedule or that have been assigned to you.

Intervene before allowing a situation to get out of control and do not hesitate to ask for help from another adult.

Do not discuss the students or any information obtained or observed with other people, especially out of school. If you feel you need to discuss a concern, please contact the main office. Confidentiality is essential.

Maintain a professional attitude at all times. Have a positive attitude about the school, the students, and your teaching assignment.

Refer any unresolved issues or concerns with students to the main office immediately. At no time should abusive language be used or punishment administered to a student.

Daily Procedures

Before You Leave Home:

- ❑ Conduct a [self-screening](#) for COVID-19 including checking your temperature and reviewing the [symptoms](#) of COVID-19

- If there are any signs indicating that you might be sick, stay home and contact *Angie Burnside* as soon as possible
- If there are no signs indicating that you might be sick, ensure that you have a protective mask and proceed to school

Upon Entering the School:

- Put on your [mask](#) and employee badge prior to entering the building
- Report to the school office to check-in, [wash or sanitize your hands](#), login to the time record keeping system, and wash or sanitize your hands
- Get your assignment for the day
- Receive any updates on safety procedures and/or the day's schedule
- Locate the cafeteria, restrooms and school clinic (for both sick and well students)

Before Students Arrive:

- Introduce yourself to the teachers in rooms near your assigned room
- Write Your Name on the Board
- Review COVID-19 [procedures](#) for: masks, [sanitizing](#) materials in high touch areas, hand-washing, social distancing, movement around the classroom/school building
- Review classroom procedures and behavior plan
- Review the day's schedule
- Ensure that you have contact information for the main office and other relevant staff
- Review lesson plans, seating charts, and any notes/guidance provided regarding accommodations or other relevant information on specific students
- Review emergency procedures in the event of a fire drill or other event that may arise during the day
- Ensure all materials are available and ready for instruction to begin as soon as students arrive
- Stand near the door and be prepared to greet students when they arrive

During the Day:

- Introduce yourself briefly
- Share the learning objectives and the day's agenda
- Take attendance/lunch count, as needed
- Get students working right away
- Follow the lesson plans
- Monitor students throughout the class period and provided assistance, as needed
- Make note of any students who leave the room, including the time and their intended destination - you will need this information in the event of an emergency
- Be vigilant in reminding students to maintain social distancing and sanitation [practices](#)
- Should a student create an unsafe learning environment for other students, remove the other students from the classroom and seek assistance immediately
- Review the learning objectives with students
- Remind students of homework or other important information
- Have the students pick up papers and straighten the room, as needed

- Report any accidents to the main office
- Ask questions of other teachers and of students, as needed
- Ask for help, as needed

At the End of the Day:

- Perform any required sanitation procedures
- Complete a [Substitute Report](#) on AESOP
- Ensure the room is in order, turn off the lights and shut the door
- Go to the office to check-out and share any significant events or occurrences from the day
- Wash your hands, sign-out of the time recording system, wash your hands
- When you arrive home clean/sanitize your mask and wash your hands

District Policies

Board Policies - (Policies located at this [link](#))

EMPLOYMENT OF SUBSTITUTES

Substitute teachers are employed to prevent the interruption of the operations of the school in the event that the regular staff member must be absent. The substitute teacher roster is maintained by the district's Substitute Coordinator. Relatives of board members may be employed as substitutes, provided the board member is not involved in any discussion of employment.

PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant who will have contact with students including substitute teachers. The background check must include the following: expanded criminal history check and expanded child protection index as defined by Indiana Code, a search of the national sex offenders registry and the State's child abuse registry, telephone inquiry with former employer, explanation of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred, and verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by Indiana Code. Any costs associated with obtaining the expanded criminal history check and expanded child protection index check are to be borne by the applicant. The Board requires that an expanded criminal history check be conducted for each employee every five (5) years. During the course of employment, each substitute teacher

shall be required to report conviction of the employee for a crime and substantiated report of child abuse or neglect of which the employee is the subject.

DRUG-FREE WORKPLACE

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from the use of any controlled substance and alcohol. The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance and alcohol, and any drug paraphernalia, by any member of the Corporation's support staff at any time while on Corporation property or while involved in any Corporation-related activity or event. An employee who reports for duty or attends a Corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines.

STUDENT SUPERVISION AND WELFARE

Substitute teachers shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities and shall report immediately to an administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects. Substitute teachers shall not send students on any personal errands, shall not associate inappropriately with any student at any time and shall not transport any students in his/her private vehicle.

Most information concerning a child in school, other than directory information, is confidential under Federal and State laws, any substitute teacher who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, alleged child abuse, and any other record information.

Pursuant to the laws of the State and Board Policy, each substitute teacher shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

WEAPONS

The Board prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle; provided, however, that a support staff member is not prohibited from possessing a firearm or ammunition that is locked in the trunk of the support staff member's vehicle, kept in the glove compartment of the support staff member's locked vehicle, or stored out of plain sight in the support staff

member's locked vehicle. The substitute teacher also will be subject to disciplinary action, up to and including termination for violation of this policy.

Substitute teachers must report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

ANTI-HARASSMENT

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment occurring 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 (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all School Corporation operations, employment opportunities, 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 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. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the Corporation environment.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment occurring 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 that the employee observes or which is reported to the employee. Failure to report such conduct may result in appropriate disciplinary action, up to and including termination of employment.

NOTE: Sexual conduct/relationships with students by a Corporation employee or any other adult member of the Corporation community is prohibited, and any teacher, administrator, coach, other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and also may be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code. In the case of a child under fourteen (14) years of age, the person also may be guilty of "child molesting" under Indiana Code. In the case of a child between the ages of fourteen (14) and sixteen (16), the person also may be guilty of "sexual misconduct with a minor" under Indiana Code. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS

The Board believes that a staff member should be able to work in an environment free of threatening or intimidating speech or actions. Threatening behavior consisting of any words or deeds that intimidate a staff member or cause anxiety concerning his/her physical well-being is strictly forbidden. Any student, parent, visitor, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline. Substitute teachers who have been threatened or intimidated or have observed anyone being threatened or intimidated should report the incident immediately.

USE OF MEDICATIONS

No student is allowed to provide or sell any type of over-the-counter medication to another student.

A trained staff member may administer auto-injectable epinephrine obtained via a prescription written for the school or Corporation by a health care provider who is licensed in Indiana and whose scope of practice includes the prescribing of medication to any of the following individuals if the individual is demonstrating signs or symptoms of life-threatening anaphylaxis and the individual does not have epinephrine at the school or the individual's prescription is not available:

- A. students at the school
- B. school personnel
- C. visitors at the school

SELF-ADMINISTERED MEDICATION

A student may possess and self-administer prescribed medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal.

Students in grades 7-12 may possess and self-administer over the counter medications if they have permission on file in the school clinic. The maximum amount of medication the student may carry is a one-day's dose and the medication must be carried in the original container in which it was purchased. Students in grades Pre K-6 must store their over the counter medication in the school clinic and the medication must be administered following the instructions provided on the signed authorization form.

STUDENT ACCIDENTS

Employees should administer first aid within the limits of their knowledge of recommended practices until help can arrive. Employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. An accident report must be submitted as soon as possible with the clinic personnel.

USE OF SECLUSION AND RESTRAINT WITH STUDENTS

It is the policy of the Board that all students are to be treated with dignity and respect and to be free from abuse. It is the policy of the Board to use prevention, positive behavior intervention and support, and conflict de-escalation to eliminate or minimize the need for the use of seclusion or restraint with students. This policy applies to all students, regardless of the existence of a disability.

TECHNOLOGY PRIVACY

All computers, telephone systems, electronic mail systems, and voice mail systems are the Corporation's property and are to be used for business purposes. The Corporation retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Corporation's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

STUDENT RECORDS

Student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the Corporation reasonably believes knows the identity of the student to whom the education record relates. Personally identifiable information concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy.

As provided for by State law, an employee or agent of the Board:

- A. who knowingly or intentionally discloses information classified as confidential by this policy commits a Class A misdemeanor;
- B. who intentionally, knowingly, or recklessly discloses or fails to protect information classified as confidential by this policy may be disciplined or terminated.

Additionally, State law provides that a person who recklessly, knowingly, or intentionally destroys or damages any public record commits a Class D felony unless the destruction is pursuant to a record retention schedule adopted by the County Public Records Commission.

REPORTING ACCIDENTS

The Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this Corporation. To that end, and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of Greenfield-Central Schools, or a visitor to the schools must be reported promptly and in writing to the Superintendent. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be needed. The injured employee, visitor, or the staff member responsible for an injured student shall complete a form, available in the office of the principal, that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances. Any employee of the Corporation who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury.

CONTROL OF CASUAL-CONTACT, ILLNESS, PARASITES, AND COMMUNICABLE DISEASES

For purposes of this policy, "casual-contact, communicable disease" shall include diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, chickenpox, lice, and others designated by the Indiana Department of Public Health.

In order to protect the health and safety of the students, Corporation personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling communicable disease spread through normal interaction in the school setting.

On the recommendation of the appropriate personnel, the teacher may remove from the classroom and the building administrator may exclude from the building or isolate in the school any student who appears to be ill or has been exposed to a communicable disease, except that the teacher or principal may act independently if the appropriate personnel is not present in the building when the decision needs to be made.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

For purposes of this policy, "non casual-contact communicable disease" shall include AIDS - Acquired Immune Deficiency Syndrome, ARC - AIDS Related Complex, persons infected with HIV (human immunodeficiency), Hepatitis B, other like diseases that may be specified by the State Board of Health.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on Immunization, Hygienic Management, and Control of Casual-Contact Communicable Diseases. The purpose of this policy is to protect the health and safety of the students, Corporation personnel, and the community at large, from the spread of the above-mentioned diseases.

The rights of any affected student, as well as those of any affected staff member, shall be protected in accordance with Federal and State laws on privacy, and confidentiality. In addition, the exclusion of any staff member from the

Corporation by the County Health Officer's decision will be done in accord with relevant sections of Indiana Statutes concerning sick leave.

The Board directs the Superintendent to develop an educational program in accordance with Indiana Statute that will ensure proper instruction of students, professional staff, and support staff on the principal means by which non casual-contact communicable diseases are transmitted, as well as how they are not transmitted, and the more effective methods for restricting and/or preventing these diseases.

CONTROL OF BLOOD-BORNE PATHOGENS

The Board seeks to protect those students and staff members who may be exposed to blood-borne pathogens and other potentially infectious materials in their performance of assigned duties.

The Superintendent shall provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally- mandated scheduling; ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment; establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure; provide for record-keeping of all of the above which complies with both Federal and State laws; develop an exposure control plan.

CHILD ABUSE AND NEGLECT

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. If a staff member has reason to believe a child is a victim of abuse or neglect, s/he shall immediately make a report to the Department of Child Services ("DCS") by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 or the local law enforcement agency. After making the report, the staff member shall notify the appropriate building administrator of the circumstances that led to the report that the staff member made to DCS or the police. The building administrator shall document the report and, if unable to confirm the date and time it was made and/or the identity of the person to whom the report was made, shall contact DCS or the police to ensure that they have received the report and an investigation has begun.

Information concerning alleged abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration, DCS, the local prosecutor or the local law enforcement agency. Unless the parent is the subject of the investigation, the Corporation shall notify the parents that a report was made.

Failing to report suspected child abuse or neglect is a Class B misdemeanor, which is punishable by up to 180 days in jail and a \$1,000 fine.

The Board requires that each Corporation employee who is likely to have direct, ongoing contact with children within the scope of his/her employment attend or participate in training on child abuse and neglect, including:

- A. training on the duty to report suspected child abuse or neglect under Indiana Code; and

- B. training on recognizing possible signs of child abuse or neglect at least once every two (2) years. This training may include:
 - A. an in-person presentation;
 - B. an electronic or technology based medium, including self-review modules available on an online system;
 - C. an individual program of students of designated materials.

Safety in Schools

CLOSING PROCEDURES

REMIND Rapid Notification system will dial the home, and cell phone numbers of staff to deliver important messages. The district will record emergency messages, school closing information and other pertinent information and broadcast these messages rapidly to all stakeholders in the district. It is an improved way of disseminating information under our District Safety Plan. Please ensure the school building has your current phone numbers.

LISTEN TO YOUR LOCAL RADIO AND TELEVISION STATIONS - Announcements will be made over the radio and television stations as early as possible. Please check announcements on one of the following if the weather is stormy. Do not telephone the schools as phone lines are used to handle the emergency situation.

IF SCHOOL IS CLOSED DURING THE SCHOOL DAY, Students will be kept at the schools until the latest possible moment for safety reasons. As a teacher it is the substitute's responsibility to remain at the school with the students. In the event that children MUST be returned home, dismissal will occur on a school-by-school basis.

DELAY POLICIES

TWO HOUR DELAY SCHEDULES: Arrive two hours after the start of the regular school day. If you should have any questions about our protocol, please feel free to contact the superintendent's office at 317-462-4434.

GC Safety Documents are Located in Each Classroom

GENERAL EMERGENCY GUIDELINES

- Know the emergency numbers: Fire/Police/Ambulance 911
- Know where the exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- First aid supplies and emergency equipment are located for use by those who are authorized and properly trained.

INJURY/INCIDENT REPORTING

Any work-related injury or suspected injury must be reported to the main school office as soon as practicable.

- Building Health Assistant or Nurse will create a First Report of Employee Injury form. Building Health Assistant or Nurse will call or create an authorization form to notify or authorize treatment for the injured employee to take to the treating medical practitioners.
- Failure to promptly report an injury or complete the First Report of Injury promptly may result in the loss of workers' compensation benefits or disciplinary action.

MEDICAL EMERGENCY

Upon discovering a medical emergency, call 911.

- Notify the main school office and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Administration will make any necessary notifications to family members of the person suffering the medical emergency.

SECURITY

- All staff are expected to assist in maintaining building security. Classroom doors must be locked at all times.. Staff located near restrooms and/or exterior doors should routinely check these areas during supervision time such as passing periods to insure they are secure.
- If an individual is on the school premises without proper school identification, the main school office should be contacted immediately. The individual will be escorted to the front office.
- Students who are dropped off before school begins are to wait at a designated location until the start of the school day. Students are not to be in the building before or after school unless supervised by a staff member or group sponsor.
- The maintenance staff maintains a schedule for unlocking and locking doors at specifically designated times to maximize building security.

ID EXPECTATIONS

- Faculty and staff, including substitute teachers, are required to wear ID badges during school hours.
- Faculty and staff are expected to offer help to any adult in the building without school-issued ID and escort the individual to the main office.

PHONES FOR PERSONAL BUSINESS

- Personal business should not be conducted during the school day. Classroom telephones are for school-related business.

- Personal communication (cell phone calls, texting, social media, shopping) during instructional time should not occur.

DISCIPLINE REFERRALS

A referral is made when an administrator is needed to review the situation and determine an appropriate course of action. When the behavior is so severe that a student needs to be removed from the educational environment, the student should be sent or escorted to the office. When this is not possible, the teacher may call the office to request an administrator. All searches must be conducted by an administrator and/or law enforcement, including accessing information from electronic devices. Teachers are never permitted to search student possessions, lockers, or personal electronic devices without prior approval of the administration. Teachers should follow building procedures for making discipline referrals. When students are referred to the office, an administrator will meet with the student, and consequences will be assigned as deemed appropriate by the administrator.

USE OF TOBACCO BY SUPPORT STAFF

"Use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes. The Board prohibits the use of tobacco by support staff members at all times within any facility owned or leased or contracted for by the Board and also prohibits the use of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

SUPPORT STAFF DRESS AND GROOMING

All substitute teachers shall, when assigned to Corporation duty, be physically clean, neat, and well groomed; dress in a manner consistent with their support responsibilities; dress in a manner that communicates to others a pride in personal appearance; dress in a manner that does not cause damage to Corporation property; be groomed in such a way that their dress or hair style does not disrupt the educational process or cause a health or safety hazard.

Substitute Teacher Folder

Substitute Teacher Folder Contents

A substitute teacher folder should be readily available to you when you enter any classroom. The substitute teacher folder should contain the following:

- Contact information for the main office, principal, assistant principal, social worker, school clinic, technology support, and name and contact information for all teachers in the building with a notation for those nearest to you as well as support staff
- A map of the school with key areas marked such as the cafeteria, gym, specials classes, school clinic for well students and for those showing symptoms
- The names of staff who support your classroom with their daily schedule
- The daily lesson plan
- The daily schedule, including additional assignments such as lunch, recess, enrichment block and/or bus duty
- The daily schedule for a one-hour delay and for a two-hour delay, including any additional assignments
- Login information and procedures required to submit attendance and/or lunch count
- Guidelines and practices for social distancing and sanitizing
- Class rosters and seating charts
- Student login information
- Accommodations for specific students (instructional and behavioral) and confidentiality information
- Names of students who are helpful in answering questions
- Classroom routines and procedures
- Routines and procedures for lunch, restroom breaks, recess (where applicable), moving about the building, hallway supervision
- A poster depicting the symptoms of COVID-19
- A blank classroom report to be filled out and left for the teacher
- A blank substitute report to be filled out and turned into the main office
- Safety manual including what to do in the event of an emergency, where to take students for shelter and evacuation paths
- Emergency sub plans or expectations if there is unexpected left-over class time*
- Guidelines for allowing students to leave during class--restroom etc.*

Classroom Management and Student Supervision

Classroom Management

Classroom management is the full range of teacher efforts to oversee classroom activities, including learning, social interaction, student behavior and safety. It is important that you establish expectations at the beginning of the day or class. Maintaining student engagement in the learning environment is a critical component of successful classroom management. Effective classroom management techniques include the following:

- ❑ **Respect Students**
Students respect adults who respect them. Each student should be treated with respect.
- ❑ **Be Visible**
Be present and visible in the room when students enter. Students should never be left unattended.
- ❑ **Stay in Control of Your Own Behavior/Demeanor**
It is imperative for the substitute teacher to maintain control of his or her behavior/demeanor. Substitute teachers should model appropriate behavior even under highly stressful situations.
- ❑ **Stick to the Lesson Plan - Be Proactive**
Always follow the lesson plan left by the teacher to the best of your ability and make sure that the students know that the work will be graded and entered into the student management system. Remind students that their teacher expects them to do their best work and be on their best behavior. If a lesson plan is unavailable or you do not have the materials necessary to implement the lesson plan, call the main office for guidance or seek out a nearby teacher for assistance.
- ❑ **Follow the School's or Classroom's Code of Conduct and Established Procedures**
Smile at the beginning of the class as you cover classroom expectations as well as review established classroom procedures.
- ❑ **Begin Instruction Immediately**
Commence lesson plans as soon as you have reviewed the code of conduct, classroom procedures and the day's agenda/schedule. Start the students on the lesson before taking attendance. Use the seating chart rather than calling names.
- ❑ **Write or Project Key Information on the Board**
Have your name, the day's agenda/schedule, student directions, and key procedures on the board for student reference.
- ❑ **Keep Updated Record of Student Attendance**
Keep a written record of any students who leave the classroom during instruction including what time they left and their intended destination. You will need this information in the event of an emergency or if the student is needed in the office or by another staff member in the building.

When interacting with students, consider the following:

- Listen before you respond
- Remain alert and attentive to what students are doing
- Move about the classroom throughout the class period
- Do not use your personal cell phone during class

- Never hand out candy or food as incentives for classroom management
- Never single out a student for misbehavior, instead identify students who are behaving appropriately
- Praise in public; censure in private - Do not reprimand the entire class for the behavior of one student
- Avoid talking over students. Gain the attention of all students before providing instruction. Implement the classroom procedure for gaining student attention or establish one of the following:
 - Quick response: You say “Greenfield Central”, students say “Charlie Cougar”;
 - You say “1, 2, 3 eyes on me”
 - You clap your hands two times then students clap their hands two times
- Limit the number of students out of their seats
- Use direct eye contact and physical proximity to discourage student misbehavior
- Ask off-task students to help you with a small task
- Never threaten or argue with a student
- Switch activities or approach to the activity if it is not working out
- Call the main office for assistance, if needed
- Should a student create an unsafe learning environment for other students, remove the other students from the learning environment and seek assistance immediately

Attendance Procedures

See classroom instructions left by teacher

Cafeteria Supervision

Teachers assigned to supervise the student cafeteria should enforce the expectations on the information sheet posted in the cafeteria and in the Student Handbook. Teachers are more effective when they circulate around the cafeteria, are visible at all times, and treat students with respect.

Students are expected to:

- Wash or sanitize hands prior to eating
- Maintain appropriate social distancing by sitting only at marked seats and remaining seated until released by a staff member to throw away trash or released from the cafeteria
- Properly dispose of garbage and throw away disposable trays and utensils in the appropriate location while maintaining social distancing practices
- Notify adults of spills or mishaps
- Refrain from throwing food/objects at all times
- Keep all food and beverages in the cafeteria
- Only touching and eating food distributed to them by staff or brought from their own home

- Students must ask an adult to fill their personal water bottle at a water bottle refill station
- Maintain a reasonable noise level - screaming or yelling across the cafeteria is not considered reasonable
- Use appropriate language in their conversations with peers and adults
- Be in the cafeteria when scheduled for breakfast or lunch and to be on time
- Be responsive and respectful to the requests and instructions of staff without argument
- Refrain from using nail polish and applying makeup
- Refrain from using school supplied technology while eating food

In-Classroom Lunch Supervision (If Applicable)

In order to maintain student cohorts, due to COVID-19, students may eat lunch in the classroom. The classroom lunch period is monitored by instructional assistants and substitute teachers who have unassigned student supervision due to the regular teacher's preparation period.

The following procedures should be followed for in-classroom lunch:

- Lunch supervisor may hand each student a disinfecting wipe to wipe off their lunch surface - students should not touch the container of disinfecting wipes
- Students are released to throw away the disinfecting wipe and to wash or sanitize their hands while maintaining social distancing practices
- Students pick-up pre-packaged food items from the food cart or get out their own lunch from home and return to their assigned seats
- Students must ask an adult to fill their personal water bottle at a water bottle refill station
- Students are dismissed to throw away disposable trays and utensils in the appropriate location while maintaining social distancing procedures then wash or sanitize their hands

Enrichment Block Supervision (High School Only)

Students are assigned to enrichment blocks in order to complete outside of class work and to prepare for upcoming quizzes and tests. Enrichment blocks are to be regarded like any other assigned class -- punctuality, accurate attendance, and proper behavior must be maintained. An atmosphere conducive to study must be maintained.

Students may not leave the enrichment block to go to another classroom or to the library without a signed and dated pass.

Students must sit in their assigned seats and follow social distancing protocols.

Students must ask an adult to fill their personal water bottle at a water bottle refill station.

Students should not leave the enrichment block to get materials from their lockers. Students should report to the enrichment block prepared to work when they arrive. If a student does not have appropriate materials select an assignment from the enrichment block folder to assign to the student.

Recess Supervision

Recess is important for students' mental and physical health and are included in the daily schedule for students. Social distancing and general playground safety protocols must be enforced at all times.

Outside of the Classroom

The following procedures should be followed for outside of the classroom recess:

- Students should wash or sanitize their hands prior to going out to recess
- Students should be assigned zones for play and must be monitored for safe interactions including remaining six (6) feet apart and following playground/gym safety rules for the specific playground/gym zone
- Use a whistle with three short notes to signal when students may rotate to the next playground/gym zone, moving in a clockwise direction
- Use a whistle with a long note to signal when students should line-up at the conclusion of recess while maintaining social distances protocols
- Students must ask an adult to fill their personal water bottle at a water bottle refill station
- Have students wash or sanitize their hands before returning to their assigned seats in the classroom

Inside of the Classroom

The following procedures should be followed for inside of the classroom recess:

- Students should wash or sanitize their hands prior to selecting their recess activity kit while maintaining social distances protocols
- Students should sit at their desk or identified area of the classroom to utilize their activity kit while maintaining social distances protocols
- At the conclusion of the recess period, students should return their activity kit to the assigned location while maintaining social distances protocols and a staff member should spray the kit materials with a disinfectant
- Students must ask an adult to fill their personal water bottle at a water bottle refill station
- Students should wash or sanitize their hands and return to their assigned seat

Student Passing Periods Supervision

While every attempt is made to reduce the need for students to move around the building, there are times when groups of students must move to different areas of the facility.

High School and Middle School

The following procedures should be followed for student passing periods:

- ❑ Students should be released exactly at the time indicated on the day's schedule. Students must remain in their designated seat until it is time for their release
- ❑ Substitute teachers must monitor the hallways and restrooms outside of their assigned classrooms
- ❑ Students should remain on the right side of the hallway and should remain moving while maintaining social distancing protocols - a good rule of thumb is that the student should not be able to touch the person in front of or beside them while standing straight with an outstretched arm
- ❑ Substitute teachers must be at the door to greet students as they enter the classroom and ensure that students go directly to their assigned seats

Elementary School

The following procedures should be followed for student passing periods:

- ❑ The substitute teacher must line students up while maintaining social distancing protocols - a good rule of thumb is that the student should not be able to touch the person in front of or beside them while standing straight with an outstretched arm
- ❑ The substitute should enter the hallway at the assigned time for the passing period
- ❑ Teacher-led students should remain on the right side of the hallway and should remain moving while maintaining social distancing protocols
- ❑ The substitute teacher should take the students to the adult who will next be responsible for their supervision
- ❑ The substitute teacher should be at his or her assigned duty post prior to the time to pick-up students or to receive students

Assemblies Supervision

Assemblies may be offered at various times during the school year. Seating instructions will accompany a description of each assembly.

Substitute Teachers should:

- ❑ Accompany their students to the assembly and insist on orderly behavior, while following social distancing protocols and procedures
- ❑ Sit with students and enforce proper behavior and social distancing, including sitting with their cohort
- ❑ Dismiss the students upon the conclusion of the assembly and enforce proper behavior and social distancing
- ❑ Substitutes who do not have an assigned group of students during the assembly should assist in the supervision of students moving through the hallway and while attending the assembly
- ❑ Upon return to the classroom have students wash or sanitize their hands and then resume instruction

I, _____, acknowledge that I have read and understand all provisions of the (*Greenfield-Central Community School Corporation*) Substitute Teacher Guide on this _____ day of _____, 20____.

Substitute Teacher's Signature