

LINN COUNTY R-I SUBSTITUTE HANDBOOK 2017-2018



**Linn County R-I
15533 Hwy KK
Purdin, Missouri
660-244-5045
linnr1.k12.mo.us**

**Approved by
The
Board of Education
May 10, 2017**

Introduction and District Information

Welcome to the Linn County R-1 School District. We have an outstanding district where children truly come first. The Handbook for Substitute Teachers was created to provide you with information about becoming a substitute teacher at Linn County R-1. In this handbook, you will find information regarding required qualifications, pay information and specific guidelines and policies that apply to substitutes at Linn County R-1.

District Information

School Calendar

The approved school calendar is published annually and can be found on the District website: www.linnr1.k12.mo.us

Substitute Qualifications

To qualify to serve as a substitute in the Linn County R-1 School District, an applicant must have successfully completed sixty semester hours or more of credit from an academic institution.

Required Documents for Substitute Positions

- Completed DESE's Online Application at <http://dese.mo.gov>
- Substitute application
- FBI/Highway Patrol Background check form
- Release Authorization
- I-9 Form, Employment Eligibility (along with 2 original forms of ID)
- W-4 Form
- College transcripts (must be official)
- If completed, valid Missouri Teaching Certificate with verification of appropriate exams or professional license
- Payroll required documents (Social Security Card and document establishing citizen status)
- Acknowledgement of Understanding

All forms and required documents must be completed and returned to Central Office in order to be processed for consideration of substitute employment.

NOTICE OF NONDISCRIMINATION

The Linn County R-I School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Superintendent
15533 Hwy. KK
Purdin, MO 64674
660-244-5045

School Nurse
15533 Hwy. KK
Purdin, MO 64674
660-244-5035

Substitute Pay Information

- Substitutes are paid once a month. Pay day is the 5th of each month.
- The W-4 form must be completed to be used for payment purposes.
- In the event a paycheck or other information is mailed, addresses must be correct.
- Substitute Pay is as follows: Full day =\$83.00, Long term (4wks or more) =\$ 111.75 per day

Criminal History Background Checks

Substitutes may be subject to a review of their criminal history record information at any time during employment.

Student Discipline

Students are expected to follow the classroom rules, school rules and rules listed in the Student handbook. Substitutes who have concerns about a particular student's conduct should contact the principal.

Student Records

Student records are confidential and are protected from unauthorized inspection or use. Substitutes should take precautions to maintain the confidentiality of any student records or information.

Student Medication

Only designated employees can administer prescription medication and nonprescription medication.

Teacher Attire

It is expected that teachers will dress in a fashion that is appropriate to the profession and classroom. Jeans are acceptable on Fridays with school spirit shirts and on paydays. The jeans must not have rips or holes in them.

Standards of Conduct

All District substitutes shall recognize and respect the rights of students, parents, other employees and members of the community and shall work cooperatively with others to serve the best interests of the District. Substitutes shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines of the school district. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

Substitute Duty Hours

Substitutes should check in at the front office with Phyllis. A full day would require substitutes to arrive at 7:45 am and depart at 3:20 pm (after the buses have left). A half day would require for substitutes to arrive at 7:45 am and leave after the buses at 12:20 pm or would require for substitutes to be ready to take over for a teacher at 11:30 am and leave after the buses leave at 3:20 pm. Substitutes shall fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty, hall duty, or other special duties assigned by the administrator. If needed, substitutes may also be reassigned to a different classroom.

DISTRICT/TEACHER/SUBSTITUTE RESPONSIBILITIES

District Responsibility

Schedules will be available for both the regular school activities and other special events that may arise. The school will create an atmosphere of helpfulness, understanding and respect toward the substitute teacher.

Teacher Responsibility

The regular classroom teacher will make the following information/instructions accessible to the substitute teacher:

- Lesson plans made out in sufficient detail
- Class roll
- Student seating chart
- Weekly and daily time schedule, including special duties.
- Fire drill and emergency procedures
- Important or unusual information about any student
- The location of textbooks, workbooks and manuals

Substitute Teacher Responsibilities

The substitute teacher should report to the front office and check in with Phyllis to sign paperwork. After checking in, the substitute teacher should report to the assigned classroom. The following items should be observed as preparation before the day begins:

- Become familiar with the procedure for checking class rolls, lunch schedule, and rules for emergency fire and disaster drills.
- Immediately after the first hour bell rings take attendance. Call Phyllis (ext. 221) with attendance by 8:20 am.
- Take attendance each hour of the day immediately after the tardy bell rings. Write down any absences from second hour on and turn the absences in to Phyllis at the end of the day.
- If you wish to log on to a computer, you will need to contact Phyllis (ext. 221) or Mrs. Gray (ext. 224) to obtain log on information. Students may access the internet for instructional purposes only. Student use should be closely monitored.
- Review lesson plans prepared by the regular teacher and locate materials for carrying out the assignment.
- As a means of creating the appropriate classroom climate, the substitute teacher should introduce himself/herself to each new group of students with whom he/she has contact throughout the day.
- Maintain a professional attitude toward your work. Substitute teachers are expected to observe the same ethical codes as regular teachers. Your attitude and professionalism will have a great deal to do with your acceptance by the faculty and the students.
- Do not leave your cell phone on during duty hours.
- It is important that the regular teacher be informed of the material covered during his/her absence. Prepare a summary of the day and include information about material covered/not covered.
- At the end of the day, leave the room neat and orderly.
- Substitute teachers are to follow the lesson plans and the instructions provided by the regular teacher.

- Substitute teachers are responsible for the pupils, equipment, and materials assigned to their care.
- Substitute teachers should review the student handbook to become familiar with policies and regulations of the school.
- A SUBSTITUTE TEACHER MUST NEVER ADMINISTER CORPORAL PUNISHMENT TO ANY CHILD.
- A SUBSTITUTE TEACHER SHOULD NEVER PHYSICALLY HANDLE A STUDENT. IF THE SITUATION REACHES THIS LEVEL OF INTENSITY, A SUBSTITUTE TEACHER SHOULD CALL FOR ASSISTANCE OF AN ADMINISTRATOR.
- When individual pupils cause behavior problems which are disruptive to the learning environment, the substitute teacher should refer those students to the administrator with a discipline slip or note explaining the circumstances.
- The substitute should never leave the classroom unattended.
- Firm, fair treatment of all students, combined with explicit explanations and directions will prevent many disciplinary problems.
- The substitute teacher should leave the regular teacher a brief summary of the day's activities. The brief summary may explain student attendance and/or behavior or any other information that may be helpful to the teacher.
- A substitute teacher should not permit a student to leave the classroom without good reason.

Student Illness/Accident

Substitute teachers should send the student to the nurse's office in cases of illness or minor accidents. For serious accident or injury, send another student to notify the school nurse or administrator.

Fire and Emergency Drills

Substitutes are expected to become familiar with emergency drill procedures, which are posted in every classroom.

HELPFUL HINTS FOR SUCCESS

The start of the day

- Arrive early and check in at the front office to receive instructions for the day.
- Introduce yourself and sign in for the employee you will be replacing for the day.

Expectations and Suggestions

- Neighboring teachers can be and are willing to be helpers in interpreting rules, in understanding lesson plans and in controlling citizenship.
- Speak and act professionally. This commands respect from the students.
- Establish a good first impression and immediately establish your behavior expectations.
- Write your name on the board and greet students.
- Read the daily bulletin to the students.
- Check the class rolls carefully and as quickly as possible.
- Stand at the door of your classroom during passing periods.
- Do not permit students to leave the classroom indiscriminately to locker, office, counselor, restroom, etc. during the class period. Students who must leave the classroom should receive a written pass/student planner to the specific area with the time and date.

- Never leave your classroom unsupervised. Send a student to the office or the classroom next door if you need assistance.
- Use positive rather than negative requests and suggestions.
- Use the lesson plans provided by the regular teacher.
- Exhibit a positive, enthusiastic attitude toward the day.
- Be respectful of your students. They need patience, consistency, good judgment and a sense of humor.
- Dress professionally.

Closing the day

- Stay in the classroom after the last bell in case a student returns to the classroom.
- If possible, correct the papers completed that day if noted in the teacher's lesson plans.
- Leave the student papers in the designated place for the regular teacher.
- Leave a note for the regular teacher indicating how well everything went and/or any problems you may have had.
- Leave the room clean and in order. Turn lights and fans off. Close all classroom windows.
- Return all forms to the office before leaving the building at the end of the day.

Communication with Students by Electronic Media P4650

Employee personal communication with students, in all forms including oral and nonverbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with student or students; or is otherwise inconsistent with Board policy. Violation of this provision will result in disciplinary action up to and including dismissal.

Communications between employees and students will be primarily direct, oral or written in nature. Employee's communication with students and or teacher's electronic media must be made available to the student's parents/guardians. While the employee need not notify their building principal of the content of the electronic communication, the employee must notify the principal, in writing, of the date and time of the communication and the identity of the student with whom communication occurred. Such notification is not required where the communication is between the teacher and his/her children or siblings.

The District does not have sufficient staff to monitor every communication between employees and students and does not, therefore, commit to monitoring such communication. Nonetheless, where there is reason to believe that an employee has inappropriately communicated with a student(s) they may require the teacher to provide access to the specific communication in question.

The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

ACKNOWLEDGEMENT OF UNDERSTANDING

I have received and read a copy of the Linn County R-1 Substitute Handbook. I understand the booklet I received contains specific information, rules and consequences that are extremely important to me and by signing this form I acknowledge that I understand the district guidelines. I also understand any changes to district policy or law could cause changes to the content.

Substitute's Name (please print) _____

Substitute's Signature _____ Date _____