

Warren County R-III School District



Substitute Personnel Handbook

Approved: August 2010



Warren County R-III Schools

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John D. Long, Ph.D.

Superintendent

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Welcome to the Warren County R-III School District!

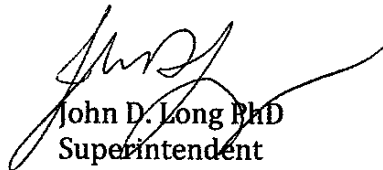
I am so glad that you have decided to work as a substitute teacher in our district. In Warren County we believe that every teacher makes a difference in the lives of the students in our care. Many of those teachers are full time, and many others work to help us when we have absences.

A great substitute teacher is vital to making certain that the education in the room still progresses when the regular teacher has to be away. In your hands you hold much of the information you will need to be successful. Take time to read through this handbook and familiarize yourself with the contents.

We have designed this book to provide you with information, policies, and procedures that we use to smoothly operate our schools. If you have any questions about procedures or things specific to a building, please do not hesitate to speak with one of the building administrators. Please feel free to direct all other questions to those of us in the central office.

Thank you again for working with our children.

Sincerely,



John D. Long PhD
Superintendent

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District Mission

The mission of Warren County R- III School District is to empower each child to fully reach his or her potential as a life-long learner, a responsible adult and a contributing member of a diverse society.

Contact Information

School Building	Building Administrator	Administrative Support	School Phone #
Central Office Administration	Dr. Tom Jaeger	Bridget Hollis	(636) 456 -6901
Daniel Boone Elementary	Emily Turner	Barb Hargrove	(636) 456 -6905
Warrior Ridge Elementary	Stacie Goldsmith	Janet Duren	(636) 456 -6906
Rebecca Boone Elementary	Todd Ponder	Sue Pinkley	(636) 456 -6904
Black Hawk Middle School	Tina Sutherland	Corey Johnson	(636) 456 -6903
Warrenton High School	Lisa Pirrung	Tina Bridwell	(636) 456 -6902

School Hours

School	Grades	Student Hours	Sub Teacher Hours
Daniel Boone Elementary	K-1	7:55 – 2:45	7:25 – 3:15
Warrior Ridge Elementary	2-3	7:45 – 2:35	7:15 – 3:05
Rebecca Boone Elementary	4-5	7:55 – 2:45	7:25 – 3:15
Black Hawk Middle School	6-8	7:45 – 2:45	7:15 – 3:15
Warrenton High School	9-12	7:40 – 2:30	7:10 – 3:00

Substitute Pay

Position	Rate of Pay	Long Term Rate of Pay (Begins on the 10 th consecutive day for the same person.)
Para-Professional (Aide)	7.79/hour	
Office Clerical	7.79/hour	
Nurse	\$75/day if RN; 7.79/hour if not	
Teacher	\$75.00/day \$85/day if substitute is a retired teacher	\$96/day \$100/day if substitute is a retired teacher

Please note:

**The cut-off date for payroll is the last day of each month.
Payday is on the 23rd day of each month.**

How to Check In

Upon arrival at your designated building for a sub assignment, please check in with the building secretary. You will need to sign in on the building's substitute log. Please check out with the building secretary at the end of the day before departing the building.

Identification Badges/Tags

The building secretary will issue an identification badge to you upon arrival. The ID badge or sticker should be worn in a visible place while you are in the building for the day. Please return the ID badge to the secretary at the end of the day.

Room Keys & Lesson Plans

The secretary may also give you keys to the classroom, building instructions for the day, and/or a substitute folder containing the teacher's lesson plans and other pertinent classroom information. Please return these items to the building secretary at the end of the day.

Please do your best to follow the lesson plans that have been given to you. If you have any questions please ask your buddy teacher or a neighboring teacher.

If the lesson plans call for duty assignments, such as morning supervision, recess, hallway, bus or lunch supervision the substitute is expected to supervise students during that time.

How to Purchase Lunch

The food services director has requested that subs pre-purchase lunch with cash on the morning of the sub date. A substitute can put their money in a lunch envelope with their name on it. Then place your money that is in the envelope in the manila envelope for the class. Of course, if all else fails, the cashier will take your money at the register (exact change will help as cashiers do not deal with money at lunch times.) Lunch is \$2.75 and breakfast is \$1.75 for adults.

Workroom

There is a workroom in all buildings. Every workroom has a refrigerator, coffee pot, microwave, soda machine and snack machine. There is a copy machine in the workroom. If you need assistance ask one of the secretaries. **Students are not permitted in the workroom.**

When do I Get Paid?

Substitutes are paid monthly from the buildings' substitute sign-in logs. Monthly hours are turned in to Payroll on the 1st of each month, and payday is on the 23rd. *Example: September 1 through September 30 is considered one month's pay period. Payday for this period would be on October 23.* If the 23rd falls on a Saturday or Sunday, payday will be on the preceding Friday. **Direct deposit is mandatory.** Pay stubs can be picked up on the 23rd of each month (or preceding Friday, if a weekend) in the Central Office. Any pay envelope not picked up on payday will be mailed.

Emergency Procedures

All evacuation procedures are posted by all classroom doors, in all cafeterias, and office areas. They include:

1. Crisis Response Information
2. Evacuation Map of School
3. Green, Yellow, and Red Cards
4. Drill Procedures that include: fire, tornado, earthquake procedures along with bomb threat/explosion procedures, dangerous situation outside the school, and intruder information.

Review all emergency and evacuation procedures before the start of the day. Please become familiar with what to do in an emergency and where you would exit the building. Please talk to your buddy teacher or neighboring teacher about what to do in an emergency if you have any questions. The office is always happy to answer any questions you may have about emergency procedures.

Remember.... **TEACHERS SET THE EXAMPLE FOR THE STUDENTS.**

IN ALL EMERGENCY SITUATIONS REMAIN:

- **Calm**
- **Informed**
- **Alert**
- **Responsive**

Substitute Expectations

The job of the substitute teacher is an important one. Indeed, you are every bit as important as the regular full-time classroom teacher. Remember, whenever you enter a classroom YOU ARE THE TEACHER. Accept the time you spend in the classroom as a real teaching experience.

Enter the classroom as a guest and an apprentice. Be understanding and considerate of the students you will be working with. They will need a chance to adjust to you and your ways.

Enter the classroom prepared and with a positive attitude, and you will find that the time you spend there pays off handsomely for you and your students.

Attitudes are Contagious

If you go into each new class with the feeling that you are going to give the class something of value, whether academic or moral, and that you, in turn, will receive valuable experience and insight into the exciting world of teaching children, there will be mutual respect and understanding between you and your classes.

Children are masters at detecting when people are insecure, and they sometimes take advantage of this knowledge. This is why a good attitude and a feeling of self-confidence are so essential from the beginning. If you do have a cheerful, confident feeling about substituting, your term as an interim teacher can offer a refreshing interlude for a class and provide a rewarding experience for you.

The key to a good relationship with a class is never "talk down" to any child. Occasionally using a word or phrase he does not understand is forgivable and is even good for the learning process, but being condescending is an insult to any age.

Classroom Management

Probably the most difficult problem facing the substitute is classroom management, particularly if you are new to the students. (At all grade levels the appearance of the substitute is cause for jubilation.) At best, the students assume that they can play that day. At their worst, they will try to drive you right up the wall. The best way to counter this attitude is to make clear from the beginning that the day will be business as usual.

Remember your goal, be it for one day or for one week, is to TEACH in the absence of the regular teacher. Be firm; the key to success is to maintain normal routine as much as possible. I know of one teacher who asked the principal never to call a certain substitute again because the substitute had allowed the students to play all day. Incidentally, the teacher found out because students complained when she returned.

The students in your classroom are a source of information, use them. You will soon be able to tell on whom you can readily rely. In fact, they will usually volunteer to help you. In your sub folder you should find a place where the teacher has indicated who the reliable students are for that class or period.

You may get tired of hearing, “But Mrs. Smith doesn’t do it that way”. Just remind them that you are the teacher that day and that when Mrs. Smith returns they will do things her way again.

The following hints may help you to deal with potential problems;

1. Review classroom expectations.
2. Begin class promptly. Do not allow even the first three or four minutes of the period to be wasted. Do not give “problems” a chance to develop.
3. Find the seating chart and use it to call students by name.
4. Take attendance at the start of the day or hour. Use a pencil to mark the attendance form. Send the form to the office.
5. Do not allow students to rummage through the teacher’s desk, file cabinet, etc.
6. Allow sufficient time to distribute and collect materials in an orderly manner.
7. Move about the room. Do not remain seated at the teacher’s desk the whole time that you are in the room.
8. Give clear directions. Be sure that students understand your directions.
9. **Never** leave your class unattended. If you need to be excused for any reason, please call the office on the intercom or phone.
10. Use your voice to your advantage. Avoid yelling and shouting. Keep your voice orderly and calm, confident and distinct.
11. **Do not punish** the entire class for the actions of a few.
12. **Do not push, shove or hit a student** during a disciplinary confrontation. Such actions do little to resolve disciplinary problems and may, in fact, cause further difficulty in terms of legal problems or termination as a substitute.

School-Community Relations

As a substitute teacher you are in an excellent position to be an ambassador of good will for the school. Please consider the following suggestions:

1. Your conversation out in the community can be positive for the school if, at the right time, you are a good listener and a good advisor. You have a unique opportunity to spread “the good word” about the school, its staff and its student body.
2. Speak well about the teachers, for whom you substitute, do not criticize them in your conversation with friends and acquaintances. If you observe something that is in need of correction talk with the teacher involved or with the principal.
3. Be aware that classroom teacher-pupil relationships are a professional relationship, and that you must respect the professional confidence involved. What you observe in your classroom assignment is not material for conversation outside of school.
4. Avoid making comparisons between teachers for whom you have substituted and between schools where you have worked. You should be concerned with educational issues, personalities are irrelevant to such considerations.

Confidentiality

Students and parents have a legal and ethical right to privacy. Consider what you would like to be said about your own child. Consider what you would like to be said about yourself as a parent. Confidentiality does not end when you leave the school building.

Do not share other students’ names or programming information with parents during staffing, IEP meetings, conferences, or in emails. Information regarding specific students should not be discussed in the workroom, hallways or in the community.

Confidential information should not be shared with co-workers. Remember, it’s on a need to know basis!

I.E.P’s and 504

There will be students with 504 plans and I.E.P.’s. You are required by law to provide students accommodations and modification that are written in their 504 plan or I.E.P. These modifications and accommodations will be included in the teachers substitute folders. If you have any questions about an individual student’s accommodations or modifications please ask their case manager or buddy teacher. Additionally, some students will have specific behavior intervention plans (BIPs) that, by law, must be implemented by all staff working with the student. Please review the accommodation plans and BIPs carefully and ask if you have any questions.

Professional Dress

Your appearance is very important. Clothing should be neat and tidy. Shoes should be appropriate for school. Please avoid wearing flip flops or beach type shoes. Fridays are “casual day”. Jeans are allowed on Friday with school related shirts and/or school colors.

Change of Location

Please contact the front office if you are not going to be in your assigned classroom. Anytime you take a class somewhere that is not within their normal routine.

Cell Phone

Cell phones should be turned off during instructional time. Cell phones should only be used during planning times or in the absence of students.

Nurse’s Office

Injuries or Illness: the student who becomes ill or who suffers a minor injury is to be sent to the nurse’s office. In case of a serious injury, please note the following:

- A. Apply first aid as needed.
- B. Don’t hesitate to call 911 if necessary.
- C. The office is to be notified, use the intercom, send a runner, or call.
- D. Do not leave the seriously injured student.
- E. A student accident report is to be completed before the end of the day.
- F. If you are injured please see the nurse and complete an incident report.

Never distribute aspirin or any other kind of medication to students.

End of the Day Note

Please leave notes to advise the teacher of any problems in the classroom and any vital information she/he may need to be aware of for the next day. Teachers and students always appreciate a good report. Please remember to include positive comments about your day.

Elementary Information

Attendance

Each teacher is required to report all student absences each day. Please make the attendance as accurate as possible. You will take attendance at the beginning of the day. Please include the students first and last name when completing the attendance. Please send your attendance to the office by 8:30.

Notes

Always ask the students to turn in their notes from home. All notes from home MUST be sent to the office. Please make sure the teacher's name, the date and the child's first and last name are on the note. Please turn them into the office with your attendance by 8:30.

Lunch

Please collect all lunch money at the beginning of the day. Please make sure that the money in an envelope with the date, student's name, and amount on the front of the envelope. The money should be placed in the lunch money manila envelope and place outside the door. Please record the amount by the student's name with the date on the front of the envelope for recording keeping.

You are responsible for the orderly conduct of your class

1. Walk student to and from special classes, recess and lunch.
2. Take students to the restroom as a class when restroom breaks are scheduled.
Line them up outside the restroom after they are finished and return to the classroom with the entire class. Staff members are united in their effort to maintain a general air of neatness about the building.

All staff members expect that students put away books and equipment, pick up papers from the floor, etc. at the end of the period, and to make sure that the classroom is left in good order. Again, you have a responsibility in this regard.

If you are the last teacher to use a room please be sure that the windows are closed and locked, that the lights are turned off and the door is locked.

Secondary Information

Attendance

Attendance will be taken on an attendance sheet. Attendance will be taken at the beginning of each class period. Please send your attendance to the office at the beginning of each class period.

Lunch

Lunch money is collected at the beginning of the day. Please make sure each student puts their money in an envelope with the date, their name, and the amount enclosed. Please make sure to record the student who turned in lunch money and the amount turned in with the date.

Notes

Students usually turn notes into the office. However if a student gives you a note please make sure it gets to the office.

Student Cell Phone

If you take a cell phone from a student during the school day as per our cell phone policy please take the cell phone to the office with the name of the students. The phone should never be left unattended.

Leaving Class

Students should remain in your classroom. They should not be allowed to leave the classroom unless it is a true emergency. If a student needs to leave class they should have a pass with the student's name, date, time, and teacher signature.

Wrapping Up

All staff members expect that students put away books and equipment, pick up papers from the floor, etc. at the end of the period, and to make sure that the classroom is left in good order. Again, you have a responsibility in this regard.

If you are the last teacher to use a room please be sure that the windows are closed and locked, that the lights are turned off and the door is locked.

Warren Co-R 3 would like to thank you for substituting in our district. We hope that your association with our school is a pleasant one. We appreciate you being a part of our educational community.