

# Festus School District

## Substitute Teacher Handbook

2021-2022

### ***VISION STATEMENT***

*The Festus R-6 School District, by providing a challenging and relevant academic environment, is committed to cultivating lifelong learners who make a positive impact on the global society.*

### ***MISSION STATEMENT***

***“Educating all children to meet tomorrow’s challenges.”***

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## **Festus R-VI School District Policy of Non-Discrimination**

**The Festus R-VI School District** does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Inquiries related to District programs and practices along with the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Assistant Superintendent, Dr. Nicki Ruess – Civil Rights Compliance (*Title VI/Title IX/Section 504/ADA/Age Act*); 1500 Mid-Meadow Lane; Festus, MO 63028; Telephone 636-937-4920. E-mail: [ruessnicki@festusedu.com](mailto:ruessnicki@festusedu.com)

## Festus R-6 School District Directory

### Central Administration Office

**636-937-4920**

Dr. Link W. Luttrell	Superintendent of Schools
Mr. Jon Earnhart	Assistant Superintendent
Dr. Nicki Ruess	Assistant Superintendent
Lynn Stanley	Secretary to Superintendent
Cindy Schraer	Accounts Payable
Becky Uding	Human Resources
	Payroll

### High School (9-12)

**636-937-5410**

Dr. Karl Shiningier	Principal
Joel Roth	Assistant Principal
Eric Allen	Athletic Director/Asst. Principal
Paula Lassing	Building Secretary

### Middle School (7-8)

**636-937-5417**

Jacob Munoz	Principal
Matt Boyer	Assistant Principal
Lisa Rutledge	Building Secretary

### Intermediate Elementary (4-6)

**636-937-4750**

Spencer Kearns	Principal
Dr. Deana Brown	Assistant Principal
Tracy Connor	Building Secretary

### Primary Elementary (K-3)

**636-937-4063**

Dr. Darin Siefert	Principal
Sandra Benack	Assistant Principal
Tracey Koessel	Building Secretary

### **District Calendar**

Refer to 'Appendix I' in rear of handbook.

### **District Expectations:**

The Festus R-6 School District views substitute teachers as professionals employed by the district in the absence of contracted educators.

Substitute teachers provide a valuable service to the students of our district. Substitute teachers are expected to follow the regular teacher's prepared lesson plans. The district expects the substitute teacher to teach the students the material to be presented in the lesson plans. Substitute teaching is not to be viewed as a supervision/classroom monitor position. Substitute teaching is a teaching position.

### **Teacher Professionalism:**

Substitute teachers are to exhibit professional behavior in word and action at all times while temporarily employed by the school district.

Substitute teachers are to refrain from the use of foul and/or inappropriate language or behaviors that would be considered inappropriate in a public school setting.

### **Professional Attire:**

Substitute teachers are expected to appear professional in appearance. Casual business dress or business dress is appropriate. Substitutes should refrain from wearing denim jeans and any clothing that advertises products that would be considered inappropriate in a school setting.

### **Substitute Acquisition:**

Festus R-VI utilizes an automated program for securing substitute teachers and classroom aide/paraprofessionals called willSub. A complete tutorial for how the online systems will be utilized can be viewed at the R-VI Website ([www.festus.k12.mo.us](http://www.festus.k12.mo.us)) then click on the 'District' tab, then Substitute Training Video. The video can be viewed as many times as needed.

Questions regarding the automated system can be directed to: Mrs. Lynn Stanley at [stanleylynn@festusedu.com](mailto:stanleylynn@festusedu.com).

**Rate of Pay:**

The rate of pay for substitute teachers is as follows:

\$90.00 per day for individuals that hold a valid MO Teacher Certificate.

\$85.00 per day for individuals with a MO Substitute Teacher Certificate

- OR -

\$200.00 after ten (10) consecutive days for the same teacher, at the rate of \$90.00 per first ten (10) days.

**\*Substitute Teacher Incentive—After every 10 days, substitute teaching rate adds \$10/day up to a maximum of \$150/day.**

**\*\*Substitute teachers may only substitute a maximum of 129 hours per month with the exception of long-term positions.**

**\*\*\*Please note that due to mandates of the Affordable Health Care Act, the length of long-term substitute assignments may be impacted.**

**Classroom Aide & Non-Certificated Pay Rate**

The hourly rate for a classroom aide substitute is \$11.00. The daily rate will vary depending on the number of hours required. There is a 25-minute non-paid lunch.

**Pay Dates:**

Pay dates are the 15th of each month and the last working day of the month. If the 15th falls on a weekend, the Friday before will be considered payday.

**Pay Cycles:**

Substitutes that work the first day of the month through the 15th of the month are paid on the last day of the month. Substitutes that work from the 16th of the month through the last day of the month are paid on the 15th of the following month.

**Direct Deposit:**

All substitute pay is direct deposit. Every substitute teacher must complete a direct deposit form and attach a voided check or savings deposit slip to be submitted to the Payroll Administrator. A direct deposit form can be secured from the R-VI District Office.

**Parking:**

- Primary /Elementary - Teachers park behind the building, across from Mid-Meadow in the Intermediate Elementary parking lot, or in the upper Elementary parking lot, located at the intersection of Mid-Meadow and Sunshine.
  
- Intermediate - Teachers may park in the west parking lot on the side of the building.
  
- Middle School - Teachers may park in the spaces located in front of the building.
  
- High School - Teachers may park in the spaces located on Westwind Drive or in the absent teacher's parking spot. ***PLEASE DO NOT PARK IN THE PARKING LOT THAT ADJOINS THE GYMNASIUM.*** The gymnasium parking lot is a restricted parking lot.

**Reporting for Duty:**

All substitute teachers are required to report to the building office upon arrival. It is not necessary for long-term substitutes to report to the office upon arrival after the initial day. You may be provided an ID Badge to wear during your time within the building.

**Classroom Location:**

Substitutes are expected to report to work early, providing time to acclimate oneself to the building. Substitutes should familiarize themselves with the building surroundings and introduce themselves to the other teachers. This enables the professional staff to provide assistance, guidance, and suggestions to the substitute regarding the students, building procedures, etc.

**Keyless Access:**

All exterior doors will be locked the majority of the school day. Full-time staff will gain access utilizing a magnetic ID. If leaving the building, access will only be available in most instances via the main entrance.

**Emergency Procedures:**

Substitute teachers should become familiar with the emergency procedures for fire evacuation, tornado staging areas, earthquake procedures, and building intruder procedures. Emergency procedures should be posted in every classroom. Please report the lack of postings to the building office.

### **Lesson Plans:**

The regular classroom teacher should have lesson plans prepared and located on their desk. Substitutes should adhere to the prepared plans. It is a district expectation that substitute teachers provide meaningful educational experiences throughout the school day. Please report the lack of prepared lesson plans to the building principal.

### **Materials:**

Teaching materials, resources and textbooks, together with the lesson plans, class schedules and class roster, will be located at the teacher's desk.

### **Substitute Report Form:**

Substitute teachers are encouraged to communicate with the classroom teacher via a brief note indicating the activities completed throughout the day as well as class behaviors.

Substitutes are also required to complete a substitute evaluation report form (*see Appendix III*) that must be returned to the building office prior to leaving for the day.

The classroom teacher will also file a written report. The Assistant Superintendent may contact any substitute whereby negative feedback is received.

### **Classroom Management:**

An organized, prepared, and focused teacher is the major component in a well-managed classroom. As a substitute teacher, one should introduce themselves to the class of students and immediately outline your learner objectives. In other words, what it is that you will be teaching and what it is that you expect them to master at the conclusion of the lesson.

Immediately engaging students in a learning activity is another characteristic of a well-managed classroom.

Classroom distractions and disruptions diminish as the student's focus and attention is drawn to the learning activity.

Teachers should make every attempt to involve all students in the learning activity by asking questions, providing input, checking for student's comprehension of the learning objective, assisting students with the task at hand, or arranging a peer tutor within the classroom.

Substitute teachers need to move about the classroom to ensure that students are engaged in the activity and to assist when necessary.



It is not acceptable teacher behavior to assign students an assignment then position oneself behind the teacher's desk and await the end of the period.

Substitute teachers are expected to contact the office if a student exhibits blatantly disrespectful or defiant behaviors. Never send a student out to the hallway in an unsupervised setting as a disciplinary measure. Students should be supervised **at all times!**

**Parent Contact/Communications:**

Substitute teachers should not contact parents to discuss student achievement or discipline. The classroom teacher and/or building administrator are responsible for communicating with parents.

Long-term substitutes should work through the building administrator when communicating with parents.

If a parent drops by your classroom while you are substitute teaching:

1. Introduce yourself as the substitute
2. Ask the parent for their name
3. Inform the parent that you will include their name in your note to the teacher

**NOTE:** Do not tell the parent that the regular classroom teacher will call them. The regular classroom teacher will be responsible for contacting the parent by the most appropriate means of communication (*i.e. email, note, phone call, etc.*).

**Computer Usage:**

Substitute teachers are expected to use their own credentials (ID: first initial last name; Password: FestusTigers1) for the use of district computers. Please do not share those credentials with other substitutes or staff members. Substitute teachers also have a school email address (last name first name@festusedu.com Password: FestusTigers1). The email will be activated the first time you substitute for the district.

**Cell Phone Usage:**

Substitute teachers are not to accept or make cell phone calls during the student contact time. Substitute teachers are required to limit cell phone usage to their lunch or preparation periods when students are not present.

**Confidentiality:**

Substitute teachers are expected to abide by student confidentiality rights as provided by federal law.

### **Social Networking/Role Model**

All substitute teachers are expected to be role models to students. Be cognizant that content placed on a social networking site whether in written or image form, is viewed by many individuals. Feedback received regarding improper content may impact employment status. Texting, e-friending, etc. any student is inappropriate.

### **Inclement Weather Procedures:**

At times inclement weather may necessitate the cancellation of classes. Please monitor the following TV and radio stations for closure information. Radio stations include; KJFF 1400 AM and KTJJ 98.5 FM. TV stations include; KSDK (channel 5), KTVI (channel 2) and KMOV (channel 4). Dismissals and cancellations are also noted on the website at: [www.festus.k12.mo.us](http://www.festus.k12.mo.us). You can also follow Dr. Luttrell on Twitter **@FestusR6Supt**.

***NOTE: Be prepared to assist with student release if it becomes necessary to dismiss classes early. It is imperative that students be sent to the appropriate after school locations.***

If you are not sure where to send a student or students, please ASK! Contact the office or ask the other teachers nearby.

# **Festus R-VI School District**

**Website: [www.festus.k12.mo.us](http://www.festus.k12.mo.us)**

## **NORMAL INSTRUCTIONAL TIME SCHEDULE:**

**Students should arrive at school NO EARLIER than FIFTEEN minutes before classes begin:**

Elementary	(Grades K-3)	8:35 a.m. – 3:30 p.m.
Intermediate	(Grades 4-5)	8:35 a.m. – 3:30 p.m.
Intermediate	(Grade 6)	7:45 a.m. – 2:35 p.m.
Middle School	(Grades 7-8)	7:35 a.m. – 2:25 p.m.
Senior High	(Grades 9-12)	7:40 a.m. – 2:37 p.m.

***Wednesday schedule will be as follows:***

Elementary	(Grades K-3)	9:35 a.m. – 3:30 p.m.
Intermediate	(Grades 4-5)	9:35 a.m. – 3:30 p.m.
Intermediate	(Grade 6)	8:45 a.m. – 2:35 p.m.
Middle School	(Grades 7-8)	8:35 a.m. – 2:25 p.m.
Senior High	(Grades 9-12)	8:40 a.m. – 2:37 p.m.

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**EARLY RELEASE OR INCLEMENT WEATHER**

Elementary	(Grades K-3)	Dismissed at	1:10 p.m.
Intermediate	(Grades 4-5)	Dismissed at	1:10 p.m.
Intermediate	(Grade 6)	Dismissed at	12:10 p.m.
Middle School	(Grades 7-8)	Dismissed at	12:00 p.m.
Senior High	(Grades 9-12)	Dismissed at	12:10 p.m.

**The following media will have information about Festus R-VI School Closings**

<b>KJFF (1400 AM)</b>	<b>KMOV (Channel 4)</b>
<b>KTJJ (98.5 FM)</b>	<b>KSDK (Channel 5)</b>
	<b>KTVI (Channel 2)</b>