

Richmond Community Schools



Substitute Teacher Handbook



Richmond, Indiana

765.973.3300

weRrichmond.com



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It is a policy of Richmond Community Schools not to discriminate on the bases of race, color, religion, sex, national origin, age or disability in its educational programs or employment policies as required by the Indiana Civil Rights Act (IC.22-9-1), IC 20-8-1-2, Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972) Educational Amendments), Section 504 of the Rehabilitation Act of 1973.



WELCOME

Greetings from the Richmond Community Schools Corporation! This handbook is designed to provide you with general information necessary for success as a substitute teacher in our district. *It is, of course, not a contract of employment but rather a guide to assist you.*

RCS is committed to academic and social excellence for all students, which is enhanced by the high standards of our professional and support personnel staff. The substitute teacher plays a very important role in upholding the high standard of teaching and provides an important service. The role of the substitute teacher is one of great challenge and one in which an individual may face new and difficult situations.

Each principal has a more specific outline of programs, policies, schedule, key procedures, etc., which are in effect in the individual buildings. Please be sure to check in at the main office when you arrive.

Even though as a substitute teacher you are employed at will on a daily basis and may not expect or rely upon any promise of further or continued employment, our substitute teachers are an important and integral part of the daily educational program. Thus, we ask that you assume the same responsibilities as the regular members of our faculty and adhere to the same high standards.

If we can be of further assistance to you, please feel free to contact the Office of Human Resources at 765-973-3300.

Sincerely,

Jennifer O'Brien
Chief Human Resources Officer

INTRODUCTION

This handbook has been prepared to introduce you to the Richmond Community Schools. It will acquaint you with the personnel guidelines, which apply to employees at RCS.

The information contained in this handbook applies to Classified Employees of RCS. It is presented as a matter of information only and its contents should not be interpreted as a contract between RCS and any of its employees. The following policies and procedures described in this manual are considered a condition of continued employment.

Please read this handbook carefully and keep it handy for future reference. You are responsible for reading, understanding, and complying with the provisions of this handbook. This handbook is a summary of our personnel guideline and information. Please contact the Office of Human Resources if you have any questions.

EMPLOYEE RESPONSIBILITY

It is the responsibility of each employee to become familiar with all rules and regulations set forth by Richmond Community Schools and follow them. Each employee must provide his/her immediate supervisor with a telephone number where he/she can be reached at all times. Unlisted numbers will not be published. They will remain the confidential information of the immediate supervisor and the Office of Human Resources. Please report change of name, address and phone number to the Office of Human Resources.

Appearance and Conduct

Appropriate professional attire for substitute teachers is required. Professional attire is defined in the guidelines of the RCS Policy 3216 Guidelines for Staff Attire and Grooming, which states... In the interest of maintaining a professional image for all staff, promoting a culture of success, and engendering respect and discipline from students, the following guidelines are in place and shall not infringe on any individual's religious beliefs or protected free speech.

The dress and grooming of RCS employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. Employees shall act as role models, exemplifying the highest stands of professional appearance, to teach community values and proper grooming and hygiene.

Professional Attire

A. Male professionals shall wear a collared shirt, dress or khaki slacks, or other appropriate professional clothing, ties optional.

B. Female professionals shall wear professional dresses and skirts that are no shorter than two inches above the bend of the knee in length, dressy slacks, capris, or other appropriate professional clothing. Leggings should only be worn with dresses or long tops that hit at approximately mid-thigh or lower.

C. Other support personnel shall wear attire in accordance with the workplace.

D. The following clothing is not considered "professional attire" pursuant to these guidelines: jeans, shorts, revealing/provocative shirts and tops, t-shirts, sweatshirts, short skirts, spandex or similar tight outfits. Flip-flops, house shoes, and other similar foot apparel are not considered professional attire.

E. Attire that is provocative or revealing, sloppy, too tight, or likely to be distracting is not considered professional or appropriate.

COURTESY

Courtesy on the job is an indication of friendliness and good judgment. When an employee is thoughtful and considerate of others, they will reciprocate in the same manner. Students, parents, and visitors, will feel that the employees are interested in them and attentive to their needs. When employees are courteous and considerate, people will think well of RCS. Rude and/or discourteous behavior will not be tolerated.

HARASSMENT

Richmond Community Schools is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor or the Office of Human Resources who will handle the matter in a timely and confidential manner.

For additional guidance see RCS Policy 3362 and/or contact the Office of Human Resources.

PROFESSIONAL CONFIDENTIALITY

Substitute teachers are expected to treat information acquired about students, teachers, parents and faculty as confidential. Breach of confidentiality is cause for immediate termination.

As a temporary member of the Richmond Community Schools staff, you are expected to keep all information about pupils in confidence. In your roles of a substitute teacher, you are obligated to respect the *confidentiality* of certain information. This means that you cannot discuss or share certain *information with anyone other than with other school employees who need to know the information.*

- Do not engage in gossip about students or staff or the school district!
- Do not tell non-school employees the names of the students you meet while working as a substitute teacher.
- Do not record for your personal use, the names, addresses, or telephone numbers of students.
- Do not speak with the parents of the students you work with unless you have been directed to do so by a school administrator or unless you are in a meeting with a school administrator or the parent.

PURPOSE

The job of "Substitute Teacher" involves instruction, supervision and training of individuals or groups of students with a wide variety of needs in a regular and/or special education setting. Job activities include instruction of students in a variety of education environments including classrooms, learning centers, vocational programs, the community and/or other institutional facilities.

GET STARTED – Employment Application

The first step in becoming a substitute teacher is to complete the on-line application. We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Applicants with a current Indiana Teaching License will complete a Certified Application. PLEASE NOTE: Please be sure to include a valid email address in your application. If your application is being considered, you will be notified by email of upcoming interview and training sessions. Pending successful reference and background check and the completion of an employment packet issued at the training session, you will be entered into our system to begin substitute teaching. At the time of training, the following documentation will also be required.

Necessary Documentation:

- High Diploma and proof of age. (Must be 18 years of age or older)
- A Substitute Teacher Permit or valid Indiana Teaching License. Substitute Teaching Permits may be obtained from online at the Licensing Verification and Information System of the Office of Educator Licensing and Development. <https://license.doe.in.gov/>
- A voided check for mandatory direct deposit.
- Current Criminal History Report through Safe Hiring Solutions.
- Two pieces of original ID to be copied by HR staff, such as driver's license, birth certificate, social security card, or a passport.

EMPLOYMENT AT – WILL

You enter into employment with Richmond Community Schools voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Richmond Community Schools is free to conclude its relationship with any classified employee at any time for any reason or no reason.

HOURS

Substitute teacher hours vary by building. Building hours are as follows:

Preschool: Morning classes Monday through Friday: 8:30 – 11:00 a.m.

Afternoon classes Monday through Friday: 12:00 – 2:30 p.m.

Tuesday Schedule:

Elementary Schools: 7:50 a.m. – 1:40 p.m.

Hibberd Building: 8:28 a.m. – 2:34 p.m.

Intermediate Schools & RHS: 8:15 a.m. – 2:49 p.m.

Monday, Wednesday, Thursday and Friday Schedule:

Elementary Schools: 7:50 a.m. – 2:40 p.m.

Hibberd Building: 8:28 a.m. – 3:15 p.m.

Intermediate Schools & RHS: 8:15 a.m. – 3:30 p.m.

The substitute teacher is expected to remain in the building until the completion of the school day. Before leaving, the following should be completed:

1. Papers graded
2. Room left in neat order
3. A note written to the teacher describing the day's events
4. Check in the office before leaving for the day; give a brief statement regarding the overall climate of the day and return keys, if applicable

ON CALL, DAY-TO-DAY, AS NEEDED

Substitute teachers are employed on an on-call, day-to-day, as needed basis. Substitute teachers will be assigned to serve in the absence of a teacher or to teach a class that does not currently have a regular teacher (vacancy).

Employee absences are unpredictable and fluctuate greatly; therefore, it is impossible to predict how many days a substitute will work in any school week or year. Substitute employees are encouraged to make themselves available daily and be flexible to various grades and subjects. They are expected to work on the days they state they are available.

Half-day absences are as important as full day absences and substitute employees are expected to accept any half-day assignments offered to them.

LONG-TERM SUBSTITUTE TEACHERS

Long-term substitute teachers are selected by the school principal or his/her designee from the approved substitute teacher list. Preference is given to substitute teachers with a valid Indiana Teaching License.

PARKING AT SCHOOL SITES

It is recommended that substitute employees check with the school secretary regarding the location of their car on school property as some schools have assigned parking places.

EVALUATION

Every day that you are asked to substitute teach, you should complete an evaluation form provided by the school principal. The evaluation includes an area for your classroom teacher and principal to complete. If the classroom teacher and principal determine your performance as a substitute is unsatisfactory, they may request that you be removed from the substitute teacher list for their building. The Office of Human Resources will monitor substitute evaluations throughout the year. Unsatisfactory performance could result in the termination of your employment as a substitute teacher for Richmond Community Schools.

OBTAINING SUBSTITUTE TEACHERS

Teachers inform their principals and/or Kelly Educational Services by 6:30 a.m. of their absences that day. Occasionally you will be contacted to work for only one-half day. A half-day is the mid-point of a teacher day. Midpoint of the Elementary day is 11:15 a.m.; midpoint of the Intermediate School and RHS day is 11:45 a.m. If the substitute has student supervision responsibilities past the midpoint of the day until the teacher returns, the substitute will be paid for the full day.

There may be times when a substitute teacher reports to a building and for one reason or another there is no position available. If that happens, another assignment may be given either in that building or another building. The substitute teacher will be paid for one-half day at the current substitute teacher's pay if no other positions are available. However, we will expect the sub to work the half-day.

At times, a substitute teacher may be called for a position, but placed in a different position or school. The decision to change a substitute teacher to a different class or building remains the sole responsibility of the administration.

The principal reserves the right to request that specific individuals be removed from the substitute list for their particular building. This request must be made in writing with justification for the removal included. The request is then forwarded to the Office of Human Resources. If a substitute is removed from three building lists, RCS Administration may proceed with termination of the substitute teacher.

CALENDAR

The official academic school year calendar is approved by the Board of School Trustees of Richmond Community Schools. The academic school year calendar specifies the number of instructional days, beginning and ending dates of the school year, holidays, parent-teacher conference days, and winter and spring break. The calendar is available on the RCS website at www.rcs.k12.in.us.

CANCELLATION OF ACTIVITIES

In the event that school is closed because of extreme weather conditions or other emergencies, the Principal will make the final decision regarding the cancellation or continuation of extracurricular activities based upon all available information.

On a day that school is dismissed early due to adverse weather conditions or other emergencies, all practices and rehearsals shall be automatically suspended. It should be understood that if conditions do not permit remaining in school for the regular school day, extracurricular activities would also be curtailed.

SCHOOL CLOSING

When conditions warrant the delay, dismissal or cancellation of school, employees will follow the Emergency School Closing Procedures.

It is the responsibility of each employee to know the schedule to be followed during the emergency school closings. A copy of the current procedures can be obtained from the Office of Human Resources.

EMERGENCY SCHOOL CLOSING PROCEDURES

Option 1 – All Schools Closed - Substitute teachers do no report.

Option 2 – Two – Hour Delay - Substitute teachers are to report two hours later than the usual start time.

Option 3 – Two – Hour Delay Followed by a School Closing - Substitute teachers do not report.

Option 4 – Early Dismissal - Substitute teachers may leave when dismissed by the building principal/designee.

EMERGENCY PROCEDURES

In case of an emergency by fire, tornado, earthquake, etc., students, employees and visitors will follow the approved procedures established for the specific emergency. Procedures should be posted in prominent locations throughout the building for appropriate emergency situations.

SUBSTITUTE TEACHER FOLDERS

Principals may require teachers to develop substitute teacher folders. These folders are available in the office or classroom. The purpose of this folder is to provide the substitute teacher with information necessary for establishing a safe classroom atmosphere that is conducive to learning. The substitute teacher is responsible for implementing the teacher's lesson plans as completely and thoroughly as possible.

Although folders will be different from classroom to classroom and school to school, all folders should contain the following information.

1. Map of the school
2. Directions for emergency evacuation of students
3. Intruder alert directions
4. Names of persons to contact concerning discipline and instruction
5. Class roll and assigned seating chart
6. List of reading and math groups (elementary)
7. List of students receiving special services (remedial, special education or with medial needs) and the schedule for these services.

Please note that technology plays an important role in the classroom. Students in grades 5-12 have take home laptops. Students in grades K-4 have access to iPads and Chromebooks. Substitutes can expect the use of technology may be included in lesson plans.

Substitute teachers work under the supervision of the school Principal and/or designee during the school day.

EXPECTATIONS

Substitute teachers shall perform the following duties:

- Report to the school office upon arrival and leaving. The principal or office personnel may have useful information about the class or classes to be taught.
- Be on time/prompt.
- Stay the entire day; if it is necessary to leave early, explain to the principal or secretary and get their permission.
- Dress appropriately/professionally (remember that you may have outdoor duty)
- **Follow lesson plans as much as possible;** if plans are inadequate, notify the principal.
- Become acquainted with fire and disaster drill procedures.
- Supervise students at all times. Never leave students unattended.
- Have educational games/emergency plans to fill in.
- Maintain classroom control/discipline (Don't be afraid to send disruptive students to the appropriate administrator).
- Have your own discipline plan ready to use if there isn't one recommended, be sure it aligns with the student regulations and discipline policies found at the RCS website.
- Follow the assigned teacher schedule and complete all assigned teacher duty times which may include recess duty or bus duty.
- Never get into discussions on topics that are controversial.
- Possess good judgment.
- Keep your sense of humor.
- Seek help and advice from other teachers or staff when needed.
- At the end of the day, complete the evaluation form which you received upon arrival and return it to the office. Leave a note for the teacher concerning the day's activities. Leave the room in neat order.
- Leave notes to the teacher regarding lesson plans, student behavior, papers that were graded, special problems, etc.
- Exhibit professionalism toward students, faculty and staff.
- Do not dismiss students early from class.
- Be flexible – sometimes the assignment will be changed if there is an emergency.
- Don't be afraid to acknowledge an error.
- Be a positive role model for students. Do not belittle or talk down to students, or use offensive language, sarcasm, or ridicule towards students.
- Monitor halls between classes.

PERSONAL BUSINESS AND OUTSIDE EMPLOYMENT

Personal business and outside employment interests should not be conducted during work hours.

PERSONAL PROPERTY

It is strongly recommended that employees do not leave valuables of any kind in a parked car or in the work area, even though locked. RCS is not responsible for stolen or damaged property; however, such loss or damage should be reported to the immediate supervisor.

TELEPHONE AND CELL PHONE USE

The telephone may be the first line of communication. For that reason, telephone courtesy should be practiced at all times. When answering the telephone, identify your building or department, and yourself by name. Please be accurate, prompt, and courteous in all telephone transactions.

We recognize the existence of home and family emergencies. For that reason RCS phones may be used for personal calls but must be held to a minimum. Personal long distance calls may not be charged to the RCS account for any reason. Incoming personal calls and messages will be forwarded to an employee only in emergency situations.

*Substitute teachers should **NOT** be using Cell Phones in the classroom for personal business.* Please put your cell phones on vibrate and/or allow messages to go to the voicemail. Please note there are times during student testing when cell phones are not permitted.

INTERNET USE

Employees of Richmond community Schools are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the schools business.

Employees may use the Internet when appropriate to access information needed to conduct business of the school district. Employees may use e-mail when appropriate for school district business correspondence. Use of the Internet must not disrupt operation of the district computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. Richmond Community Schools reserves the right to access and monitor all files and messages on its systems.

UNUSUAL REQUESTS

Occasionally, outsiders may request that certain information be given about particular students. In custody cases, for example, a person may ask the child to leave the room. **Please refer all visitors to the school office.**

PAYMENT

The daily rate for substitute teachers is established by the Board of School Trustees. The current daily rate of pay for substitute teachers in RCS is: \$85.00 per day or \$50.00 for a half day.

After fifteen (15) consecutive days working for the same teacher, substitutes who hold a valid Indiana provision, professional, reciprocal or standard Indiana Teacher's License, will be compensated at a daily rate based on the current Teacher Master Contract Salary Placement Schedule, at the level of educational degree held (i.e.: a first year teacher would receive \$198.92 per day). The substitute teacher should make the building level secretary aware of reaching the fifteenth (15th) day, so proper notification is given to the Office of Human Resources. Persons holding substitute certificates do not receive higher pay for long-term subbing.

Substitute teachers are paid twice a month on the 5th and 20th by direct deposit. Paydays that fall on a holiday or a weekend shall be paid on the last business day prior to the holiday or weekend. Notice of the direct deposit is available on line at www.rcs.k12.in.us.

It is required that the following deductions be made from all pay unless, of course, the earnings do not exceed the exemptions allowed for tax purposes: Federal income Tax, Indiana State income Tax, County Tax, Social Security and Indiana Teachers' Retirement. If you choose to make contributions to the Indiana State Teachers' Retirement Fund, (you must have worked 120 days in one year or 60 days in each of two years) please contact the business office at 765-973-3300. All substitute teachers will provide information for direct deposit.

DISCIPLINE

Substitute teachers sometimes are faced with students who want to “test” them. Generally, substitute teachers should be firm but fair with their students. It helps to have a sense of humor and for substitutes to be enthusiastic and caring. Principals want substitutes to basically handle their own discipline, but they recognize that they may need to intercede in some situations. Principals want to support substitute teachers whenever possible.

Each school has its own individual PBIS discipline model. These will be explained in the substitute folder on each teacher’s desk.

See the RCS Discipline policy in the appendix.

Please Remember:

1. As a substitute teacher, you are expected to comply with the district discipline policies as approved by the Board of School Trustees and the school site discipline plan for student behavior.
2. When you report to a school, find out what that particular school’s practice may be for discipline as well as that of the teacher for whom you are substituting. \
3. It is important to realize that classroom control is the first concern, and that having students actively engaged in learning greatly reduces the potential for discipline problems.
4. Should an unexpected problem occur, friendliness and firmness, along with a reasonable sense of humor, is a reliable procedure.
5. Following are some general guidelines:
 - Be calm and unemotional, firm and fair. Allow the student a reasonable opportunity to explain his/her actions. Explain the reason(s) for any penalty or punishment.
 - You may deny the student privileges for misbehaving according to the building policy.
 - Try not to embarrass the student as a form of punishment.
 - Try to handle discipline problems privately.
 - Use acceptable forms of punishment.
 - Never use any type of physical force/discipline or inappropriate language.
 - Avoid punishing the whole group for the action of one person.
 - Realize students often “test” substitute teachers. To prevent misbehavior, establish and enforce clear guidelines.
 - If a student becomes unruly, you may send him/her to the office according to the building referral system. At a minimum, include a note explaining the student’s behavior, the time he/she is leaving your classroom and any disciplinary actions you have taken thus far. If necessary, you may also send for an administrator to come to your classroom for assistance.
 - Ask for assistance when needed.

PRACTICES THAT PROMOTE GOOD STUDENT BEHAVIOR:

- ✓ Follow established classroom rules
- ✓ Be consistent
- ✓ Make expectations clear
- ✓ Follow the class routine as closely as possible
- ✓ Engage the students in learning and actively monitor student work by walking around the class
- ✓ Vary learning activities

- ✓ Be sensitive to student needs
- ✓ Listen to students
- ✓ Use humor appropriately
- ✓ Ignore minor incidents
- ✓ Remove temptations such as allowing students to change normal seating
- ✓ Gain control calmly and quickly if order is threatened: change seating arrangement, discuss incident with a student privately, and use non-verbal clues
- ✓ Keep consequences and notes to the teacher objective

RICHMOND COMMUNITY SCHOOLS K-12 DISCIPLINE POLICY

An effective school system fosters a disciplined student body where appropriate educational opportunities and experiences are enjoyed by students and adults. Conscientious faculty members and staff, supported by administrators, parents, and community members, are essential to good discipline in schools.

Students must practice self-control in order to promote an environment conducive to learning. Students do not have the right to interfere with the learning process of others. Those who do may be denied their right to participate in educational activities for a specified time.

Discipline should not be confused with punishment. Corporal punishment shall not be administered in Richmond Community Schools.

DISCIPLINE INTERVENTIONS

(Board Policy 4603)

The discipline interventions described below is designed to progress from very low levels of intervention to moderate levels of intervention and finally to very high levels of intervention. Discipline should be handled at the lowest level possible, but will depend upon the seriousness and frequency of the inappropriate behavior. There may be a time when the first intervention occurs at level IV due to the seriousness of the inappropriate behaviors (i.e. a fist fight between students). These interventions should be used together with individual plans developed at each building, which may include, but are not limited to, rules for the playground, buses, lunch period, before and after school, in classrooms and hallways.

Level I – is the responsibility of the person in charge of the area, (i.e. classroom, playground, cafeteria, after school, hallway, etc.). Attempts to resolve the problem will be made by that person.

The first step for the person in charge of an area is to conference with the student in an attempt to resolve the issue. This may take many different forms and would address the issue(s) of these specific behavior(s) only. Examples of a Level I behavior may include, but are not limited to, talking in class, not being prepared in class, showing disrespect in minor forms to the teacher or other colleagues. If this does not resolve the issue, the problem moves to Level II.

Level II – will initiate contact with the parent by a certified staff member. The purpose of this contact is to include the parent/guardian/custodian in the solution of the problem. If this does not resolve the issue, the problem moves to Level III.

Level III – will result in an intervention by the principal and any other appropriate personnel in the school or community and may result in a suspension and/or expulsion. Examples of Level III behaviors may include, but are not limited to, smoking, abusive or vulgar language, disruption of a school activity or an educational function. If this does not resolve the issue, the problem moves to level IV.

Level IV – will involve immediate action by the principal or designee, such as suspension, expulsion, or combinations of those tools available at a particular school (including outside resources). Examples of Level IV behaviors may include, but are not limited to: extortion, theft, illegal activity, vandalism, arson, use, possession or sale of alcohol or drugs, weapon possession, assault, or fighting.

POLICIES, PROCEDURES, AND PRACTICES EVERY SUBSTITUTE EMPLOYEE MUST KNOW:

As an employee of Richmond Community Schools, it is your responsibility to know, understand, follow and enforce school rules, policies and procedures. Your authority resides not only in your ability to handle a situation, but also in the system behind you. For a complete list of Richmond Community Schools Policies and Procedures, access them on line at www.rcs.k12.in.us. Failure to follow Board policies and procedures could result in termination from substitute services.

- Under **NO** circumstance is corporal punishment to be administered. Corporal punishment is not allowed in any Richmond Community Schools. Corporal punishment includes hitting, pushing, grabbing a student or using any other physical force.
- The use of profanity is **NOT** permitted.
- No outside agency or person, including parents, is to question or interview a student except in the presence of the principal or his/her designee. Substitute employees have a responsibility to see that the rights of the student are not violated. There are **no** exceptions to this rule.
- No persons, including parents, should visit a classroom without the approval of the principal or his/her designee. Visitors are to report to the main office upon building entry.
- Accidents and injuries involving any student in a substitute's care must be reported to the principal or assistant principal immediately.
- All medication is to be administered by appropriate personnel in the clinic or school office. Never give medicine to students, including aspirin, Tylenol, and other common over-the-counter drugs.
- Students who appear to be ill should be sent to the clinic or school office.
- Notes and other communications should not be sent to the parents without approval of the principal/designee. Substitute teachers are not permitted to call parents regarding discipline concerns. Leave notes for the regular teacher regarding specific infractions and concerns.
- So no introduce controversial subjects or materials. Follow the teacher's lesson plans fully and completely.
- Do not advertise products or services.
- All school records and reports must be handled in a confidential manner. Do not divulge any confidential information that has been received from contact with administrators, teachers, students or parents. Do not share information with neighbors, friends or other teachers/students.
- Verbal and physical acts are prohibited, including racial, sexual, ethnic or other types of slurs, insults, intimidation, harassment or other conduct directed toward another person's race, national origin, religion, age, gender or handicap.
- All forms of sexual harassment are prohibited.
- The use of cell phones and pagers is not allowed during instructional time.
- The use of tobacco products is prohibited on all property of Richmond Community Schools.
- The unlawful manufacture, distribution, dispensation, possession, sale or use of illegal drugs and alcohol on school premises or any school activity is prohibited.
- If you receive a tip or suspect a student is in possession of a weapon, drugs, or alcohol, notify the closest administrator as quickly as possible. Do not investigate on your own.
- Students are to be supervised at all times. If there is an emergency and you must leave the room, call for assistance from the office or another adult nearby.

LOCATION OF BUILDINGS

The following is a list of Richmond Community Schools' buildings and addresses:

Elementary

Charles Elementary School
2400 Reeveston Road
Phone: 973-3441

Crestdale Elementary School
701 Crestdale Drive
Phone: 973-3415

Starr Elementary
301 N. 19th Street
Phone: 973-3426

Fairview Elementary School
600 N.W. "L" Street
Phone: 973-3442

Vaile Elementary School
300 S. 14th Street
Phone: 973-3433

Westview Elementary School
1707 S.W. "A" Street
Phone: 973-3445

Intermediate Schools

Dennis Intermediate School
222 N.W. 7th Street
Phone: 973-3495

Test Intermediate School
33 S. 22nd Street
Phone: 973-3412

High School

Richmond High School
380 Hub Etchison Parkway
Phone: 973-3424

Special Programs

Community Youth Services
315 N.W. 3rd Street
Phone: 973-3430

Hibberd
900 S. "L" Street
Phone: 973-3488

**Adult Ed. – Find Center
Warner Building**
302 N. 7th Street
Phone: 973-3486

***NOTE TO ALL SUBSTITUTE TEACHERS:**

Please report to the Office of Human Resources

1. Changes in name, address, or telephone number
2. Problems you have encountered while substituting.

Substitutes:

Please report to the substitute service

1. All changes in your availability to substitute
2. Changes in your phone number
3. If you wish to be removed from the sub list and why