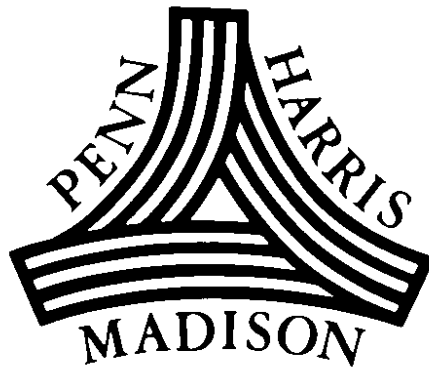


# Substitute Teacher Handbook



Penn-Harris-Madison School Corporation  
55900 Bittersweet Road  
Mishawaka IN 46545

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# INTRODUCTION

A substitute teacher's service is an important contribution to our school system as well as to the development of the students in whom all educators are so vitally interested. For this reason this handbook is dedicated to all the teachers...past, present and future...who so cheerfully, willingly and efficiently respond to the call to serve in our classrooms.

Because you have indicated an interest in substitute teaching in our school corporation, we hope this handbook will serve as a guide to you, and that it will make the work a little more pleasant and effective. We want you, the substitute, to feel that you are an important part of our staff...because your services are indispensable.

Michael Lureman  
Director of Human Resources

Tamara A. Gizewski  
Administrative Assistant for Human Resources  
Substitute Services Coordinator  
258-9571 – [tgizewski@phm.k12.in.us](mailto:tgizewski@phm.k12.in.us)

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## **REQUIREMENTS**

Persons interested in substituting in the Penn-Harris-Madison Schools must complete the online application and substitute packet located at [www.phmschools.org](http://www.phmschools.org). All substitute teachers must hold a valid Indiana Teaching License or a Substitute Teacher's Certificate. All Substitutes must also attend one of the provided inservices.

### ➤ **APPLICATION FOR EMPLOYMENT**

Every substitute teacher must fully complete a substitute teaching application online and the substitute teacher packet.

Applications will be received any time during the year. Names will be added to the AESOP substitute services system as they come in if all paperwork is completed and all requirements have been met.

Your name will be removed from the substitute list whenever you write, email or call to request that such action be taken. Please indicate whether you want your name removed permanently or if you want to be placed in an inactive file temporarily. If you are placed in the inactive file, it will be much easier for you to be put back on the active list. You will not have to complete the application again and we would still have a copy of your license/permit, criminal history report, etc.

### ➤ **CERTIFICATION**

The process for a substitute teacher is similar to applying for other types of licensure. Please see the information provided in the packet. All substitute teachers must hold a valid Indiana Teaching License or a Substitute Teacher's Certificate. Penn-Harris-Madison must have a copy of one or the other in our files in order for you to substitute teach. The only exceptions are if you hold a valid license in another state and have applied for your Indiana License or Substitute Certificate or if you have just completed your student teaching in a Penn-Harris-Madison school and have applied for your license. It is not necessary for you to apply for a duplicate Substitute Certificate if you work at more than one school corporation in Indiana. You are able to log into LVIS and print a copy of your license to give to us.

### ➤ **INDIANA TEACHING LICENSE**

Substitutes holding a valid Indiana Professional, Standard, Reciprocal, or Emergency Permit, issued by the Division of Professional Standards or the Department of Education, are allowed by law to teach an unlimited number of days in the school year.

### ➤ **SUBSTITUTE TEACHING CERTIFICATE**

If you already have a valid substitute certificate from an Indiana school corporation, PHM will honor a copy of that certificate. We will honor these certificates provided the applicant has successfully completed at least sixty credit hours of college study.

Penn-Harris-Madison reserves the right to waive the minimum education requirements if two of the following conditions exist:

- a) the candidate has significant, documented experience working for educationally-oriented organizations that serve children of similar age levels (elementary or secondary);
- b) the candidate has significant, documented training and work-related experiences in relevant content areas (secondary);
- c) the candidate has the written recommendation of two Penn-Harris-Madison School Corporation Administrators.

The information for applying for your substitute certificate is included in the application packet. It is also required of all applicants to have an expanded criminal history report. There is also a form enclosed for the process. We will complete the criminal check in our office. If you have an expanded criminal check from another Indiana school corporation it is reciprocal. You may have it faxed, emailed or you may bring a copy with your completed substitute application packet.

### ➤ **IMMIGRATION LAW**

Under the provisions of the Immigration Law, the Penn-Harris-Madison School Corporation must attest that we have examined documents provided by the substitute teacher that establish both the applicant's identity and eligibility for employment. The substitute teacher must provide evidence of eligibility to be hired by submitting:

- Driver's License and social security card, OR Passport, OR Alien Registration Card, or other qualifying documents as listed on the Form I-9 of your choice. The prospective substitute teacher must complete and sign form I-9 Employment Eligibility Verification verifying his/her status as a citizen. This form is retained in the office of Human Resources.

### ➤ **W-4 AND WH-4 WITHHOLDING TAX FORMS**

The new substitute teacher must complete a W-4 Employee's Withholding Exemption Certificate and a WH-4 State of Indiana Employee's Withholding Exemption and County Residence Certificate. The substitute is required to keep these records up-to-date. If changes occur from year to year, it is the substitute teacher's responsibility to inform the Payroll Department in the Administration Building (258-9559) of the changes.

## **CALLS FOR SUBSTITUTES**

Calls made to you for your services as a substitute teacher will come either from the AESOP calling system, or the school secretaries or principals. You may also get on the AESOP webpage to retrieve assignments.

**Morning call out: 5:00 a.m. until one hour after the start of the job**  
**Evening call out: 4:00 p.m. until 10:00 p.m.**

## **LENGTH OF ASSIGNMENT**

A full day of substituting is considered 7 ½ hours, with an unpaid ½ hour lunch.

A half day of substituting is considered 3.5 hours or less.

A substitute teacher should be flexible. You may be asked to assume other instructional duties such as supervising another class so that the teacher can participate in a staff development activity, tutoring individual or small groups of students, working in the media center, or recess/lunchroom supervision. If you are substituting at Penn High School or any of the three middle schools you may be asked to substitute during the teacher's prep time. As a substitute you would not need that time for preparation of lessons.

## **RESPONSIBILITIES OF THE SCHOOL**

The principal should see that the substitute teacher is given:

- A friendly welcome.
- An introduction to the office personnel and a neighboring teacher. Information about general building procedures (hall duties, lunch room duties, emergency procedures, restroom privileges of students, location of restrooms and teachers' lounge, etc.)
- Information about procedures in case of injury to a student. Notice of any special activities for the day.

The regular teacher should:

- Leave a schedule of the day's program clearly outlined including instructions on sending students to the nurse or office, student use of the phone to call home and dismissal procedures.
- Leave an up-to-date seating chart.
- Leave lesson plans that the substitute can follow, with textbooks and materials clearly marked.

- Leave notes about any special problems that a student may have and the names of students responsible enough to assist the substitute with special duties.
- Have supplies available, textbooks accessible. If the teacher does not want certain supplies used, please indicate this. Curriculum guides and courses of study should be available.
- Leave instructions concerning homework, grading of papers, oral work, privileges of students in the room and work to complete during plan time.

## **EMERGENCY/CRISIS PLANS**

Each classroom, in every school has a comprehensive plan to cover a number of emergency issues. The following is a list of emergency plans:

- Fire evacuation plan
- Storm shelter plan
- Code blue
- Shelter in place

Each plan has instructions and responsibilities to insure safety for our students and staff. Take time to locate the signs at the exit of the classroom and be familiar with exit routes.

A master copy of the crisis management plan is on file in the administrative offices. You may ask to review the building plan or you may ask questions to clarify the procedures.

## **RESPONSIBILITIES OF THE SUBSTITUTE TEACHER**

### ➤ **DRESS**

Please dress in a professional manner, this sets a good example for the students.

### ➤ **ETHICS**

Substitute teachers are expected to maintain the same ethical standards as regular teachers. Gossip should not be carried from the building or taken to the public. No materials or supplies are to be removed from the building. Be overly cautious concerning conversations with students as remarks are sometimes misinterpreted.

Substitutes should not be critical of the schools, principals, or the regular classroom teachers, as this leads to a poor relationship between the staff and substitute teachers. Every effort should be made to follow the daily lesson plans prepared by the classroom teacher. Such cooperation eliminates an interruption of the learning process.

Do not use classroom phones or cell phones in class when students are present.

### ➤ **ARRIVAL**

Report to the principal's office to introduce yourself to the principal and the secretary. It is a good idea to arrive early enough to go over the days' activities. Determine what activities or changes in the schedule are planned for the day. If you find yourself in an unavoidable situation in which you may be late, please contact the school immediately.

Check the correct procedure for:

- Reporting absences and tardiness.
- Clearing the building during fire drills or other emergencies.
- Making arrangements for lunchroom participation.
- Collecting monies during your assignment.

### ➤ **LESSON PLANS**

The regular classroom teacher is required to leave lesson plans for the substitute and they would like you to follow the plans as closely as possible. Indiana State laws have changed significantly that continuing student learning while the teacher is away is imperative.

## ➤ **STUDENT ARRIVAL**

When the students arrive it is a good idea to be at the door to greet them. Introduce yourself to them. Writing your name on the board is a good idea. Keep the atmosphere of the room as normal as possible by following the teacher's lesson plans as closely as possible. Notify the principal immediately should an accident or severe problem occur. Perform the regular teacher's extra duties (lunchroom supervision, recess duty, care of plants and animals, etc.). Grade papers and leave comments regarding the activities completed that day and the assignments given, if possible.

## ➤ **END OF DAY**

Complete the day's assignments by:

- Leaving the teacher's desk and room in order.
- Returning equipment to the proper place.
- Leaving notes for the teacher about the days' accomplishments.
- Leaving keys and materials in the office.
- Check with the principal or secretary to see if your services are needed the following day.

## ➤ **DISCIPLINE**

If a discipline problem arises and the substitute finds he/she is unable to solve it, please refer the student to the principal or designated person in charge. *The substitute teacher should not use corporal punishment at any time.* A substitute teacher with much experience made the following statement:

“The substitute's first objective is to gain the respect of the pupils.” This can be done by:

- being prompt
- being neat
- being patient
- being honest
- having a sense of humor
- being enthusiastic
- having a definite objective
- maintaining dignity
- being flexible

## **HELPFUL HINTS FOR SUBSTITUTE TEACHERS**

### ➤ **FIRST IMPRESSIONS**

Until you are thoroughly familiar with the atmosphere of any given school, it is best to avoid extremes. The way you appear, the way you structure your teaching, and the way you relate to others will be less conspicuous if the pattern follows the norm rather than either extreme. Inasmuch as your position involves moving from school to school, adaptability and flexibility should be your strong characteristics. As the class arrives, be friendly and understanding—but firm. Start out with a positive attitude. If you fully expect the class to behave well, there is a likelihood that they will behave well. Students generally live up to what is expected of them. Look at your assignment as fun and challenging, an opportunity for you to work with and help young people. They can sense immediately whether you have their best interest in mind.

Greet the students at the door as they arrive for class. You will have to set the pace for the class within the first five minutes. You should be positive, firm and pleasant. Sometimes a smile is all it takes. But you should also have the courage of your convictions as to how the class work will progress. Once you have announced plans for the day, you should not accept “we did that yesterday.” Instead, you can explain that there is always more to learn and offer optional activities for those who finish early. Develop enough confidence to avoid such crutches as, “your teacher says you have to do this.” The class will respect you more if you stand on your own principles and make it clear that you are there to provide continuity in learning, not to destroy it. If all of this is done in a good-natured manner, you may be surprised at how quickly the class settles down to the business of learning. Students may resent a substitute who hands out mountains of work just to keep things quiet, but they do prefer a day with some semblance of order and structure in which they really accomplish something.

## ➤ STUDENT'S ATTITUDES

From the students' point of view, seeing a substitute teacher in the classroom means that the day will, at least, be "different." If they do not know you, they do not know exactly how different it will be. So it is natural to expect that the students, too, will be apprehensive.

In the primary grades, the young children may actually fear the new adult they see. Some may even cry. One substitute who specializes in these grades maintains that honesty—liberally laced with kindness and warmth—usually eases the situation. She tells the children honestly, "Your teacher is not feeling well today, so I am here to be your teacher. I want you to help me." If one child seems especially distressed, she will say, "You sit near me and be my special helper." Temporarily taking the child away from the group prevents the apprehension from spreading. By the time they reach the upper elementary years, the students begin to dispel their nervousness by testing the substitute. But even as they are seeking to find your limits, they are really hoping that those limits are reasonable and that things will not be so very different from the usual. If you combine fairness with firmness, you will reassure them that the day will not disintegrate into chaos and they will usually cooperate.

Secondary school students have already had numerous experiences with substitute teachers, and most of them will usually take no worse an attitude than that this is a day when you can take it easy and perhaps sit next to a friend instead of according to the seating plan. Perhaps the crucial factors in their attitude are:

(a) knowing the substitute and knowing that the substitute expects learning to continue; (b) knowing that the regular teacher leaves work and expects it to be done; and (c) knowing that the work will be checked by the regular teacher. As one junior high student remarked, "If the substitute is decent to the class, the class will usually be decent to the substitute."

## ➤ THE DISRUPTIVE CLASS

Every student is an individual, and every combination of students has a unique chemistry and set of reactions. There is no absolute rule on how to deal with disruptions. Your disciplinary methods must often change from one case to another, depending on how you appraise the situation. It is important for you to know that **under no circumstances may physical punishment be used to discipline a student**. The most fertile soil for budding misbehavior is a lack of adequate lesson plans. Nature abhors a vacuum; if the students are kept busy learning they will not resort to antisocial behavior. Your job is not merely to keep them quietly busy but to guide learning. If only a few students are disrupting the class, it usually helps to isolate the leader, but not in such a way that you give him a stage on which he can continue to draw attention.

If the entire class becomes so disruptive that learning cannot proceed, assistance should be sought from the school administration. You should always remember that disciplinary problems arise most frequently when students perceive that there is nothing better to accomplish. Your competence as a teacher and your ability to interest a class in learning are your best defenses against behavior problems. Use your spare time to improve your competence. Learn how to operate instructional equipment during a planning period. Use time between classes to find out, from students and other teachers, what the class has been working on recently. If you are assigned to one school frequently, obtain the principal's permission to attend staff meetings so you can keep abreast of policies and philosophies in that school. You have a decided advantage if you are reassigned to the same school because of your competent performance—your task is easier when you know the students and they know you.

Along with your competence, your next best assets should be an open mind and a sense of humor. You should be ready to show the students from the start that you are interested in them. Be fair. Give the students the benefit of the doubt. For example, if you see a student walking around the room in a high school class, you are probably asking for a confrontation if you command, "sit down!" Ask the student, in a pleasant way, why he or she is walking around. The chances are either that there is a good reason or that the student will then sit down. Be reasonable. Respect the students and treat them as persons. Students of all ages are good at



reading your intentions. Your attitude and tone of voice let them know where you stand. When they see you are not going to fight them, you begin to build rapport.

Substitute teaching can be a very satisfying job. If you can carry out your responsibilities in an atmosphere of relaxation and enjoyment, you will go home each evening feeling that you have been successful. Your interest in our schools and students is appreciated. If you have questions, please feel free to call the Human Resources office, 258-9571, or the respective building principal.

## **RATE OF PAY**

**All substitute teachers and program assistants are paid \$70 per day, or \$35.00 per half day.**

Substitutes are paid for the number of days indicated on the reports turned in by the school secretaries / principals to the payroll office at the administration building every two weeks and payroll reports are also generated from the AESOP system. Since pay stubs are located online, the payroll office should be notified immediately of any address changes. All substitute teachers are required to participate in direct deposit of their paychecks. Direct deposit is open to any bank or credit union. Direct deposit forms are included in the application packet

It is suggested that each substitute keep a record of the date, school and regular teacher's name whenever he/she works. Included in this book is a blank copy of the Substitute Teaching Record form for your convenience. If there are any questions about the amount received, the substitute should contact the Payroll Office at the Educational Services Center, 258-9559.

## **PAYROLL DEDUCTIONS**

Substitute teachers are subject to payroll deductions required by law. This includes Social Security Tax, Indiana State Tax and Federal Withholding Tax.

## **TEACHERS RETIREMENT FUND MEMBERSHIP**

According to Indiana law, in order for substitute teachers to be members of the Indiana State Teachers Retirement Fund, they must:

1. Be certified by the Indiana State Board of Education (IC 20-6.1-3-2);
2. Have obtained at least an associates degree (IC 21-6.1-4-1); and
3. Teach at least one hundred twenty (120) days in a year or at least sixty (60) days in two years (550 IAC 2-4-3; IC 21-6.1-4-2). This can be two non-consecutive years and the total days can be an accumulation of days in one or more school districts.

It is the substitute teachers' responsibility to keep a record of the number of days that they teach. When the above indicated number of accumulated days is reached it is the responsibility of the substitute to inform all of the school corporations by whom they are employed of such information in order to be enrolled in the Indiana State Teachers Retirement Fund.

Substitutes who have already retired from TRF should not be reenrolled. No contributions should be made to the fund unless they exceed the earnings limitation for retirees under IC 5-10.2-4-8. Retirees are responsible for notifying TRF in this event.

## **SUBSTITUTE TEACHER EVALUATION**

You will be evaluated in the following areas each time you substitute in a school:

Prompt arrival for assignments	Interaction with students
Interaction with staff	Ability to maintain order in the classroom
Following plans left by teacher	Evidence of student accomplishments
Professional & appropriate behavior	

Principals and teachers will provide us with on-going feedback on substitutes' performance so that we can insure that all persons working with the students of Penn-Harris-Madison are knowledgeable, responsible, and properly licensed or certified so that they enhance educational opportunities for our students.

## **EXPANDED CRIMINAL HISTORY CHECK**

The State of Indiana requires an expanded criminal history check on all new school employees. As the statute is worded it indicates that all employees being paid by a school corporation must present an expanded criminal history profile or apply for one through the school corporation. The form is enclosed in your packet. You will not be able to substitute until the criminal check is complete. This typically takes 24-48 hours. There are no provisions for exceptions.

## **BOARD POLICY**

During the course of his/her employment with the School Corporation, each professional/support staff employee and substitute teachers shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted employee.

## **SCHOOL CANCELLATION / DELAY**

It is the substitute teachers' responsibility to check with local radio and television stations if there is a question as to whether school will be delayed or cancelled due to snow, fog or other weather related problems. Please listen to the weather forecast and news the night before and the day of your assignments so you do not make an unnecessary trip to a building. Every attempt will be made to post such closings and delays on the AESOP website.

## **ENERGY CONSERVATION PROGRAM**

We at Penn-Harris-Madison School Corporation strive to conserve energy and to use energy in the most efficient way possible. We are always continuing to find ways to cut our daily costs. We have been very successful in the past with the help of all staff members. Please use the Five Simple Energy Action Items Listed below to help while you are in our buildings:

1. Keep doors closed at all times.
2. Use minimal lighting when students are not present and turn lights off when you leave the room.
3. Close the blinds at night.
4. Computers, monitors, speakers, televisions and radios should be turned off every day when you leave.
5. Maintain guideline set points for thermostats:  
68-72 degrees in the heating season  
74-78 degrees in the cooling season

# NOTES



**SUBSTITUTE TEACHING RECORD**

<b>SCHOOL</b>	<b>GRADE OR SUBJECT</b>	<b>NAME OF REGULAR TEACHER</b>	<b>DATE</b>	<b># OF DAYS</b>	<b>AESOP JOB #</b>

(WHEN ON THE AESOP WEBSITE YOU CAN LINK TO MAPQUEST TO RECEIVE SPECIFIC DIRECTIONS)

**Penn-Harris-Madison School Corporation Directory 2012/2013**

Penn High School 56100 Bittersweet Rd Mishawaka IN 46545 PH: 258-9500 FAX: 258-9543	Building Principal Assistant Principal Assistant Principal Associate Principal Associate Principal Assistant Principal Dean of Students Dean of Students Dean of Students Administrative Secretary Payroll Secretary & contact for substitutes	Steve Hope Rhonda Jackson Barb Schalliol Duke Lines Russ Shaw Beth Zachary Brad Boyd Brandon Tugmon Lucas Fry Pam Hunsberger  <b>Kris Hilfinger</b>	8:25 a.m. – 3:17 p.m.
Discovery Middle School 10050 Brummitt Road Granger IN 46530 PH: 674-6010 FAX: 679-4214	Principal Assistant Principal Secretary Treasurer	Sheryll Harper Troy Kauffman Lesley Stoll Lujean Spencer	9:05 a.m. – 4:00 p.m.
Grissom Middle School 13881 Kern Road Mishawaka IN 46544 PH: 633-4061 FAX: 633-2134	Principal Assistant Principal Assistant to the Principal Secretary Treasurer	Nathan Boyd Lavon Dean-Null Christine Grossnickle Cindy Glon Karen Barcome	9:05 a.m. – 4:00 p.m.
Schmucker Middle School 56045 Bittersweet Road Mishawaka IN 46545 PH: 259-5661 FAX: 259-0807	Principal Assistant Principal Assistant Principal Secretary Treasurer	Sean Galiher Kent Mikel Scott Miller Deb Pletcher Maureen Munger	9:05 a.m. – 4:00 p.m.
Bittersweet Elementary 55860 Bittersweet Road Mishawaka IN 46545 PH: 259-6341 FAX: 254-2866	Principal Secretary/Treasurer Office Aide	Bob Thompson Fran Haughee Tresur Pritz	7:55 a.m. – 2:20 p.m.
Elm Road Elementary 59400 Elm Road Mishawaka IN 46544 PH: 259-3743 FAX: 258-9384	Principal Secretary/Treasurer Office Aide	Lisa Soto-Kile Judy Marosz Elnora Freeman	7:55 a.m. – 2:20 p.m.
Elsie Rogers Elementary 56219 Currant Road Mishawaka IN PH: 259-5231 FAX: 254-9087	Principal Secretary/Treasurer Office Aide	Christina Campbell Cathy Smith Maureen Donat	8:40 a.m. – 3:05 p.m.

Horizon Elementary 10060 Brummitt Rd Granger IN 46530 PH: 679-9788 FAX: 674-8395	Principal Secretary/Treasurer Office Aide	Tressa Decker Rita Szweda Patti Mills	7:55 a.m. – 2:20 p.m.
Madison Elementary 66030 Dogwood Rd Wakarusa IN 46573 PH: 633-4531 FAX: 633-4987	Principal Secretary/Treasurer	Aaron Leniski Elaine Truex	7:55 a.m. – 2:20 p.m.
Mary Frank Elementary 13111 Adams Road Granger IN 46530 PH: 272-0340 FAX: 273-3806	Principal Secretary/Treasurer Office Aide	Debra Hildreth Joyce Miller	7:55 a.m. – 2:20 p.m.
Meadow's Edge Elementary 16333 Kern Road Mishawaka IN 46544 PH: 255-9347 FAX: 968-6005	Principal Secretary/Treasurer Office Aide	Jayson Snyder Vicki Roush Judy Sheyko	7:55 a.m. – 2:20 p.m.
Moran Elementary 305 N Beech Road Osceola IN 46561 PH: 674-8504 FAX: 674-4375	Principal Secretary/Treasurer Office Aide	Frank Anglin Martha Hilfman Linda Beck	8:40 a.m. – 3:05 p.m.
Northpoint Elementary 50800 Cherry Road Granger IN 46530 PH: 271-8598 FAX: 968-6003	Principal Secretary/Treasurer Office Aide	Diane Wirth Barb Colburn Lynn Killelea	7:55 a.m. – 2:20 p.m.
Prairie Vista Elementary 15400 Brick Road Granger IN 46530 PH: 271-0055 FAX: 273-1846	Principal Secretary/Treasurer Office Aide	Keely Twibell Kathy Bowyer Susan Mater	7:55 a.m. – 2:20 p.m.
Walt Disney Elementary 4015 Filbert Rd Mishawaka IN 46545 PH: 259-2486 FAX: 257-8468	Principal Secretary/Treasurer Office Aide	Randy Williams Jessica Claeys-Smith Deb Pletcher	7:55 a.m. – 2:20 p.m.



**Penn-Harris-Madison School Corporation**  
**Office Human Resources**  
**Educational Services Center – 55900 Bittersweet Road – Mishawaka, IN 46545**

**SUBSTITUTE TEACHER APPLICATION PACKET**

This packet contains all the information and forms you will need to submit a substitute teacher application to the Penn-Harris-Madison School Corporation. **READ ALL OF THE INFORMATION CAREFULLY** before completing the forms. Incorrect or missing information will result in the delay of processing the application. In addition you are required to attend a substitute inservice before becoming eligible to substitute.

**Your completed application packet should contain the following:**

- \_\_\_\_\_ **Completed Application** You need to do this through Applitrack at <http://www.applitrack.com/phm/onlineap/>. You will then need to go to [www.phmschools.org](http://www.phmschools.org) - Community – Become a Sub and print Substitute teachers information packet.
- \_\_\_\_\_ **Notice regarding Criminal Background Check:** It is State Law that this check is done on all paid employees and employees are responsible for the payment
- \_\_\_\_\_ **Federal and state tax forms (W-4 and WH-4).**
- \_\_\_\_\_ **Direct Deposit Authorization Form** - All employees of Penn-Harris-Madison are required to have direct deposit of their paychecks. Direct deposit is open to the banking institution or credit union of your choice. *You are required attach a voided check, if using a checking account.*
- \_\_\_\_\_ **U.S. Department of Justice Citizenship Verification (Form I-9)** (You must bring with you the original documents of your choice to show us as verification.)
- \_\_\_\_\_ **Copy of your social security card (FRONT & BACK)** – This is in accordance with an IRS regulations for payroll
- \_\_\_\_\_ **EEOC Self Identification** –P-H-M School Corporation is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite applicants and employees to voluntarily self-identify their race and ethnicity.
- \_\_\_\_\_ **TRANSCRIPTS** - A copy of your college/university transcript to verify that you have 60 credit hours. (These must be on file BEFORE we can approve your license application online with the DOE.)
- \_\_\_\_\_ **A copy of your Indiana Teaching License or a copy of your substitute certification.** (instructions are included on the process to apply for the substitute certification)
- \_\_\_\_\_ **Signed form stating that you understand that it is your responsibility to keep track of the number of days that you substitute in all districts.** You need to inform us when you have reached the required number of days. At that time we will give you an enrollment form for TRF. An amount of 3% of your paycheck will be deducted to be invested in the fund. (Retired teachers should not be enrolled in the fund).  
**Teachers Retirement Fund Membership Qualifications**  
**You are required to pay into Teachers Retirement Fund only when you meet the following 3 requirements:**
  - ▶ you are certified by the Indiana State Board of Education
  - ▶ you have obtained at least an associates degree; and
  - ▶ you teach at least 120 days in a year or 60 days in each of two years (this also includes time worked in other corporations)
- \_\_\_\_\_ **AUP (Administrative Guidelines For Staff Use Of Internet And Telecommunications):** You will be allowed internet access in some but not all schools.
- \_\_\_\_\_ **Signed forms stating you have received and read the following School Corporation Policies:**
  - \_\_\_\_\_ **Anti-Harassment Policy,**
  - \_\_\_\_\_ **Tobacco/Drug Free Workplace Policy**
  - \_\_\_\_\_ **Substitute Teacher Handbook**
  - \_\_\_\_\_ **Substitute InService Video**
- \_\_\_\_\_ **Information for your review includes:**  
*School Calendar, Pay Period Schedule, Directions or how to retrieve your pay stub via our "Online pay stub system ", Universal Precautions Review & Lifelong Guidelines.*

**NOTE:** When your application is complete and you return it to PHM, you will be sent via email information on how to use AESOP –our automated PHONE AND WEB BASED system for securing substitute positions.

If you have questions on the completion of this application packet, please call:  
 Tammy Gizewski at 258-9571 or email at [tgizewski@phm.k12.in.us](mailto:tgizewski@phm.k12.in.us)

Jan 12, 2015 tg

## Checklist for Recruiting Classroom Substitutes:

1. Complete an online application:

<http://www.applitrack.com/phm/onlineapp/jobpostings/view.asp?internaltransferform.Url=&category=Substitute>

2. Complete the entire substitute packet located on our webpage:

<http://www.phmschools.org/sites/phmschools.org/files/pdffiles/SubTeacherPacket.pdf>

3. View the InService video

If they cannot make any of the dates listed on our webpage please have them call me to make an appointment to view the video.

They should be prepared to turn in their completed packet when they view the video, which includes them bringing with them their driver's license and social security card for payroll.

4. Copy of unofficial transcripts.

5. If transcripts are under 60 credit hours they will need a letter of recommendation from two administrators.

6. They will have to hold or apply for the Indiana Substitute Permit. (Instructions are part of the packet). If they have applied for their Permit we give them 30 days to give us a hard copy for their HR files.

### **IMPORTANT**

**PLEASE REMEMBER THEY CANNOT BEGIN WITHOUT first completing all of the paperwork which includes payroll information, viewing the video, we have their background check report in their HR files and they have been entered into AESOP.**

Thank you and happy recruiting!





To better serve the patrons of the Penn-Harris-Madison School Corporation you are required to attend a mandatory Substitute inservice to be eligible to substitute for PHM. Inservices will be held on the following dates:

Educational Services Center - Board Room  
55900 Bittersweet Road, Mishawaka IN 46545

July 29, 2014 .....	2:00 p.m. - 3:30 p.m.
August 7, 2014 .....	2:00 p.m. - 3:30 p.m.
September 10, 2014 .....	2:00 p.m. - 3:30 p.m.
September 23, 2014 .....	2:00 p.m. - 3:30 p.m.
November 6, 2014 .....	2:00 p.m. - 3:30 p.m.
January 7, 2015 .....	2:00 p.m. - 3:30 p.m.
February 11, 2015 .....	2:00 p.m. - 3:30 p.m.
March 26, 2015 .....	2:00 p.m. - 3:30 p.m.
April 21, 2015 .....	2:00 p.m. - 3:30 p.m.
May 7, 2015 .....	2:00 p.m. - 3:30 p.m.

It is not necessary to make a reservation.

## How do substitute teachers apply for a license?

The process for a substitute teacher is similar to applying for other types of licensure.

Go to <https://license.doe.in.gov>

- ✓ You will first access LVIS ~ Licensing Verification Information System ~ (web address above)
- ✓ create a profile if you do not already have one
- ✓ Either create a New Application. The system will only let you create a new application for a substitute permit even if you are renewing.
- ✓ In the subject area just put K-12 (kindergarten through 12<sup>th</sup> grade)
- ✓ Complete the process and pay for the application. The system will accept a valid credit or debit card. If you do not have either you can buy a debit card at any local store such as Walmart or Meijer. You would then load the card with the appropriate amount and use this card for payment.
- ✓ We will then verify your information.
- ✓ You will need to log back into LVIS when your certification is ready. You may go to the right side menu and choose "VIEW/PRINT LICENSE" to print and either email or bring a copy to our office

**PLEASE NOTE:** We cannot verify any licenses until your background check has been completed and a copy of your transcripts are on file in our office.



## NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with the Penn-Harris-Madison School Corporation. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the Penn-Harris-Madison School Corporation.** You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

## AUTHORIZATION

By signing below, I, \_\_\_\_\_, hereby voluntarily authorize the Penn-Harris-Madison School Corporation to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at the Penn-Harris-Madison School Corporation. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

\_\_\_\_\_  
Print Name (last, first, middle)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)  
(For ID Purposes Only)

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_  
Drivers License State

Any other names I have been known by: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Addresses (Last 7 Years) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check for CA, MN or OK applicants only, if you would like to receive a copy of the consumer report if one is obtained.

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
  
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
  
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
  
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed

or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

**TYPE OF BUSINESS:**

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

**CONTACT:**

a. Bureau of Consumer Financial Protection  
1700 G Street NW  
Washington, DC 20006

b. Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357

a. Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480

c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106

d. National Credit Union Administration  
Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings  
Department of Transportation  
400 Seventh Street SW  
Washington, DC 20590

Office of Proceedings, Surface Transportation Board  
Department of Transportation  
1925 K Street NW  
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
406 Third Street, SW, 8th Floor  
Washington, DC 20416

Securities and Exchange Commission  
100 F St NE  
Washington, DC 20549

Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or  
Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357

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Washington, DC 20006

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Washington, DC 20580  
(877) 382-4357

a. Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480

c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106

d. National Credit Union Administration  
Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314  
Asst. General Counsel for Aviation Enforcement & Proceedings  
Department of Transportation  
400 Seventh Street SW  
Washington, DC 20590  
Office of Proceedings, Surface Transportation Board  
Department of Transportation  
1925 K Street NW  
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
406 Third Street, SW, 8th Floor  
Washington, DC 20416

Securities and Exchange Commission  
100 F St NE  
Washington, DC 20549

Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or  
Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357

# Form W-4 (2015)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2015 expires February 16, 2016. See Pub. 505, Tax Withholding and Estimated Tax.

**Note.** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

**Basic Instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2015. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

## Personal Allowances Worksheet (Keep for your records.)

<b>A</b>	Enter "1" for yourself if no one else can claim you as a dependent . . . . .	<b>A</b> _____
<b>B</b>	Enter "1" if: <ul style="list-style-type: none"> <li>• You are single and have only one job; or</li> <li>• You are married, have only one job, and your spouse does not work; or</li> <li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li> </ul>	<b>B</b> _____
<b>C</b>	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . .	<b>C</b> _____
<b>D</b>	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return . . . . .	<b>D</b> _____
<b>E</b>	Enter "1" if you will file as head of household on your tax return (see conditions under <b>Head of household</b> above) . . . . .	<b>E</b> _____
<b>F</b>	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit . . . . .	<b>F</b> _____
<b>G</b>	<b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> <li>• If your total income will be less than \$65,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children.</li> <li>• If your total income will be between \$65,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child . . . . .</li> </ul>	<b>G</b> _____
<b>H</b>	Add lines A through G and enter total here. ( <b>Note.</b> This may be different from the number of exemptions you claim on your tax return.) ▶	<b>H</b> _____

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form <b>W-4</b> Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ <b>Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</b></p>	OMB No. 1545-0074  <span style="font-size: 2em; font-weight: bold;">2015</span>
1 Your first name and middle initial _____ Last name _____		2 Your social security number _____
Home address (number and street or rural route) _____		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <b>Note.</b> If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code _____		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) _____		5 _____
6 Additional amount, if any, you want withheld from each paycheck . . . . .		6 \$ _____
7 I claim exemption from withholding for 2015, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and</li> <li>• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</li> </ul> If you meet both conditions, write "Exempt" here . . . . . ▶		7 _____
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional) _____
		10 Employer identification number (EIN) _____

### Deductions and Adjustments Worksheet

**Note.** Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

- 1 Enter an estimate of your 2015 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% (7.5% if either you or your spouse was born before January 2, 1951) of your income, and miscellaneous deductions. For 2015, you may have to reduce your itemized deductions if your income is over \$309,900 and you are married filing jointly or are a qualifying widow(er); \$284,050 if you are head of household; \$258,250 if you are single and not head of household or a qualifying widow(er); or \$154,950 if you are married filing separately. See Pub. 505 for details . . . . . 1 \$ \_\_\_\_\_
- 2 Enter:  $\left\{ \begin{array}{l} \$12,600 \text{ if married filing jointly or qualifying widow(er)} \\ \$9,250 \text{ if head of household} \\ \$6,300 \text{ if single or married filing separately} \end{array} \right\}$  . . . . . 2 \$ \_\_\_\_\_
- 3 **Subtract** line 2 from line 1. If zero or less, enter "-0-" . . . . . 3 \$ \_\_\_\_\_
- 4 Enter an estimate of your 2015 adjustments to income and any additional standard deduction (see Pub. 505) . . . . . 4 \$ \_\_\_\_\_
- 5 **Add** lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2015 Form W-4* worksheet in Pub. 505.) . . . . . 5 \$ \_\_\_\_\_
- 6 Enter an estimate of your 2015 nonwage income (such as dividends or interest) . . . . . 6 \$ \_\_\_\_\_
- 7 **Subtract** line 6 from line 5. If zero or less, enter "-0-" . . . . . 7 \$ \_\_\_\_\_
- 8 **Divide** the amount on line 7 by \$4,000 and enter the result here. Drop any fraction . . . . . 8 \_\_\_\_\_
- 9 Enter the number from the **Personal Allowances Worksheet**, line H, page 1 . . . . . 9 \_\_\_\_\_
- 10 **Add** lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 . . . . . 10 \_\_\_\_\_

### Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

**Note.** Use this worksheet *only* if the instructions under line H on page 1 direct you here.

- 1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) . . . . . 1 \_\_\_\_\_
  - 2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3" . . . . . 2 \_\_\_\_\_
  - 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet . . . . . 3 \_\_\_\_\_
- Note.** If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.
- 4 Enter the number from line 2 of this worksheet . . . . . 4 \_\_\_\_\_
  - 5 Enter the number from line 1 of this worksheet . . . . . 5 \_\_\_\_\_
  - 6 **Subtract** line 5 from line 4 . . . . . 6 \_\_\_\_\_
  - 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here . . . . . 7 \$ \_\_\_\_\_
  - 8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed . . . . . 8 \$ \_\_\_\_\_
  - 9 Divide line 8 by the number of pay periods remaining in 2015. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2015. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck . . . . . 9 \$ \_\_\_\_\_

**Table 1**

**Table 2**

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above
\$0 - \$6,000	0	\$0 - \$8,000	0	\$0 - \$75,000	\$600	\$0 - \$38,000	\$600
6,001 - 13,000	1	8,001 - 17,000	1	75,001 - 135,000	1,000	38,001 - 83,000	1,000
13,001 - 24,000	2	17,001 - 26,000	2	135,001 - 205,000	1,120	83,001 - 180,000	1,120
24,001 - 26,000	3	26,001 - 34,000	3	205,001 - 360,000	1,320	180,001 - 395,000	1,320
26,001 - 34,000	4	34,001 - 44,000	4	360,001 - 405,000	1,400	395,001 and over	1,580
34,001 - 44,000	5	44,001 - 75,000	5	405,001 and over	1,580		
44,001 - 50,000	6	75,001 - 85,000	6				
50,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 100,000	10	140,001 and over	10				
100,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.



**Form WH-4**  
State Form 48845  
(R2 / 8-08)

**State of Indiana**  
**Employee's Withholding Exemption and County Status Certificate**

This form is for the employer's records. Do not send this form to the Department of Revenue.  
The completed form should be returned to your employer.

Full Name \_\_\_\_\_ Social Security Number or ITIN \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Indiana County of Residence as of January 1: \_\_\_\_\_ (See instructions)

Indiana County of Principal Employment as of January 1: \_\_\_\_\_ (See instructions)

**How to Claim Your Withholding Exemptions**

1. You are entitled to one exemption. If you wish to claim the exemption, enter "1" .....  
**Nonresident aliens** must skip lines 2 through 6. See instructions
2. If you are married and your spouse does not claim his/her exemption, you may claim it, enter "1" .....
3. You are allowed one (1) exemption for each dependent. Enter number claimed.....
4. Additional exemptions are allowed if: (a) you and/or your spouse are over the age of 65 and/or  
(b) if you and/or your spouse are legally blind.  
Check box(es) for additional exemptions: You are 65 or older  or blind  Spouse is 65 or older  or blind   
Enter the total number of boxes checked.....
5. Add lines 1, 2, 3, and 4. Enter the total here .....
6. You are entitled to claim an additional exemption for each qualifying dependent (see instructions).....
7. Enter the amount of additional state withholding (if any) you want withheld each pay period ..... \$ \_\_\_\_\_
8. Enter the amount of additional county withholding (if any) you want withheld each pay period ..... \$ \_\_\_\_\_

I hereby declare that to the best of my knowledge the above statements are true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions for Completing Form WH-4

This form should be completed by all resident and nonresident employees having income subject to Indiana state and/or county income tax.

Print or type your full name, Social Security number or ITIN and home address. Enter your Indiana county of residence and county of principal employment as of January 1 of the current year. If you did not live or work in Indiana on January 1 of the current year, enter "not applicable" on the line(s). If you move to (or work in) another county after January 1, your county status will not change until the next calendar tax year.

**Nonresident alien limitation.** A nonresident alien is allowed to claim only one exemption for withholding tax purposes. If you are a nonresident alien, enter "1" on line 1, then skip to line 7. You are considered to be a nonresident alien if you are not a citizen of the United States and do not meet the green card test and the substantial presence test (get Publication 519 from [www.irs.gov](http://www.irs.gov) for information about these tests).

All other employees should complete lines 1 through 7.

**Lines 1 & 2 -** You are allowed to claim one exemption for yourself and one for your spouse (if he/she does not claim the exemption for him/herself). If a parent or legal guardian claims you on their federal tax return, you may still claim an exemption for yourself for Indiana purposes. You cannot claim more than the correct number of exemptions; however, you are permitted to claim a lesser number of exemptions if you wish additional withholding to be deducted.

**Line 3 - Dependent Exemptions:** You are allowed one exemption for each of your dependents based on state and federal guidelines. To qualify as your dependent, a person must receive more than one-half of his/her support from you for the tax year and must have less than \$1,000 gross income during the tax year (unless the person is your child and is under age 19 or under age 24 and a full-time student at least during 5 months of the tax year at a qualified educational institution).

**Line 4 - Additional Exemptions.** You are also allowed one exemption each for you and/or your spouse if either is 65 or older and/or blind.

**Line 5 -** Add the total of exemptions claimed on lines 1, 2, 3, and 4. Enter the total in the box provided.

**Line 6 - Additional Dependent Exemptions.** An additional exemption is allowed for certain dependent children that are included on line 3. The dependent child must be a son, stepson, daughter, stepdaughter and/or foster child.

**Lines 7 & 8 -** If you would like an additional amount to be withheld from your wages each pay period, enter the amount on the line provided. **NOTE:** An entry on this line does not obligate your employer to withhold the amount. You are still liable for any additional taxes due at the end of the tax year. If the employer does withhold the additional amount, it should be submitted along with the regular state and county tax withholding.

You may file a new Form WH-4 at any time if the number of exemptions increases. You must file a new Form WH-4 within 10 days if the number of exemptions previously claimed by you decreases for any of the following reasons:

- (a) you divorce (or are legally separated from) your spouse for whom you have been claiming an exemption or your spouse claims him/herself on a separate Form WH-4;
- (b) someone else takes over the support of a dependent you claim or you no longer provide more than one-half of the person's support for the tax year; or
- (c) the person who you claim as an exemption will receive more than \$1,000 of income during the tax year.

Penalties are imposed for willfully supplying false information or information which would reduce the withholding exemption.



**PENN-HARRIS-MADISON SCHOOL CORPORATION**

**DIRECT DEPOSIT AUTHORIZATION FORM**

I HEREBY AUTHORIZE PENN-HARRIS-MADISON SCHOOL CORPORATION to initiate credit entries and to initiate, if necessary, debit entries for any credit entries made in error to my account, and the Depository Institution to credit and/or debit the same to such account. I understand and agree that should the direct deposit be returned to Penn-Harris-Madison School Corporation through no fault of the school corporation, payment to me will be delayed until the school corporation can verify receipt of returned payment (up to 5 days).

EMPLOYEE FULL NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ POSITION: \_\_\_\_\_

BANKING INSTITUTION NAME: \_\_\_\_\_

INSTITUTION'S TRANSIT/ABA #: \_\_\_\_\_  
(Can get from your bank)

EMPLOYEE BANK ACCOUNT #: \_\_\_\_\_

***Check ONE Account ONLY***

Checking	<input type="checkbox"/>	-(Must attach a voided check)	Savings	<input type="checkbox"/>
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EFFECTIVE PAY DATE: \_\_\_\_\_ (Payroll must receive no later than 7 days prior to pay date requested)

This authority is to remain in full force and effect until Penn-Harris-Madison Schools has received written notification from me of its termination and new account information in such time and manner as to afford Penn-Harris-Madison Schools and the depository institution a reasonable opportunity to act on it.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee Signature**

Payroll fax #: 574-258-9573

FOR PAYROLL USE ONLY:	Entered By: _____
Date Received: _____	Effective Pay Date: _____



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

<b>Section 1. Employee Information and Attestation</b> <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>						
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town	State	Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address			Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

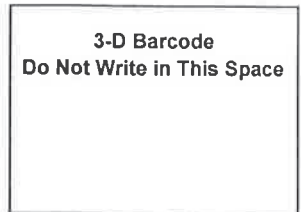
- A citizen of the United States
- A noncitizen national of the United States *(See instructions)*
- A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) \_\_\_\_\_. Some aliens may write "N/A" in this field. *(See instructions)*

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: \_\_\_\_\_

**OR**

2. Form I-94 Admission Number: \_\_\_\_\_



If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. *(See instructions)*

Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------

**Preparer and/or Translator Certification** *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:			Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)		
Address (Street Number and Name)		City or Town	State	Zip Code



**Employer Completes Next Page**



## Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:				<b>3-D Barcode Do Not Write in This Space</b>
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

### Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions.)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name (Family Name)		First Name (Given Name)	Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	Zip Code

### Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial B. Date of Rehire (if applicable) (mm/dd/yyyy):

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
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## LISTS OF ACCEPTABLE DOCUMENTS

**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</li> <li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li> <li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>5. Native American tribal document</li> <li>6. U.S. Citizen ID Card (Form I-197)</li> <li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>8. Employment authorization document issued by the Department of Homeland Security</li> </ol>

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

**Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.**

## EMPLOYEE SELF-IDENTIFICATION OF RACE/ETHNICITY

**Anti-Discrimination Notice.** *It is unlawful for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, or national origin.*

P-H-M School Corporation is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite applicants and employees to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

---

NAME: \_\_\_\_\_  
(Please Print)

DATE: \_\_\_\_\_

PLEASE ANSWER THE FOLLOWING QUESTION:

What is your race/ethnicity? You may mark **only one** box.

- Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- White (Not Hispanic or Latino):** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino):** a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino):** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino):** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above five races.
- Decline to State:** If you choose to not self-identify your race/ethnicity, the Federal government requires PHM to determine this information by visual summary and/or other available information.

# Indiana State Teachers Retirement Fund

## TRF Substitute Teacher Eligibility Policy

Pursuant to Indiana Law, in order for substitute teachers to be members of the fund they must:

1. Be Certified by the Indiana State Board of Education (IC 20-6.1-3,2)
2. Have obtained at least an associates degree (IC 21-6.1-4-1)
3. Teach at least one hundred, twenty (120) days in a year or at least sixty (60) days in each of two years (550 IAC 2-4-3; IC 21-6.1-4-2) This can be two non-consecutive years and total days can be an accumulation of days in one or more school districts.

---

My signature below, indicates that I understand it is the responsibility of the substitute teacher to keep a record of the number of days that they have taught. When the above indicated number of accumulated days is reached it is the responsibility of the substitute to inform all of the school corporations by whom he/she is employed of such information in order to be enrolled in the Indiana State Teacher Retirement Fund.

Substitute Teacher Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

NOTE: At the time that you reach the required number of days, please contact our payroll department for further instructions.

**PENN-HARRIS-MADISON**  
**ADMINISTRATIVE GUIDELINES FOR STAFF USE OF INTERNET AND TELECOMMUNICATIONS**  
(Related to Board Policy 7540)

**STAFF USAGE GUIDELINES:**

It is important to remember that the use of the Internet is a privilege, not a right. Any infraction of the following usage guidelines may result in the revocation of Internet privileges.

1. All use of the Internet from Penn-Harris-Madison equipment and networks shall be consistent with the policies and mission of the district.
2. Internet accounts are to be used only by the authorized owner of the account for authorized purposes.
3. Passwords must be guarded and protected. Users must not share their password with anyone or let others use it.
4. Users shall not reveal their home address or phone number or the addresses and phone numbers of others. Users must be cautious in responding to unsolicited online contact.
5. School Corporation Internet resources and accounts may not be used:
  - a. To access another person's materials, information, or files without permission.
  - b. To access, upload, download, distribute, or transmit pornographic, obscene, abusive, or sexually explicit language or material.
  - c. To violate any local, state, or federal statute.
  - d. To vandalize, damage, or disable the property of another person or organization.
  - e. To violate copyright, or otherwise use another person's intellectual property without his or her prior approval or citation.
  - f. For commercial or for-profit purposes.
  - g. For extensive personal and private business.
  - h. For product advertisement
  - i. To access "chat rooms"
  - j. To subscribe to or solicit information which incurs a cost.
6. Users shall not misrepresent other users on the network.
7. Electronic mail (e-mail) is not guaranteed to be private.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. Listserv mail must be monitored daily and deleted from the personal mail directory to avoid excessive use of fileserver hard-disk space.
10. Broadcast messages sent to the whole building or district contact list should be limited to information the principal or building administrator deems necessary to be broadcast to all. In accordance with Article IV, Section B of the negotiated agreement, it is understood that the President and officers (to include building reps) of the Penn-Harris-Madison Education Association are permitted to use district e-mail for communication purposes, subject to the laws of Indiana.
11. Be judicious when sending messages containing large files such as video clips to multiple addresses. Large files use a great deal of bandwidth and may affect system performance.
12. While it is permissible for employees to make personal use of e-mail and the Internet, sound judgment must be exercised so that use of e-mail or the Internet does not detract from work responsibilities.

From time to time, Penn-Harris-Madison will make determinations on whether specific uses of the network are consistent with the acceptable use policy. Infringement on these guidelines will result in some, if not all, loss of Internet privileges and disciplinary action up to and including termination.

**STAFF AGREEMENT:**

I have read the Acceptable Use Policy and Administrative Guidelines for Staff Use of Internet and Telecommunications and agree to follow the policy and guidelines.

**Substitute's Name (please print):** \_\_\_\_\_

**Job Group** substitute teacher and/or aide

**Substitute's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Re: 3213 STUDENT SUPERVISION & WELFARE POLICY**

I acknowledge that I have viewed the student supervision & welfare information provided to me. I further understand any violation pertaining to this policy will lead to disciplinary action up to and including termination.

I acknowledge that I have received read and understand the information discussing Penn-Harris-Madison School Corporation's policy 3213 related to Student Supervision & Welfare. I further understand that violation of this policy will lead to disciplinary action up to and including termination.

---

Signed

---

Date

---

Printed Name

---

Employment Position

## 3213 - STUDENT SUPERVISION AND WELFARE

Professional staff members because of their proximity to students are frequently confronted with situations which, if handled incorrectly, could result in liability to the Corporation and personal liability to the professional staff member. It is the intent of the School Board to direct the preparation of guidelines that would minimize that possibility.

It is the responsibility of the Superintendent to prepare administrative guidelines to ensure the maintenance of the following standards:

- A. Each professional staff member shall maintain a standard of care for supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- B. A professional staff member should not volunteer to assume responsibility for duties s/he cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- C. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- D. Each professional staff member shall immediately report to the principal any accident or safety hazard s/he detects.
- E. Each professional staff member shall immediately report to the principal knowledge of threats of violence by students.
- F. A professional staff member shall not send students on any personal errands.
- G. A professional staff member shall not associate or communicate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons.

- H. If a student comes to a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationship, the staff member may help the student make contact with certified or licensed individuals in the Corporation or community who specialize in the assessment, diagnosis, and treatment of the student's problem. Any staff member who determines that a student is in need of services shall report the matter to appropriate authorities. Under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior.

Parents are to be notified, unless the student requests otherwise.

- I. A professional staff member shall not transport students in a private vehicle without the approval of the principal.
- J. A student shall not be required to perform work or services that may be detrimental to his/her health.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect.

All professional staff members will receive annual in-service on proper supervision of students along with a copy of the guidelines. Additional training may be required at the discretion of the Superintendent.

Most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse. This does not affect the obligation to report suspected child neglect or abuse.



**RE: 3122.01 - DRUG-FREE WORKPLACE**

**3215 - USE OF TOBACCO BY PROFESSIONAL STAFF**

I acknowledge that I have received, read and understand the information regarding Penn-Harris-Madison School Corporation's policies 3122.01, Drug-Free Workplace and 3215 Use of Tobacco by Professional Staff.

I further understand that violation of these policies will lead to disciplinary action up to and including termination.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



### **3122.01 - 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 meets the requirements in the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the Corporation's professional staff at any time while on Corporation property or while involved in any Corporation-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements but which also comply or do not interfere with collective bargaining agreements.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.

41 USC 701 et seq., Drug-Free Workplace Act of 1988  
20 U.S.C. 3224A

### **3215 - USE OF TOBACCO BY PROFESSIONAL STAFF**

The Penn-Harris-Madison Board of School Trustees recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco.

In accordance with United States Federal and Indiana State Law, the use of tobacco products is prohibited in any of the School Corporation buildings or vehicles and on any property owned or leased by the School Corporation.

The use of tobacco products is not permitted at extracurricular activities in any of the School Corporation buildings or vehicles or any property owned or leased by the Penn-Harris-Madison School Corporation.

- A. Any violation of this policy by staff members will be referred to his/her immediate supervisor. The immediate supervisor will review and utilize disciplinary procedures as outlined in collective bargaining agreements and/or School Board policies and applicable State and Federal laws..
- B. Building administrators and directors are instructed to include information, which reflects the Tobacco Free Policy in building handbooks to professional staff members.
- C. Employee participation in smoking cessation programs is to be promoted for all Penn-Harris-Madison School Corporation employees. Partial assistance for non-reimbursed expenses of up to \$100 per employee involved in such programs will be provided, as available, by the Superintendent. Information about smoking cessation programs and assistance may be obtained from the school nurse or the Superintendent.
- D. Employees who use tobacco products away from school buildings, vehicles, or grounds shall be guaranteed freedom from discrimination in all matters related to their job assignments, including evaluations of their performance.





**Re: 3362 ANTI-HARASSMENT POLICY**

I acknowledge that I have received read and understand the information discussing Penn-Harris-Madison School Corporation's policy 3362 related to Anti-Harassment. I further understand that violation of this policy will lead to disciplinary action up to and including termination.

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Signed

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Date

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Printed Name

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Employment Position



## **ANTI-HARASSMENT**

### **General Policy Statement**

It is the policy of the School Board 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. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

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).

### **Other Violations of the Anti-Harassment Policy**

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. 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.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. 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.

### **Definitions:**

#### **Sexual Harassment**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;

- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. 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:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal 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.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. 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.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

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

**NOTE: Any teacher, administrator, coach or other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. 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 with pay 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.**

### Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, 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 or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. 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, 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 or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of

interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

### **National Origin Harassment**

Prohibited national origin harassment occurs when unwelcome physical, verbal, 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 or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. 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, 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 or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. 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.

### **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.

Members of the School Corporation community or third parties who believe they have been unlawfully harassed by another member of the School Corporation community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. Individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines which supplement this policy. The names and titles of these individuals will be published annually.

The Superintendent shall establish Administrative Guidelines describing both a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This Policy and the Administrative Guidelines will be readily available to all members of the School Corporation community and posted in appropriate places throughout the School Corporation.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student if over age eighteen (18) or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

## **Confidentiality**

The School Corporation will make reasonable efforts to maintain the confidentiality of the parties involved in a harassment investigation. Confidentiality, however, cannot be guaranteed.

## **Informal Process for Addressing Complaints of Harassment**

The administrative guidelines will include an informal complaint process to provide members of the School Corporation community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School Corporation community or third parties who believe that they have been unlawfully harassed are encouraged to initiate their complaint through this informal complaint process, but are not required to do so. Those members of the School Corporation community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

## **Formal Process for Addressing Complaints of Harassment**

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Although not required, members of the School Corporation community or third parties who feel they have been unlawfully harassed should file a formal written complaint with the principal of their school building or with one (1) of the Complaint Coordinators identified in the Administrative Guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the Complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building principal will be immediately reported to the appropriate Complaint Coordinator identified in the Administrative Guidelines.

After a complaint is filed, the Complaint Coordinator 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 any 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.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of Superintendent's action will be delivered to both the Complainant and the individual accused of the harassing conduct.

A Complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) calendar days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision either affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The Complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School Corporation community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Indiana Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School Corporation community or third party alleging the harassment pursues the complaint.

### **Sanctions and Monitoring**

The Board shall vigorously enforce its prohibitions against unlawful harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School Corporation community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to eliminate such conduct in the future.

### **Education and Training**

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School Corporation community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

I.C. 35-42-4-3, 35-42-4-8, 35-42-4-9

42 U.S.C. 2000d et seq.

42 U.S.C. 2000e et seq.

29 U.S.C. 621 et seq.

29 U.S.C. 794

42 U.S.C. 12101 et seq.

20 U.S.C. 1681 et seq.

42 U.S.C. 1983