



Substitute Handbook 2021-22 School Year

Mission

Francis Howell School District is dedicated to preparing students today for success tomorrow

Vision

Every student will graduate with college and career readiness skills.

Values

Francis Howell School District is committed to:

- Providing a consistent and comprehensive education that fosters high levels of academic achievement
- Operating a safe learning environment for all students
- Recruiting and retaining a high-quality staff
- Promoting parent, community, student and business involvement in support of the school district
- Ensuring fiscal responsibility
- Developing responsible citizens
- Operating as a professional learning community
- Making appropriate use of technology

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Section 1: General information

Availability

Substitute employees are expected to fill at least 10-15 assignments per semester; an average of 2 -3 per month. You are encouraged to be proactive in finding assignments. Available jobs are listed immediately on your Aesop profile. You may also call Aesop at 1-800-942-3767 to hear a list of jobs. If a job is still available 2 days prior to the start of the assignment, Aesop will begin calling. If you are having difficulty finding assignments or if there are extenuating circumstances that prevent you from working, please contact the substitute office.

It is important that you update your availability in Aesop for any days you cannot work.

Canceling jobs

If it becomes necessary to cancel an assigned job, please do so at the earliest possible opportunity. If you are cancelling the day of the job, it is best to cancel the job in the system followed by a courtesy call to the campus or to the substitute office. If the job has already started, it will be impossible to cancel in the system and you must call the campus. Once a job has been accepted, it is critical that the substitute fulfills that commitment or cancel the job in a timely manner. Failure to do so could result in a school excluding that substitute from working on their campus.

Certification

The Department of Elementary and Secondary Education (DESE) requires Substitute teachers to have a substitute certificate or an active Missouri Teaching Certificate. It is the responsibility of the substitute to keep their certification up to date. 30 days prior to your certificate expiration, you will be notified via the email address on file with Aesop regarding your expiration day.

Child Abuse

Be alert to any symptoms that indicate possible abuse. Contact a building administrator or counselor if you have a concern about a student.

Classroom Coverage

When subbing as a classroom teacher, you should receive a 25-minute lunch and a plan period. This time is not paid. Occasionally you may be asked to cover for another classroom during your plan time. If so, you will be paid an additional \$15.83. The Administrative Assistant in the office will fill out a timecard for the classroom coverage. Substitutes are expected to be flexible and willing to help cover the classrooms if asked.

Classroom Management

Exercising control of the situation from the very beginning is the key to successful substituting. Be at the door greeting students as they come in if possible. Immediately after the bell rings or morning announcements are completed, take the initiative by introducing yourself and writing your name on the board. Announce that you will be following the plans left by their regular teacher and that you will be leaving a summary of the day for the teacher to review on his/her return.

Being positive and giving encouragement is the best way to manage a classroom. If available, follow the discipline procedures used daily by the teacher. If no procedures are evident, briefly outline your rules and expectations for them, including consequences for misbehavior. Follow through on these in a consistent and fair manner. Do not make threats of punishments

that you cannot enforce to individuals or to the group. If necessary, consult with an administrator to see what alternatives are available for coping with behavior problems.

Please note: Substitutes must supervise students in the hall between classes and in the classroom throughout the school day.

Computer Use

Substitutes are provided with a computer username and password at orientation. This username and password (Active Directory Credentials) can be used to log onto **any** District computer. Your AD credentials are also used to log into employee online and the same password is used for your employee email.

Corporal Punishment

THERE IS NO CORPORAL PUNISHMENT OF ANY KIND ALLOWED AT ANY GRADE LEVEL and one should never touch a student as a means of discipline.

We ask that you not place any students in the hallway, embarrass anyone or leave the room unattended. If you need any assistance, you may send a student to the office or use the call button if one is available.

The district provides liability insurance for substitutes, however, if you place yourself in a position that is not defensible, it may be a problem for everyone.

Dress Code

The way you dress is an important factor for a substitute teacher. Studies have shown that there is a difference in how substitutes are perceived relative to their dress. The more professional you look, the better you will be able to command the respect you deserve.

Emergency Situations

Locate the emergency information in each classroom to familiarize yourself with the emergency procedures. This information should be posted near the doorway.

Each classroom is provided with an emergency binder, which is located near the teacher's desk. Please review the emergency plans that give a brief overview of the policies to be followed in the event of an emergency. This overview sheet can be found in your substitute folder.

In some cases, you may be subbing in a school when a drill is conducted for one of the emergency situations. It is your responsibility to know and carry out these procedures.

Evaluation Procedures

Substitutes may be asked to fill out an evaluation form provided in the substitute folder and leave it in the office at the end of the day. Use of this form provides the substitute an opportunity to explain any circumstances that may have affected performance.

If a questionable situation arises during the school day, every effort will be made by the administration to speak with the substitute regarding the concern. If a report is made after the job has ended, someone from administration or the substitute office will contact the substitute for further information. Depending on the situation, the substitute may be restricted from a specific classroom, a specific building, or the District.

Injuries on the job

The Francis Howell School District has a procedure in place regarding on the job injury. If you should become injured while substituting report immediately to the principal and/or school nurse Please refer to the workers' compensation procedures available on the district website. Always call the Benefits Office at 636-851-4030 if you are injured at any time on district property.

Leaving the campus

The care and supervision of the students assigned to the substitute should be of paramount importance. At no time during the day should a substitute leave campus unless authorized to do so.

Liability

Actions that are not defensible could have legal implications and possibly result in losing your position are as follows:

- Leaving class or individual students unattended.
- Allowing a stranger to enter or attend your class.
- Allowing a student to leave the building.
- Allowing disruptive or violent behavior in classroom.
- Physically touching or punishing a student.
- Giving verbal abuse or using profanity.
- Promoting or allowing sexual innuendoes, conversation, or actions.
- Releasing a child to a parent or anyone without going through the office.
- Transporting a student in a personal vehicle.
- Keeping student after school without parental/guardian permission.
- In elementary grades, not escorting students to designated areas (e.g. art, music, physical education) or not escorting them back to the classroom from these areas.
(Students are also escorted to the bus loading area.)
- In secondary grades, not being at a duty station before, after and between classes.
- Not following up when a student is overdue in returning to the classroom.
- Taking pictures of a student or class with a camera/video/cell phone.

Nametags

Nametags are issued in each building when the substitute checks into the school office. Substitutes must wear or display this tag at all times when on campus. While on campus, please be prepared to identify yourself as a substitute teacher and provide the name of the fulltime teacher whose place you are taking. Nametags need to be returned to the office when you are finished with your daily assignment.

No Smoking

The district has a “no smoking policy” for all buildings and on school property. This includes Ecigarettes and chewing tobacco.

Other duties as assigned

Occasionally a substitute teacher maybe has to perform duties in addition to those of a substitute teacher also a substitute maybe you have to teach in a classroom other than the job he or she has agreed to work. In either case, the substitute is expected to demonstrate flexibility and cooperation with the school administration and its attempts to meet the instructional and safety needs of the students.

Parking and Privileges

Substitutes are encouraged to use the faculty parking lots. Please do not park in the designated bus parking area. At the high school level, the teacher may leave their parking spot number as a note in the job description. Substitutes are encouraged to utilize the faculty lounges and may take advantage of any other privileges or amenities offered to full-time teachers. Substitutes may eat lunch either in the cafeteria or in the Teacher’s Lounge.

Payment

Pay period dates are listed on the district website. A full day for a substitute teacher is considered any time over 4 hours. When substituting as a Para educator you will need to fill out a timesheet provided by the school office. These positions are paid at an hourly rate. A substitute position is on call as needed. It is important to check your pay stub to determine that you have been paid correctly. A job history record is available on your Aesop profile. Check stub and W-2 history is available on Employee Online.

Punctuality

It is important to arrive on time for your scheduled assignment. Arriving just as the bell rings does not give you enough time to prepare and get to class before the students arrive. Failure to arrive on time could result in a school excluding a substitute from working on their campus.

Removal from service

If at any time you are no longer interested or available to substitute, please contact the substitute office. Each summer, mandatory training is required to remain on the active substitute list for the upcoming school year. In May, a letter will be emailed to you email address on file. Please make sure your email address is current on your Aesop profile. A substitute may be restricted immediately from service to the district or excluded from working at a particular campus if the school administration and the human resources administrator conclude it is in the best interest of the District to do so.

Reporting to school

You should report to the school office when you arrive for a position. The staff attendance secretary will direct you to the classroom and give you any further information you may need. Job start and end times listed in Aesop allow for arriving at the school before the bell rings **Please allow time to check in, get to the classroom and review the lesson plans before the students arrive.**

At the end of the day, you may leave after the buses have departed; this is generally 5 or 10 minutes after school is dismissed. However, the classroom should be left in good order and the substitute report completed.

Retirees

Retirees from PSRS or PEERS may substitute for a total of 550 hours per school year. Each full day is considered 7 hours.

Snow Days

If school is canceled due to inclement weather, please do not report to the school. School closings are reported over local TV stations and closings are listed on our district website. It is the substitute's responsibility to know about school closings. Every attempt will be made to put the school closing on the Aesop website.

Substance Abuse

If you suspect substance abuse on the part of a student, contact a building administrator. **Do not** confront students involved with such infractions.

Tax Shelter Annuity/Mutual Fund Custodial Accounts

All employees of the District, including substitutes, are eligible to participate in our tax-deferred investment accounts (403-B tax-deferred annuities and 403-B7 mutual fund custodial accounts). These accounts allow you to invest on a pre-tax basis in a variety of funds available through the School District. For additional information regarding this benefit, please contact Benefits Office at (636) 851-4030.

Teachers reporting absences

Teachers will report their absences into Aesop as soon as possible when the need arises to miss a day. Jobs are listed immediately on your Aesop profile. If a job remains unfilled 2 days prior to the start of the assignment, Aesop will begin making phone calls. District call times are 5:15 am and 12:00 pm for the current day, and 5:00 pm and 10:00 pm in the evenings. You may customize your call times on your Aesop profile under 'preferences'. Occasionally Aesop may call you in an emergency allowing you an insufficient amount of time to report to school. For example, you may be called at 7:15 am for a position that starts at 8:00 am. If you accept this position and can arrive at school in a reasonable amount of time, please contact the building staff attendance secretary with your arrival time.

Section 2: Successful substitute teaching strategies

Duties and responsibilities

The role of a substitute teacher is to provide continuity of the instructional program as planned by the regular teacher. Effective learning activities and a positive working relationship with the students are necessary. As a substitute, you will be asked to assume duties as the principal directs. In emergency situations you may be asked to cover another teacher's classroom; you may also be asked to work during the teacher's planning period(s). You are subject to the same policies and must assume responsibility for students under your supervision and maintain a positive, orderly environment at all times.

Firm, fair and consistent

Research on substitute teaching indicates that in order to be successful in his or her treatment of students the substitute needs to treat children in a firm, fair and consistent manner. Fairness and consistency are key issues with students. The substitute must not play favorites when dealing with student behavior or performance.

Please refrain from accepting positions in your child or grandchild's classroom.

Tips for maintaining a positive environment

- Be sure the students know your name and try to use theirs if possible
- Avoid sarcasm, ridicule or negative comments, a positive respect for all is essential.
- If you appear enthusiastic and pleased to be there, the students will respond accordingly.
- Limit the amount of talking you do and maintain a quiet, assertive tone at all times.

- Review the existing rules about talking, getting out of their seats and leaving the classroom. If you are unaware of the classroom rules, establish them yourself. The rules should be simple to follow and reasonable.
- Be sure the students are supervised at all times.
- Deal with misbehavior in a quiet, calm, matter-of-fact manner without embarrassing the student.
- Keep the teacher's desk and confidential material secure.

Professional Ethics for substitutes

In the teaching role, situations involving students, teachers, and parents are going to occur that need to remain confidential. It is sometimes easy to visit with a friend or neighbor and end up talking about someone who is known to them. Such conversations are harmful to people, create rumors, and foster hard feelings.

Furthermore, you may have access to student records and reports. These should be handled with extreme care. Many records are of a confidential nature and are maintained in order to provide information to the professional staff on child development. All such materials should be handled in a confidential manner.

Avoid conversations with students that disclose personal information about you or them. Never discuss another student with a parent, even in an informal way.

You should become as knowledgeable about procedures and policies of Francis Howell School District as possible and should develop knowledge about teaching techniques and educational practices. District policies are available on the district website.

All adults will be expected to conduct themselves in a manner reflective of a positive role model for children. Behavior contrary to this expectation will result in disciplinary action. Substitutes who receive multiple classroom or building restrictions will be removed from the substitute list and will not be allowed to substitute in the Francis Howell School District. Restrictions that are determined severe will result in immediate removal from the substitute position.

Elementary School Expectations and Tips

For ease in identifying students, a good procedure is to ask the students to write their names on a card and tape it to the front of their desks. If a seating chart is not available at the elementary level, calling roll is acceptable for attendance.

Particularly at the elementary level, having a "bag of tricks" available will be helpful. Even the best plans sometimes fall short, leaving extra time to fill. A collection of games, stories, art projects, puzzles, riddles, etc., to use as fillers will help you maintain a controlled environment. However, the first priority is to complete the lesson plans for the day in an effective manner.

When substituting in elementary schools please have the daily schedule on the board and review it throughout the day so the students know what work to do without having to ask numerous questions.

A summary of the day's activities should be left for the teacher on his/her desk. This communication is essential for the classroom teacher.

- Include what was accomplished by subject area; i.e. reading, math, language arts, etc.
- Make a list of students who leave the class, the time and where they are going.
Students may leave for special education classes, gifted classes, band, nurse or office.
- Make a list of students who were very helpful or those who caused problems, and how they were helpful or problematic.
- Grade papers if requested by the teacher.

Secondary Schools Expectations and Tips

At the secondary level, it is best to have the assignment for the day on the board and have the students begin working before taking attendance. An updated seating chart should be available, but if there are discrepancies, please make a note to the teacher.

Placing the assignment on the board before the students arrive will make for a smoother transition, reduce confusion and reduce possible discipline problems. As students are working, circulate throughout the class, answering questions or assisting as necessary. Explain to them that there are three options for them when their work is completed: 1) continue with other work for the class, 2) work on an assignment from another class; however, they are not allowed to go to their locker if they do not have the materials, or 3) sit quietly.

A summary of the day's activities should be left for the teacher on his/her desk. This communication is essential for the classroom teacher.

- Include what was accomplished during each class period.
- Make a list of any students who leave the class to go to special education classes, the nurse, to other teachers or administrators, the restroom or office. Be sure to check on students you released from your classroom. Remember that anytime a student leaves the class he/she will need a hall pass. Also, list the names of students who were tardy. No one is allowed to leave the classroom except for those reasons, and they must have a pass. Once in the classroom students must remain there, they are not allowed to go to their locker. If a student becomes persistent, give him/her the choice of going to the office to ask permission or returning to his/her seat. It is important that you remain in control.
- Make a list of names of any students who were very helpful or those who caused problems and how they were helpful or problematic.
- Grade papers if requested by the teacher.

Seeking help

As a substitute, you should never hesitate to seek help when needed. Everyone in the school system wants you to be successful. Key personnel are always available to assist the substitute with instructional questions or classroom management concerns. These personnel include neighboring teachers, office staff and administration. Do not hesitate to contact the substitute office at 636-851-4003 if you have any questions or need assistance.

Thank you for Subbing in our District!