



APPLICATION FOR SUBSTITUTE TEACHING

Southmont Schools do not discriminate on the basis of race, color, religion, gender, national origin, including limited English proficiency, military service, age or disability in our educational programs, activities or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973) and the Americans with Disabilities Act (42 USCS § 12101, et. seq.). Inquiries regarding compliance by the district with Title IX and other civil rights laws may be directed to the Superintendent or his designee at PO Box 8, New Market, Indiana, 47965 or by telephone at 765-866-0203.

I. Personal Information

(a) Name: (Mr., Mrs., Miss) _____
Last First Middle

(b) Present Address: _____
Street City State Zip

(d) Telephone Number: (____) ____ - ____ (e) Cell Phone Number (if different): (____) ____ - ____

(f) Email Address: _____

(g) School Preference: _____ (h) Grade Level Preference: _____

II. EDUCATIONAL AND PROFESSIONAL TRAINING

School/Institution	Course	Degree/Diploma	Dates Attended	Number of Credits
High School				
College				
Graduate Work				
Special				

III. WORK EXPERIENCE

Employer & Location	Work Performed	Dates of Employment	Reason for Leaving

IV. REFERENCES

Name	Address	Phone	Position/Relationship

IV. SUPPLEMENTAL BACKGROUND INFORMATION

(a) 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 Southmont Schools. 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 report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions, LLC, PO Box 295, Danville, IN, 46122, 888-215-8296.

By signing this application, I, _____, hereby voluntarily authorize Southmont Schools to obtain either a consumer or an investigative consumer report about me from a consumer agency and to consider this information when making decisions regarding my employment and/or continued employment with our district. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above. This report may be delivered in either written or electronic form.

Social Security Number: _____ - _____ - _____ Date of Birth (MM/DD/YYYY): ____/____/____

Driver's License Number: _____ Driver's License State: _____

Other names I have been known by: _____

Previous Addresses (last 7 years): _____

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

(b) Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation because of misconduct to your previous employer?

☐ Yes ☐ No

(c) Have you ever been reprimanded, disciplined, discharged for misconduct, or asked to resign for misconduct from a prior position?

☐ Yes ☐ No

(d) Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of your sexual contact with another person, of your mishandling of funds, or of your criminal conduct?

☐ Yes ☐ No

(e) Have you ever been charged with or investigated for sexual abuse, physical abuse, or neglect of another person?

☐ Yes ☐ No

(f) Have you ever been charged with, pleaded guilty or "no contest" (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or any other crime or moral turpitude? (moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including but not limited to theft, attempted murder, rape, swindling, and indecency with a minor)

☐ Yes ☐ No

- (g) Have you (1) ever been convicted of a crime, other than a minor traffic offense, or (2) entered a plea of guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation, for any crime other than a minor traffic offense?

☐ Yes ☐ No

If you have answered yes to any one of the previous questions, please provide, in detail, in a confidential letter of explanation, the date of charge, the entity having jurisdiction, the court action, the charged offense in question, and the address of the court or entity involved (attached with this document). Conviction of a crime or prior discharge for misconduct is not an automatic bar to employment. The district will consider the nature of the offense, and the relationship between the offense and the position for which you are applying.

V. VERIFICATION OF ELIGIBILITY FOR STATE OR LOCAL PUBLIC BENEFIT (required by IC 12-31-1)

I, _____ (printed name), am a United States citizen or qualified alien (as defined under 8 U.S.C. 1641) or _____ (printed name), is a United States citizen or qualified alien (as defined under 8 U.S.C. 1641). I hereby verify under the penalty of perjury that the foregoing statement is true.

VI. TEACHING EXPERIENCE

School/Institution	Grade/Subject	Dates of Employment	No. of Months	Reason for Leaving

VII. CERTIFICATION

Certificate #	Expiration	Subjects/Grades Authorized	Issuing State	Endorsements

PLEASE READ THE FOLLOWING VERY CAREFULLY AND SIGN BELOW.

Any false or misleading information on this application shall be fully sufficient grounds to refuse to employ, or, having been employed, shall be immediate cause for termination. My signature below constitutes authorization to check my employment history, including without limitation, evaluations, criminal arrest and conviction record checks, reference checks, and release of investigatory information possessed by any private or public employer or any state, local, or federal agency. I further authorize those persons, agencies or entities that the contacts in connection with my employment application to fully provide the Southmont Schools any information on the matters set forth above. I expressly waive in connection with any request for or provision of such information, any claims, including without limitation, defamation, emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against Southmont Schools, its employee agents and officials or against any provider of such information.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

FOR DISTRICT USE ONLY

Interviewer	Date	Comments

Reference	Date Contacted	Initialed

DISPOSITION OF APPLICATION

- I. **APPLICANT INTERVIEWED ON:** _____
- II. **APPLICANT RECOMMENDED BY:** _____ ON _____
- III. **APPLICANT HIRED FOR:** _____ ON _____
- IV. **APPLICANT NOT HIRED** ☐



P: (765) 866-0203

F: (765) 866-0736

P.O. Box 8, New Market, IN 47965

www.southmontschools.org

MEMORANDUM

To: All Substitute Teacher Applicants
Re: Expanded Criminal Background History Check

Upon recommendation for employment, an expanded background search will be required, a process the must be initiated by the applicant.

To begin the process,

1. Navigate to the Southmont Schools website at www.southmontschools.org
2. Under "About" click on Employment Opportunities and then follow the instructions.

Each applicant for employment will be charged for their background check according to the following schedule:

Certified - Paid Position	\$42.15 with an additional \$3.95 for each license state to verify (Used for licensed teachers only)
Non-Certified – Paid Position	\$38.20 (Used for support staff, substitute teachers, paid coaches, etc.)
Volunteer	\$16.95 (Used for volunteer positions)
Existing Substitutes	\$21.95 (This is <u>NOT</u> to be used for new substitute teacher applicants)



Direct Deposit/ACH Credit Authorization Form

Company Name: South Montgomery Community School Corporation

Company ID #: 35-1117221

I (we) hereby authorize South Montgomery Community School Corporation, to initiate credit entries and to if necessary, debit entries and adjustments for any credit entries in error to my (our) account (s) indicated below at the named depository (financial institution) to credit and/or debit the same to such account.

Depositor Name: _____

Bank Name: _____

Bank City/State/Zip: _____

Please mark one: Checking (☐) Savings (☐)

Routing Number: _____ Account Number _____

Signature: _____

This authorization is to remain in full force and effect until South Montgomery Community School Corporation has received written notification from me (us) of its termination in such time and manner as to afford South Montgomery Community School Corporation and the Depository a reasonable opportunity to act on it.

***NOTE: ALL WRITTEN CREDIT AUTHORIZATIONS SHOULD PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION**

Please attach a voided personal check



Employee Terms and Conditions For Use of Technology Resources Southmont Schools

Please read the following carefully before signing the attached contract.

Definitions

For purposes of this policy,

- “technology” means all computers (desktop and laptop), mobile devices, cameras, scanners, printers, and other digital equipment and their supporting power supplies and peripherals that Southmont Schools may currently own or acquire in the future,
- “internet access” includes the Internet, World Wide Web, intranet, printers and any other stand-alone device or network or end-point on any network established or utilized by Southmont Schools
- “Administrator(s)” refers to the building principal, assistant principal, Directors and/or Superintendent.

Technology, including the Internet and electronic mail, is available to all employees of Southmont Schools, SSC and Chartwells. Our goal in providing this service to our school community is to promote educational excellence in our district by facilitating resource sharing, innovation, collaboration, and communication. To support these goals, all employees must agree to adhere by the terms and conditions stated below. These terms and conditions support the Southmont Schools Board policies for electronic resources. Failure to follow the stated terms and conditions may result in the loss of the privilege to use these tools, in disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. Acceptable Use

Southmont Schools technology must be used in a responsible, efficient, ethical, and legal manner and in accordance with the policies and educational objectives of the district. Transmission or World Wide Web publication of any material in violation of any U.S. or state regulation or beyond the scope of the educational objectives of the district is prohibited. This includes, but is not limited to:

- a. Copyrighted material
- b. Pornographic, obscene, or other sexually oriented material (pornographic means pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or the nude human form)
- c. Material protected by trade secret
- d. Material which is threatening, promotes violence, or advocates destruction of property
- e. Material which advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic, or religious group over another
- f. Material related to political elections (State law prohibits the use of any public funds for political activities)
- g. Material related to gambling, betting, or games of chance

In addition, use of Southmont Schools technology resources by district, SSC or Chartwells employees may not:

- h. Transmit inappropriate or profane language or material likely to be offensive to others in the school community, including sexually harassing or discriminatory material
- i. Engage software without proof of proper licensing
- j. Impersonate another user or transmit or publish material anonymously
- k. Conduct a business or other for-profit activity
- l. Incur an expense to the district unless spending authority has been granted by the appropriate administrator
- m. Destroy, modify, or abuse district-owned technology or disrupt the operation of any network within the school district, or any network connected to the internet, including the use, attempted use, or possession of computer viruses
- n. Create, transmit, or re-transmit chain mail
- o. Fail to report any violation of the provisions contained herein to his or her supervisor

Employees will:

- Use up-to-date virus protection software on any computer on which district files are created, saved or modified, including electronic mail (provided and installed by the district)
- Check district electronic mail accounts on a regular basis (unused e-mail accounts waste resources, are a security risk and will be deleted if no activity is detected for a period of six months)
- Use conventional academic standards of proper spelling, grammar, accuracy of information and greetings in all electronic materials, including a proper signature (technology staff can assist in creating a default signature for you)

Employees who work with students are expected to make every reasonable effort to ensure that students use technology appropriately and responsibly. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

2. **Student Information**

Privacy of student information and adherence to FERPA (Family Educational Rights and Privacy Act) is critical. District employees shall not transmit or electronically publish material regarding students, parents/guardians, or district employees that are protected by confidentiality laws. Do not use electronic mail for confidential matters or privileged communications such as student records unless appropriate encryption measures are taken to ensure confidentiality and maintain the appropriate privilege. If material is not legally protected but is of a confidential or sensitive nature, great care shall be taken to ensure that only those with a "need to know" are allowed access to the material. Staff members shall handle all employee and student records in accordance with Southmont Schools policies.

3. **Privacy**

Electronic mail and other electronic records are subject to the Public Records law, which means that any e-mail or files sent, received, or stored on the school district's technology systems is the property of the school corporation, and could become public information (i.e. appear in a newspaper) or subpoenaed for court purposes. In addition, the school district reserves the right to inspect electronic mail if there is reasonable cause to expect wrong-doing or misuse of the system. Deleted e-mail can often be retrieved if necessary. For these reasons, employees should have no expectation of privacy of electronic files.

4. **Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a technology related security problem, you must notify the district administrator immediately. Do not demonstrate the problem to other users. Safeguard your passwords, and select secure passwords. Do not use another employee's account or modify files, passwords or data belonging to another employee without consent from that individual or authorization from the appropriate administrator. Attempts to logon to district systems as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to district technology.

5. **Vandalism**

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy or alter data of another user, Southmont Schools, the Internet, or any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the intentional uploading or creation of computer viruses.

6. **Privilege**

The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district administrator will deem what is inappropriate use and that decision is final. The system administrator(s) may restrict access to technology resources at any time, as required.

7. **No Warranty**

Southmont Schools make no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages you suffer using district technology. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. Southmont Schools specifically denies any responsibility for the accuracy or quality of information obtained through our services.

All employees of Southmont Schools, SSC and Chartwells must indicate their knowledge of and agreement with the above conditions by signing the attached staff contract agreement for use of Southmont Schools technology resources.

Teacher/Administrator/Support Staff
(Please circle)

Last Name: _____

First Name: _____

Staff Contract and Application for Use of Technology Resources Southmont Schools

Directions: After reading the EMPLOYEE TERMS AND CONDITIONS FOR USE OF TECHNOLOGY RESOURCES, please read and complete the following contract completely and legibly. Return completed contract to your building administrator.

- I have read the Terms and Conditions for use of Southmont Schools Technology Resources and understand and will abide by the stated Terms and Conditions. I understand that my use of district technology must comply with Southmont Schools policy on Employee Terms and Conditions for Use of Technology Resources. Southmont Schools may modify the Terms and Conditions at any time by publishing the modified condition(s) on the Southmont Schools website at www.southmont.k12.in.us.
- I understand that Southmont Schools electronic mail is subject to Open Records law and thus is public record unless the specific content is excluded from public record by the Federal Family Educational Rights and Privacy Act or other laws. I have no expectation of privacy when using district electronic mail systems. I alone will use any electronic mail account that I am issued by the district, and I understand it will not be used by my family members or students.
- I understand that violation of the stated terms and conditions is unethical and may constitute a criminal offense. Failure to comply could result in the loss of the privilege to use district technology and may result in disciplinary action, up to and including dismissal, and/or appropriate legal action.
- I understand that when I am no longer employed by Southmont Schools, the Technology Department will be notified and all access to the network and district-provided electronic mail and resources will be terminated.
- I understand that this document and my signature retain their life throughout employment with Southmont Schools.

By signing this page, you are agreeing to adhere to the Southmont Schools Employee Terms and Conditions for Use of Technology Resources policy.

Name: (Please Print) _____

Signature: _____

Date: ____/____/____

Employee's Withholding Certificate

OMB No. 1545-0074

2021

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2:
Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶ ☐

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(b) on Form W-4 for only **ONE** of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$		
	Multiply the number of other dependents by \$500 ▶ \$		
	Add the amounts above and enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ Employee's signature (This form is not valid unless you sign it.)		▶ Date

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)

General Instructions

Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

Exemption from withholding. You may claim exemption from withholding for 2021 if you meet both of the following conditions: you had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2021 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2022.

Your privacy. If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

When to use the estimator. Consider using the estimator at www.irs.gov/W4App if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

Self-employment. Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at www.irs.gov/W4App to figure the amount to have withheld.

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

Specific Instructions

Step 1(c). Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

Step 2. Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



Multiple jobs. Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

Step 3. This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 972, Child Tax Credit and Credit for Other Dependents. You can also include **other tax credits** in this step, such as education tax credits and the foreign tax credit. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

Step 4 (optional).

Step 4(a). Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

Step 4(b). Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2021 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

Step 4(c). Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

Step 2(b)—Multiple Jobs Worksheet (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

Note: If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at www.irs.gov/W4App.

- 1 Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 **1** \$ _____
- 2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
 - a** Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a **2a** \$ _____
 - b** Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b **2b** \$ _____
 - c** Add the amounts from lines 2a and 2b and enter the result on line 2c **2c** \$ _____
- 3** Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. **3** _____
- 4 Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) **4** \$ _____

Step 4(b)—Deductions Worksheet (Keep for your records.)

- 1** Enter an estimate of your 2021 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income **1** \$ _____
- 2** Enter: $\left\{ \begin{array}{l} \bullet \$25,100 \text{ if you're married filing jointly or qualifying widow(er)} \\ \bullet \$18,800 \text{ if you're head of household} \\ \bullet \$12,550 \text{ if you're single or married filing separately} \end{array} \right\}$ **2** \$ _____
- 3** If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" **3** \$ _____
- 4** Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information **4** \$ _____
- 5 Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 **5** \$ _____

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 with no other entries on the form; 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.

Married Filing Jointly or Qualifying Widow(er)

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$190	\$850	\$890	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,100	\$1,870	\$1,870
\$10,000 - 19,999	190	1,190	1,890	2,090	2,220	2,220	2,220	2,220	2,300	3,300	4,070	4,070
\$20,000 - 29,999	850	1,890	2,750	2,950	3,080	3,080	3,080	3,160	4,160	5,160	5,930	5,930
\$30,000 - 39,999	890	2,090	2,950	3,150	3,280	3,280	3,360	4,360	5,360	6,360	7,130	7,130
\$40,000 - 49,999	1,020	2,220	3,080	3,280	3,410	3,490	4,490	5,490	6,490	7,490	8,260	8,260
\$50,000 - 59,999	1,020	2,220	3,080	3,280	3,490	4,490	5,490	6,490	7,490	8,490	9,260	9,260
\$60,000 - 69,999	1,020	2,220	3,080	3,360	4,490	5,490	6,490	7,490	8,490	9,490	10,260	10,260
\$70,000 - 79,999	1,020	2,220	3,160	4,360	5,490	6,490	7,490	8,490	9,490	10,490	11,260	11,260
\$80,000 - 99,999	1,020	3,150	5,010	6,210	7,340	8,340	9,340	10,340	11,340	12,340	13,260	13,460
\$100,000 - 149,999	1,870	4,070	5,930	7,130	8,260	9,320	10,520	11,720	12,920	14,120	15,090	15,290
\$150,000 - 239,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,830	14,030	15,230	16,190	16,400
\$240,000 - 259,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,830	14,030	15,270	17,040	18,040
\$260,000 - 279,999	2,040	4,440	6,500	7,900	9,230	10,430	11,630	12,870	14,870	16,870	18,640	19,640
\$280,000 - 299,999	2,040	4,440	6,500	7,900	9,230	10,470	12,470	14,470	16,470	18,470	20,240	21,240
\$300,000 - 319,999	2,040	4,440	6,500	7,940	10,070	12,070	14,070	16,070	18,070	20,070	21,840	22,840
\$320,000 - 364,999	2,720	5,920	8,780	10,980	13,110	15,110	17,110	19,110	21,190	23,490	25,560	26,860
\$365,000 - 524,999	2,970	6,470	9,630	12,130	14,560	16,860	19,160	21,460	23,760	26,060	28,130	29,430
\$525,000 and over	3,140	6,840	10,200	12,900	15,530	18,030	20,530	23,030	25,530	28,030	30,300	31,800

Single or Married Filing Separately

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$440	\$940	\$1,020	\$1,020	\$1,410	\$1,870	\$1,870	\$1,870	\$1,870	\$2,030	\$2,040	\$2,040
\$10,000 - 19,999	940	1,540	1,620	2,020	3,020	3,470	3,470	3,470	3,640	3,840	3,840	3,840
\$20,000 - 29,999	1,020	1,620	2,100	3,100	4,100	4,550	4,550	4,720	4,920	5,120	5,120	5,120
\$30,000 - 39,999	1,020	2,020	3,100	4,100	5,100	5,550	5,720	5,920	6,120	6,320	6,320	6,320
\$40,000 - 59,999	1,870	3,470	4,550	5,550	6,690	7,340	7,540	7,740	7,940	8,140	8,150	8,150
\$60,000 - 79,999	1,870	3,470	4,690	5,890	7,090	7,740	7,940	8,140	8,340	8,540	9,190	9,990
\$80,000 - 99,999	2,000	3,810	5,090	6,290	7,490	8,140	8,340	8,540	9,390	10,390	11,190	11,990
\$100,000 - 124,999	2,040	3,840	5,120	6,320	7,520	8,360	9,360	10,360	11,360	12,360	13,410	14,510
\$125,000 - 149,999	2,040	3,840	5,120	6,910	8,910	10,360	11,360	12,450	13,750	15,050	16,160	17,260
\$150,000 - 174,999	2,220	4,830	6,910	8,910	10,910	12,600	13,900	15,200	16,500	17,800	18,910	20,010
\$175,000 - 199,999	2,720	5,320	7,490	9,790	12,090	13,850	15,150	16,450	17,750	19,050	20,150	21,250
\$200,000 - 249,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,820	20,930	22,030
\$250,000 - 399,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,820	20,930	22,030
\$400,000 - 449,999	2,970	5,880	8,260	10,560	12,860	14,620	15,920	17,220	18,520	19,910	21,220	22,520
\$450,000 and over	3,140	6,250	8,830	11,330	13,830	15,790	17,290	18,790	20,290	21,790	23,100	24,400

Head of Household

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$820	\$930	\$1,020	\$1,020	\$1,020	\$1,420	\$1,870	\$1,870	\$1,910	\$2,040	\$2,040
\$10,000 - 19,999	820	1,900	2,130	2,220	2,220	2,620	3,620	4,070	4,110	4,310	4,440	4,440
\$20,000 - 29,999	930	2,130	2,360	2,450	2,850	3,850	4,850	5,340	5,540	5,740	5,870	5,870
\$30,000 - 39,999	1,020	2,220	2,450	2,940	3,940	4,940	5,980	6,630	6,830	7,030	7,160	7,160
\$40,000 - 59,999	1,020	2,470	3,700	4,790	5,800	7,000	8,200	8,850	9,050	9,250	9,380	9,380
\$60,000 - 79,999	1,870	4,070	5,310	6,600	7,800	9,000	10,200	10,850	11,050	11,250	11,520	12,320
\$80,000 - 99,999	1,880	4,280	5,710	7,000	8,200	9,400	10,600	11,250	11,590	12,590	13,520	14,320
\$100,000 - 124,999	2,040	4,440	5,870	7,160	8,360	9,560	11,240	12,690	13,690	14,690	15,670	16,770
\$125,000 - 149,999	2,040	4,440	5,870	7,240	9,240	11,240	13,240	14,690	15,890	17,190	18,420	19,520
\$150,000 - 174,999	2,040	4,920	7,150	9,240	11,240	13,290	15,590	17,340	18,640	19,940	21,170	22,270
\$175,000 - 199,999	2,720	5,920	8,150	10,440	12,740	15,040	17,340	19,090	20,390	21,690	22,920	24,020
\$200,000 - 249,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,880	24,980
\$250,000 - 349,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,880	24,980
\$350,000 - 449,999	2,970	6,470	9,000	11,390	13,690	15,990	18,290	20,040	21,340	22,640	23,900	25,200
\$450,000 and over	3,140	6,840	9,570	12,160	14,660	17,160	19,660	21,610	23,110	24,610	26,050	27,350



Form WH-4
State Form 48845
(R3 / 5-15)

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 neither lived nor worked 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 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.



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

April 2011

Dear Applicant,

The Office of Educator Licensing and Development (OELD) is in the midst of transition from a paper-based application and licensing system to one that is completed online. This new self-service system--the License Verification and Information System (LVIS)--will be launched for all license and permit applicants on May 2, 2011. In order to have time to test, train staff and migrate the huge volume of licensing data from our current system to LVIS, this office is not accepting any applications during the month of April. Notice of this application moratorium has been posted prominently at the top of our OELD homepage since January and multiple communications have been sent electronically to school corporation and university personnel.

Beginning May 2, all applicants for educator licenses and permits will be able to apply online using LVIS regardless of the type of license or permit or the action requested. You will be able to go to the OELD homepage at <http://www.doe.in.gov/educatorlicensing/> where you will find information about, and a link to, the new LVIS application portal. The online application process is more self-service and each applicant will be able to create a personal profile and LVIS account for all future licensing needs. Below are some highlights of the new online system:

- *You create a personal profile that you can update as necessary.
- *You can instantly upload documents required for licensure during the application process.
- *Automatic email messages will be sent to you with updates on the status of your application.
- *As soon as your license is approved you can log in to your LVIS account and print your credential.
- *Multiple licenses will be displayed on a single educator credential.
- *You can record and track your professional development and have your PGP verified by your building administrator online.
- *No more inconvenience buying a money order or cashier's check. Pay online with your personal Visa or MasterCard or use a pre-paid Visa or MasterCard purchased from a local retailer.

The staff of the OELD understands that waiting until May 2nd may be inconvenient and we ask for your patience as we work to fully implement what has been a daunting project. The April moratorium/transition period is critical for processing and closing applications already in the "pipeline," to convert data, to beta test the system and to train those end users--college and university licensing advisors, CTE directors, school corporation personnel and the OELD staff--who need to understand the new software so they can provide faster and more efficient licensing service to you. We are confident the new online system will be easy to navigate and will enhance access to information concerning your educator credentials. If you need technical support or have questions about particular licensing actions, we look forward to assisting you.

Thank you for your patience and cooperation. If you have questions regarding your license or the new online application process, please check our website for updates or email your questions to licensinghelp@doe.in.gov.

Risa A. Regnier, Director
Office of Educator Licensing and Development



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(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.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last 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 [][] - [][] - [][][][]		Employee's E-mail Address		Employee's 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 boxes):

<input type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i> <i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i> 1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's 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





Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

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 a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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		<div>Additional Information</div> <div>QR Code - Sections 2 & 3 Do Not Write In This Space</div>		
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
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	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative		
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	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)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.				
Document Title		Document Number	Expiration Date (if any) (mm/dd/yyyy)	

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	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

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"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (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. 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 		<ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



P: (765) 866-0203

F: (765) 866-0736

P.O. Box 8, New Market, IN 47965

www.southmontschools.org

STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, the School Board expects all staff members to maintain high standards in their working relationships.

Staff members in the performance of their duties will:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
- B. represent accurately their qualifications;
- C. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
- E. keep in confidence such information as they may secure, unless disclosure is required by law, authorized by the Superintendent, or is necessary to protect the health and welfare of the student or others;
- F. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- G. refrain from using their position or public property, or permitting another person to use an employee's position or public property for partisan political or sectarian religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen;
- H. avoid accepting anything of value offered by another for the purpose of influencing judgment.

I have read the above staff ethics statement and agree to abide by it.

Name

Signed

Date

Go to: www.southmontschools.org

you will see this –

You will want to click on Teachers & Staff – then the drop down will offer these choices

Click on Staff Resources

The screenshot shows the Southmont Schools website. At the top is a navigation bar with links: BUS, STUDENTS, TEACHERS & STAFF, RESOURCES, ENROLL TODAY, ATHLETICS, and CONTACT. Below this is a large banner image featuring three children. Overlaid on the banner is a red box with the text "BUILDING Pathways" and "Southmont Schools will prepare all levels of learners to use multiple facets of their educational experience to effectively build successful career and citizenship pathways." Below the banner is a section titled "SEE WHAT EVERYONE'S TALKING ABOUT." with a quote from the Indiana Department of Education. At the bottom, a large red "RESOURCES" heading is followed by a grid of six buttons: District Calendar, Student Resources, Community Resources, Curriculum and Technology, Staff Resources, and Documents. A yellow arrow points from the "TEACHERS & STAFF" link in the navigation bar to the "Teachers & Staff" dropdown menu. A blue arrow points from the "Staff Resources" button in the grid to the "Staff Resources" button in the grid.

SOUTHMONT
SCHOOLS

Engaged. Challenged. Prepared for Success.

ABOUT STUDENTS TEACHERS & STAFF RESOURCES ENROLL TODAY ATHLETICS CONTACT

BUILDING Pathways

Southmont Schools will prepare all levels of learners to use multiple facets of their educational experience to effectively build successful career and citizenship pathways.

SEE WHAT EVERYONE'S TALKING ABOUT.

Southmont Schools are among the most recognized and highly acclaimed educational institutions in the region. Find out why many of our schools have received a 4-star rating from the Indiana Department of Education.

RESOURCES

District Calendar Student Resources Community Resources Curriculum and Technology Staff Resources Documents

You will click on
Doculivery

STAFF RESOURCE LINKS

Accounts

- [Learning Connection](#)
- [Outlook Web Access](#)
- [Pearson Inform](#)
- [PowerTeacher](#)
- [PowerSchool Admin](#)
- [Scholastic Achievement Manager](#)
- [Overdrive](#)

Other Links

- [Acuity](#)
- [Aesop](#)
- [Doculivery](#)
- [Indiana TRF](#)
- [Standard for Success](#)
- [Technology Helpdesk](#)
- [Online Library Catalog](#)

This screen will

pop up when you

click on

Doculivery

User Id:

SOUTHMONT(Employee ID)



South Montgomery Schools

P.O. Box 8 • New Market, IN 47965 • 765-866-0203

Password:

last 4 digits of SS#

If you have any

questions or issues you

can always call or email

me –

kelly.hopkins@Southmont.k12.in.us

PLEASE LOG-IN TO THE DOCULIVERY SYSTEM.

Your User ID is SOUTHMONT plus your Employee ID.

User ID:

Your initial password is the last four digits of your SSN.

Password:

[Reset my password](#)

Log In

For assistance, contact Kristin Charles at 765-866-0203 or
kristin.charles@southmont.k12.in.us.

[Click here for User Guide](#)





P: (765) 866-0203

F: (765) 866-0736

P.O. Box 8, New Market, IN 47965

www.southmontschools.org

MEMORANDUM

To: Substitute Teachers
From: Rhonda Wright
Re: Retirement Plans Compliance

Attached you will find information on Retirement Plans that are available to all employees paid by the school corporation. By law, we have to offer this to every employee of Southmont Schools to be in compliance.

PLAN SUMMARY INFORMATION

South Montgomery Community School Corporation, IN



403(b) PLAN

The 403(b) Plan is a valuable retirement savings option. This notice provides a brief explanation of the provisions, policies and rules that govern the 403(b) Plan offered.

Plan administration services for the 403(b) plan are provided by TSA Consulting Group, Inc. (TSACG). Visit the TSACG website (tsacg.com) for information about enrollment in the plan, investment product providers available, distributions, enrollment, exchanges or transfers, 403(b) loans, and rollovers.

ELIGIBILITY

Most employees, with the exception of private contractors, appointed/elected trustees and/or school board members and student workers, are eligible to participate in the 403(b) plan immediately upon employment. Employees may make voluntary elective deferrals to the 403(b) plan. Participants are fully vested in their contributions and earnings at all times.

EMPLOYEE CONTRIBUTIONS

Traditional 403(b)

Upon enrollment, participants designate a portion of their salary that they wish to contribute to their traditional 403(b) account up to their maximum annual contribution amount on a pre-tax basis, thus reducing the participant's taxable income. Salary deferral contributions to the participant's 403(b) account are made from income paid through the employer's payroll system. Taxes on contributions and any earnings are deferred until the participant withdraws their funds.

Roth 403(b)

Contributions made to a Roth 403(b) account are after-tax deductions from your paycheck. Income taxes are not reduced by contributions you make to your account. All qualified distributions from Roth 403(b) accounts are tax-free. Any earnings on your deposits are not taxed as long as they remain in your account for five years from the date that your first Roth contribution was made. Distributions may be taken if you are 59½ (subject to plan document provisions) or at separation from service.

The Internal Revenue Service regulations limit the amount participants may contribute annually to tax-advantaged retirement plans and imposes substantial penalties for violating contribution limits. TSACG monitors 403(b) plan contributions and notifies the employer in the event of an excess contribution.

THE BASIC CONTRIBUTION LIMIT FOR 2019 IS \$19,000.

Additional provisions allowed:

AGE-BASED ADDITIONAL AMOUNT

Participants who are age 50 or older any time during the year qualify to make an additional contribution of up to \$6,000.

ENROLLMENT

Employees who wish to enroll in the employer's Supplemental 403(b) Retirement Plan must first select the provider and investment product best suited for their 403(b) account. Upon establishment of the account with the selected provider, a "Salary Reduction Agreement" (SRA) form and any disclosure forms must be completed and submitted to the employer. This form authorizes the employer to withhold 403(b) contributions from the employee's pay and send those funds to the Investment Provider on their behalf. A SRA must be completed to start, stop or modify contributions to a 403(b) account. Unless otherwise notified by your employer, you may enroll and/or make changes to your current contributions anytime throughout the year.

Please note: The total annual amount of a participant's contributions must not exceed the Maximum Allowable Contribution (MAC) calculation. For convenience, a MAC calculator is available on the Internet at www.tsacg.com.



INVESTMENT PROVIDER INFORMATION

A current list of authorized 403(b) Investment Providers and current employer forms are available on the employer's specific Web page at www.tsacg.com.

PLAN DISTRIBUTION TRANSACTIONS

Distribution transactions may include any of the following depending on the employer's Plan Document: loans, transfers, rollovers, exchanges, hardships, unforeseen financial emergency withdrawals or distributions. Participants may request these distributions by completing the necessary forms obtained from the provider and plan administrator as required. All completed forms should be submitted to the plan administrator for processing.

PLAN-TO-PLAN TRANSFERS

A plan-to-plan transfer is defined as the movement of a 403(b) account from a previous plan sponsor's plan and retaining the same account with the authorized investment provider under the new plan sponsor's plan.

ROLLOVERS

Participants may move funds from one qualified plan account, i.e. 403(b) account, 401(k) account or an IRA, to another qualified plan account at age 59½ or when separated from service. Rollovers do not create a taxable event.

DISTRIBUTIONS

Retirement plan distributions are restricted by IRS regulations. A participant may not take a distribution of 403(b) plan accumulations without penalty unless they have attained age 59½ or separated from service in the year in which they turn 55 or older. In most cases, any withdrawals made from a 403(b) account are taxable in full as ordinary income.

EXCHANGES

Participants may exchange account accumulations from one 403(b) investment provider to another 403(b) investment provider that is authorized under the plan; however, there may be limitations affecting exchanges, and participants should be aware of any charges or penalties that may exist in individual investment contracts prior to exchange.

403(b) PLAN LOANS

Participants may be eligible to borrow their 403(b) plan accumulations depending on the provisions of their 403(b) account contract and provisions of the employer plan. If loans are available, they are generally granted for a term of five years or less (general-purpose loans). Loans taken to purchase a principal residence can extend the term beyond five years depending on the provisions of their 403(b) account contract and provisions of the employer. Details and terms of the loan are established by the provider. Participants must repay their loans through monthly payments as directed by the provider. Prior to taking a loan, participants should consult a tax advisor.

HARDSHIP WITHDRAWALS

Participants may be able to take a hardship withdrawal in the event of an immediate and heavy financial need. To be eligible for a hardship withdrawal according to IRS Safe Harbor regulations, you must verify and provide evidence that the distribution is being taken for specific reasons. These eligibility requirements to receive a Hardship withdrawal are provided on the Hardship Withdrawal Disclosure form at www.tsacg.com.

EMPLOYEE INFORMATION STATEMENT

Participants in defined contribution plans are responsible for determining which, if any, investment vehicles best serve their retirement objectives. The 403(b) plan assets are invested solely in accordance with the participant's instructions. The participant should periodically review whether his/her objectives are being met, and if the objectives have changed, the participant should make the appropriate changes. Careful planning with a tax advisor or financial planner may help to ensure that the supplemental retirement savings plan meets the participant's objectives.



FINISH

PLAN ADMINISTRATOR CONTACT INFORMATION

Transactions

P.O. Box 4037

Fort Walton Beach, FL 32549

Toll-free: 1-888-796-3786

Toll-free fax: 1-866-741-0645

www.tsacg.com



For overnight deliveries

73 Eglin Parkway NE, Suite 202

Fort Walton Beach, FL 32548

Toll-free: 1-888-796-3786

Toll-free fax: 1-866-741-0645

www.tsacg.com

SUBSTITUTE TEACHER Handbook



Southmont Schools

TABLE OF CONTENTS

Board of Education, Administration and Vision	3
Introduction	4
Superintendent Welcome Message	4
Substitute Teacher Overview	4-6
General Substitute Teacher Information	6
Work Assignments and Reporting Times	6
Cancellation of Assignments	7
Inclement Weather	7
Conditions for Continued Employment	7
Unemployment Claims and IN Code	7
Substitute Pay	8
Safety in Schools	8
Reporting Abuse and Neglect	8
Infection Control Guidelines	8-9
Closing and Delay Information Sources	9
Southmont Schools Resources	10
School Addresses, Phone Numbers and Locations	10





OUR VISION

SMCSC students are engaged, challenged and prepared for success.

OUR MISSION

SMCSC provides a challenging, dynamic learning experience which empowers students with the knowledge, skills and attitudes to be successful, responsible and productive members of society.

OUR CORE VALUES

Safe learning environment

Making informed decisions

Continuous improvement

Strong commitment to excellence

Community partnerships

BOARD OF EDUCATION

Mr. Brad Monts
President

Mr. Daryl Hutson
Vice President

Mr. Jerry Kinhead
Secretary

Mrs. Julie Hess
Assistant Secretary

Mr. George Spencer
Member

Mr. Kyle Blades
Member

Mr. Eric Mason
Member

DISTRICT ADMINISTRATION

Dr. Shawn Greiner
Superintendent of Schools

Mrs. Rhonda Wright
Administrative Assistant

Mr. Brett Higgins
Director of Operations & Technology

Mrs. Kristin Charles
Director of Business & Human Resources

PO Box 8
New Market, IN 47965
www.southmontschools.org

INTRODUCTION

Welcome to our district!

You are a vital part of our teaching staff. Your contribution as a substitute teacher not only impacts the instructional program of our schools, but also greatly affects individual students and teachers, and our district as a whole. What you do makes a difference. We are confident that you will do everything possible to meet the high standards required for teaching in our schools.

As a substitute teacher you are encouraged to make suggestions that you believe will contribute toward the improvement of our schools. Southmont Schools are constantly seeking to improve our educational programs, and to grow in the understanding of the needs of our students, teachers and community.

We are confident that you will do everything possible to meet the standards outlined by the school you are assigned to, and the teacher for whom you are substituting. Every effort will be made to ensure that your day goes as smoothly as possible. Please use this manual as a guide to a successful career as a substitute teacher with Southmont Schools. The content is arranged to assist you in finding answers quickly to questions that may arise as you work in our district. When in doubt, do not hesitate to check with the office staff, an adjacent teacher or the administration for additional information, as procedures for each school may differ.

Again, welcome and thank you for all that you do for our students!

Dr. Shawn Greiner

Superintendent

SUBSTITUTE TEACHER OVERVIEW

Southmont Schools consider Substitute Teachers to be an integral part of the educational program. As such, Substitute Teachers are expected to maintain a professional attitude toward their work and always keep in mind the school system's goals. Effective Substitute Teachers make a positive impact on students.

Substitute Teachers are assigned on an as-needed basis and are considered to be temporary employees. They receive no benefits and are assigned due to teacher absences or position vacancies. Substitute Teachers will be provided with lesson plans, schedules and seating charts by the individual school that you are assigned to. Additional information may be provided to you by the individual school, administrator, teacher or department chair to assist you, including emergency procedures, additional duties, discipline procedures, etc.

Substitute teaching assignments may change based upon the needs of the individual school. A Substitute Teacher may be asked to accept assignments outside of his/her background or educational training. One may also be asked to cover classes during a planning period. It is not expected that a Substitute Teacher be able to teach new or unfamiliar material, but rather make every attempt to follow the lesson plan and manage student behavior in the most positive way possible.

Attendance and Arrival

Punctual and regular attendance is an essential responsibility of each Substitute Teacher. Tardiness or absence causes problems for students and administrators and disrupts the educational program. If you accept an assignment you are expected to show up on time. Consistent patterns of excessive cancellations ("no-shows") or tardiness may result in removal from the approved Substitute Teacher list.

Upon arrival to the building, report to the building's main office and sign in. Introduce yourself to office staff and request information regarding classroom location, sub plans, emergency procedures, etc. It is recommended to arrive early enough to review all relevant information provided by the classroom teacher and the building administrator, including unexpected changes in the day's schedule. Be sure to check procedures for:

- Reporting student absences and tardies



- Evacuating the building during fire drills or other emergencies
- Making arrangements for lunchroom participation
- Collecting monies (if applicable)

Professional Attire

Professional businesslike dress and appearance support the vision and goals of the school system by promoting a working and learning environment which fosters high student and staff expectations. Substitute Teachers must exercise good judgement in their dress and appearance and must conform to the provisions of the Southmont Schools student dress and grooming policy standards. Any manner of appearance which results in the disruption of the educational process or which contributes to unhealthy or unsafe conditions will not be permitted. Blue jeans, sweat pants, tennis shoes or “flip-flops” are not considered appropriate professional attire unless otherwise specified by the individual school during special dress up days.

Items that are not appropriate in the work setting include the following:

- Garments that bare or expose undergarments, private areas of the body or midriffs
- Torn or tattered clothing
- Hats or headgear, unless worn for medical or religious reasons
- Clothing or accessories exhibiting obscene, vulgar, profane or derogatory language or illustrations
- Shorts of any kind (an exception is made for physical education personnel)
- Tattoos and/or brands visible on the body which are provocative or obscene, advocate sexual, racial, ethnic or religious discrimination, represent affiliation with a gang or that are otherwise of a nature which brings discredit to the school system
- Attached, affixed or displayed objects, articles, jewelry or ornamentation to or through the nose, tongue, lip, brow or other exposed body part that may be deemed a safety issue

Tobacco Use

The use of tobacco products on school property, including all schools, athletic facilities, parking lots and grounds, support facilities and vehicles including school buses, is strictly prohibited.

Alcohol, Drugs and Narcotics

It is the policy of Southmont Schools to prohibit employees from being under the influence of and to prohibit the use, sale, dispensing, possession or manufacture of illegal drugs and narcotics or alcohol beverages on its premises, on or in school buses or vehicles. This prohibition also covers all legal or prescription drugs which impair an employee’s ability to perform his/her job safely or properly. In addition, the use, sale, dispensing, possession, being under the influence or manufacture of illegal drugs and narcotics or alcoholic beverages off school property which affects an employee’s ability to perform his/her duties, or which generates publicity or circumstances which adversely affects the school system or its employees, shall be grounds for discipline, including possible suspension or termination.

Discipline

If a discipline issue arises and you are unable to solve it, please refer the student to the principal or designated person in charge. **At no time should a Substitute Teacher engage in corporal punishment of a student.** Developing and maintaining a positive, respectful relationship with the students is the first, best way to avoid significant discipline issues, including:

- Being prompt
- Being neat and organized
- Being patient
- Being honest
- Having a sense of humor
- Being enthusiastic



- Having a definite objective
- Maintaining dignity

Ethics and Confidentiality

Substitute teachers are expected to maintain the same ethical standards as regular teachers. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of students; therefore, no information regarding a student, and obtained through your employment in our schools, may be discussed with others outside the school. This information includes school work, grades, classroom behavior and personal information of the students. Gossip and rumors overheard should not ever be repeated and caution concerning conversations with students should be taken, as remarks are sometimes easily misinterpreted.

Substitute Teachers should not be critical of the schools, administration or other staff in the district, as this leads to poor relationships between staff and Substitute Teachers. Concerns regarding procedures, plans, or other should be directed to the building administrator in a timely manner so as to build on a collaborative community that seeks to strengthen our educational programs.

All materials, supplies and equipment are property of the either the teacher or the district and should never be removed from the building.

Substitute Teachers are subject to the same rules, regulations, policies and laws as regular teachers and are expected to fulfill the duties of the regular teacher. The Substitute Teacher should become familiar with the policies applicable to a given school or assignment.

Social Relationships and Electronic Media/Social Networking

Employees of Southmont Schools are prohibited from dating or engaging in any intimate social relationships with a student.

The use of Southmont Schools computers or mobile devices is only with the authorization of the building administrator for purposes directly related to the district vision and mission and the Substitute Teacher's assigned tasks. Use of cell phones, personal laptops or other personal electronic media is prohibited during your assignment. Under no circumstances can Substitute Teachers take photographs or record images of students or staff or allow themselves to be photographed or recorded. Nothing regarding your employment as a Substitute Teacher should appear on social network pages, such as (but not limited to) Facebook, Twitter, Instagram, Twitter or YouTube. Do not share your personal information with students or receive email addresses or phone numbers from them. Use of social networks to interact with students is prohibited. Keep in mind your social network pages are public and accessible to parents, students and other members of the community.

Sexual Harassment

The Southmont Schools Board of Trustees is committed to providing an educational and work environment that is free from sexual and other harassment. To that end, the Board of Trustees prohibits discrimination on the basis of sex in its educational program, co-curricular and extra-curricular activities, and in the workplace, as required by law. Employees share responsibility for the health, safety and general welfare of students; for contributing to a school environment free from sexual harassment; and for maintaining appropriate relationships with students. Employees, students and third parties may be subject to disciplinary action or consequences for inappropriate behavior of a sexual nature, even when the behavior does not rise to the level of sexual harassment as defined by prevailing federal and state laws.

GENERAL SUBSTITUTE TEACHER INFORMATION

WORK ASSIGNMENTS AND REPORTING TIMES

Substitute Teachers should try to report to their school at least 15 minutes prior to the time students arrive for parking and planning purposes (see start times below). Substitute Teachers are required to assume all of the duties of the teacher they are filling in for. This may include extra duties performed by the teacher or assigned by the building administrator during the school day only, including (but not limited to): supervising outside the classrooms and in the hallways, organizing playground activities at recess, supervising lunch hour in the elementary buildings and conducting emergency drill procedures.



Building Start Times

Ladoga Elementary School	8:10 a.m.
New Market Elementary School	8:15 a.m.
Walnut Elementary School	8:10 a.m.
Southmont Jr. High School	8:15 a.m.
Southmont High School	8:15 a.m.

CANCELLATION OF ASSIGNMENTS

When you accept an assignment you have made a commitment to the school. Assignments should only be canceled in case of an emergency. When an emergency arises the substitute Teacher should cancel the job with the automated system as soon as possible. The Substitute Teacher should also contact the school to inform them they have cancelled an assignment. If a teacher must cancel an assigned job they will cancel the job in the system and direct the system to notify the Substitute Teacher of the cancellation. Once a job has been canceled by the teacher, the Substitute Teacher's availability will be reactivated with the automated system and they will be eligible to accept other assignments.

INCLEMENT WEATHER

During inclement weather, Substitute Teachers should listen to local media stations or check the Southmont Schools website for delayed openings, early dismissal or closings. (www.southmont.k12.in.us) When schools are delayed, Substitute Teachers should adjust the reporting time and arrive 30 minutes prior to the opening of school. If a Substitute Teacher is unable to report they must follow cancellation procedures and notify the school. Substitute Teachers scheduled to work a half day assignment on the day of a delayed opening must call the school to confirm that a Substitute Teacher is still needed. Substitute Teachers scheduled to work for a full day will receive a full day's pay if there is a delayed opening or early dismissal. When schools are closed all Substitute Teacher assignments will be cancelled. Substitute Teachers are not paid for assignments when schools are closed due to weather emergencies.

CONDITIONS FOR CONTINUED EMPLOYMENT

All Southmont Schools employees are expected to conduct themselves in accordance with applicable laws, policies and standards of behavior that support the vision and mission of the school system. Schools have the option of using "Preferred" and "Do Not Use" lists in the automated system to indicate a Substitute Teacher's status with that school. Preferred lists are created by school administrators to identify those Substitute Teachers that best meet the needs of their school. Substitute Teachers on these lists are identified by the system and offered open assignments at that school before Substitute Teachers not on that preferred list.

Administrators may also request certain Substitute Teachers not be assigned to their school based upon unsatisfactory performance. These names are indicated on the school's "Do Not Use" list. Substitute Teachers on this list are not eligible to receive or accept assignments at that school.

UNEMPLOYMENT CLAIMS AND INDIANA CODE

It is the practice of Southmont Schools to oppose any claims of unemployment which we believe to be unfounded. Per IN Code IC 22-4-14-7, employees receiving reasonable assurance of employment from an educational institution for the next term are not eligible for unemployment for the period of established recess between terms.

IN Code IC 22-4-14-7: (1) With respect to service performed in an instructional, research or principal administrative capacity for an educational institution, benefits may not be paid based on the service for any week of unemployment commencing dur-



ing the period between two (2) successive academic years, or terms, or during the period between two (2) regular but not successive terms, or during a period of paid sabbatical leave provided for in the individual's contract, to any individual if the individual performs the services in the first of the academic years, or terms, and if there is a reasonable assurance that the individual will perform services in an instructional, research or principal administrative capacity for any educational institution in the second of the academic years or terms. (2) With respect to services performed in any capacity (other than those listed in subdivision (1) of this section) for an educational institution, benefits may not be paid based on the service of an individual for any week which commences during a period between two (2) successive academic years or terms if the individual performs the service in the first of the academic years or terms and there is a reasonable assurance that the individual will perform the service in the second of the academic years or terms.

SUBSTITUTE PAY

Substitute Teachers are paid on the same bi-monthly schedule (around the 3rd and 18th of each month) as regular school system employees. Pay will be directly deposited to the Substitute Teacher's bank account (when direct deposit paperwork has been completed). There is an anticipated one (1) week delay to process new Substitute Teachers for payroll. Substitute Teachers hired near the end of the pay period may experience a delay in receiving their initial pay check. Substitute Teachers are responsible for notifying Mrs. Rhonda Wright, Administrative Assistant at (765) 866-0203 of name, address, phone number and/or bank information changes.

A non-licensed teacher who holds a 119 day Substitute Teacher Permit, issued by the IN Department of Education may be employed to substitute up to the number of days provided by the certificate in any one school year. It is the responsibility of the substitute to follow these rules. Non compliance may result in immediate termination.

SAFETY IN SCHOOLS

REPORTING ABUSE AND NEGLECT

It is the responsibility of Southmont Schools to provide a safe, engaging and supportive school environment for all students. The Board of Trustees affirms its position that all students and staff have the right to be protected from abuse and neglect. The Board therefore acknowledges the necessity for the school system to ensure employees and service providers are able to recognize and report instances of abuse and neglect of children and adults. The Board further acknowledges the necessity for the school system to collaborate with child and adult protective service agencies, both private and governmental.

Indiana State Law requires employees and service providers to contact the Department of Child Services (DCS) or the police if there is reason to believe abuse or neglect has occurred. It is not the role of the reporter to investigate or determine the validity of the suspected abuse or neglect situation. Any doubt about reporting a suspected situation is to be resolved in favor of the child and a report must be made.

The reporter **MUST** notify the principal or designee of the suspected abuse or neglect situation. Child abuse and neglect reports are **CONFIDENTIAL** and not part of the educational record of the student.

INFECTION CONTROL GUIDELINES

The Board of Trustees recognizes its responsibility to provide educational programs and services for all children residing in the Southmont Schools district, and furthermore recognizes its responsibility to provide a safe and healthy environment for students, employees, service providers, volunteers and the community at large. Because communicable diseases are one of the most common causes of student illnesses and absenteeism, preventing and reducing transmission of communicable diseases are recognized as essential responsibilities of our district.

Infection Control Guidelines for All Employees

- **Wash your hands.** Use soap and water and rub your hands for at least ten seconds. Wash your hands after exposure to blood or bodily fluids, after using the bathroom, before handling food, before touching your eyes, nose and mouth and after you take off gloves.
- **Wear gloves when in contact with blood or bodily fluids.** If you come in contact with blood or bodily fluids, put on

vinyl or latex gloves before the handling of fluids.

- ***Try to avoid contact with blood.*** If you have cuts on your skin, cover them with a bandage. If someone is bleeding, encourage the person to apply pressure to their own wound, or use a sterile compress.
- ***If you come in contact with blood, take necessary precautions.*** It is not exposure if blood comes in contact with your skin. For an exposure to occur, the blood and body fluids must enter the body through an opening in your skin or through mucous membranes in the eyes, nose or mouth. If you are exposed, wash the area with soap and water. Flush eyes with water. Encourage the wound to bleed. Use alcohol or peroxide to kill viruses or bacteria. Report the exposure to your supervisor immediately.
- ***Dispose of solid waste appropriately.*** Materials contaminated with blood or body fluids should be placed in a plastic bag and tied off, and then placed in another plastic bag. Sharp objects, such as needles, lancets or other instruments contaminated with body fluids must be placed in puncture proof containers and disposed of properly.
- ***Clean blood spills with bleach or appropriate hospital disinfectants.*** Wipe up and dispose of materials appropriately.

In the case of an incident with potential exposure to blood or body fluids, contact the custodians in the school building to insure that the situation is managed appropriately.

CLOSING AND DELAY INFORMATION SOURCES

It may become necessary to close schools due to extreme weather conditions or other unusual circumstances. When this happens, you will be notified through local radio and television stations, email, SMCSC's Auto Dialing System, Facebook, Twitter and the new DynaCal system (for those who have not subscribed to My DynaCal. Please do not attempt to contact the school or school employees as this ties up phone lines and resources and prevents us from making or receiving emergency calls. All efforts are made to contact parents and the media as soon as the decision is made.

School may be dismissed early due to extreme weather conditions or other factors. The media will be notified if this is necessary. If it appears that there may be a chance that school will be dismissed early, please tune to the local radio or television stations. Arrangements need to be made in advance in preparation for possible early dismissal so that all students will know where they are to go.

If school is delayed, the same procedure as outlined above would be followed. If school is running on a two-hour delay, you should expect the bus to pick students up two hours later than normal. Slight changes may need to be made depending upon weather conditions. If the bus normally picks students up at a particular stop at 7:30 a.m., then you should expect those students to be picked up at 9:30 a.m.

If it becomes necessary to either dismiss school early, delay school or not have school because of bad weather, parents and students will be informed by the following outlets:

TELEVISION

WXIN Channel 59

WRTV Channel 6

WISH Channel 8

WTHR Channel 13

WLFI Channel 18

If students are in a vocational class, they are to follow Southmont High School's delay or cancellation schedule. The student should not travel to their vocational destinations during a delay or cancellation.

SOUTHMONT SCHOOLS RESOURCES

SCHOOL ADDRESSES, PHONE NUMBERS AND LOCATIONS

Mailing Addresses and Phone Numbers		
Ladoga Elementary School	418 E. Taylor Street Ladoga, Indiana 47954	765-942-2203 765-942-2204 (f)
New Market Elementary School	410 N. 3rd Street Crawfordsville, Indiana 47933	765-866-0740 765-866-2031 (f)
Walnut Elementary School	3458 S. 775 East New Ross, Indiana 47968	765-362-0542 765-362-0545 (f)
Southmont Jr. High School	6460 US 231 South Crawfordsville, Indiana 47933	765-866-2023 765-866-2045 (f)
Southmont High School	6425 US 231 South Crawfordsville, Indiana 47933	765-866-0350 765-866-2044 (f)
Administration Office	PO Box 8 New Market, Indiana 47965	765-866-0203 765-866-0736 (f)

