

# ACES Substitute Handbook

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## INTRODUCTION

This booklet is your guide to success as a substitute teacher in Avenue City School District. The contents have been arranged to assist you in finding answers to many problems which may confront you as you substitute in the various classrooms throughout the school.

## WELCOME

You, as a substitute teacher, are one of the most vital parts of our school system. It would be extremely difficult for us to operate our school on a satisfactory basis without all persons such as yourself serving as substitute teachers.

We wish to extend the most cordial welcome as a substitute teacher. Your daily work is an important contribution to the instructional program at our school. As you perform your work in the classrooms you may find that you have suggestions which might contribute toward improvement of our school. You are encouraged to submit all your suggestions, as new ideas and new ways of doing things are necessary if education is to continually progress. We feel confident that you will do everything possible to meet the high standards required for teaching in our school and want to extend our sincere best wishes as you join our staff.

## THE AVENUE CITY SCHOOL DISTRICT

The Avenue City School District is a small PreK-8 grade district in Andrew County Missouri. The district affairs, such as policies, procedures, etc. are directed by the Board of Education. The Board of Education is made up of elected citizens of the school district. The Superintendent of Schools is the executive officer of the board and is directly responsible for the entire operation of the school system. The Superintendent works closely with the Principal of schools. The Principal is in charge of the daily operation of the school.

The Avenue City School District includes the following educational programs:

- Preschool
- Elementary classes (Kindergarten-5<sup>th</sup> Grade)
- Intermediate classes (6<sup>th</sup> grade-8<sup>th</sup> grade)
- Special Education Program (as participant through the Area Cooperative of Educational Support)
- Remedial Reading
- Music
- Visual Art
- Physical Education
- Special Curriculum for the Academically Talented
- Computer assisted instruction at all grade levels

## SCHOOL INFORMATION

### Administration:

Rebecca Grimes, Superintendent

Chase Holcumbrink, Principal

### Location of School:

18069 Highway 169  
Cosby, MO 64436

Phone: 816-662-2305  
Fax: 816-662-3201  
Website: <http://avenuecityschool.org/>

### School Day:

#### Students:

Students Arrive: 8:00 AM - report to Gym, RTI, or Breakfast  
Bell Rings: 8:20 AM  
Tardy Bell Rings: 8:25  
School Dismisses: 3:15 PM

#### Teachers & Substitute Teachers:

Staff arrives: 7:55 AM  
Staff dismissal: 3:25 PM  
Hours for ½ day AM: 7:55 AM-11:30 AM  
Hours for ½ day PM: 11:30 AM-3:25 PM



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## GENERAL INFORMATION

### *QUALIFICATIONS FOR SUBSTITUTE TEACHERS*

#### CERTIFICATION:

A substitute certificate may be granted to an individual who has completed a minimum of 60 semester hours of credit from an accredited college/university or junior/community college. There are restrictions on the number of hours a retired teacher can substitute teach.

Each applicant is required to complete a background check if they are considered a new hire at a school, or are requesting a new certificate. If they have previously been fingerprinted for the Department of Elementary and Secondary Education, a new fingerprint will have to be completed if the previous is over twelve months old.

To complete all necessary paperwork for the Missouri Department of Education to gain your substitute certification, please visit the following website:

<http://www.dese.mo.gov/divteachqual/teachcert/subcerts.html>

#### DISTRICT APPLICATION FORMS:

District applications must be filled out by all substitute teachers. A request for references is listed on the form. Each substitute must furnish at least three references which show that the applicant is of good character, and if an experienced teacher, has a good teaching record. An official transcript of college credits must be submitted to the central office. Applications may be received any school day between 8:00 AM-3:25 PM at the school. Before the first day of substitute teaching, a substitute must sign a confidentiality statement. A district application can be found at the following website:

<http://www.moconed.com/forms/F4120.pdf>

#### REMOVAL FROM SUBSTITUTE LIST:

Substitute teacher names will be removed from the substitute list whenever requested by the substitute teacher. The removal may be for any length of time or the substitute can be placed on a “will call” basis. If the building principal is dissatisfied with the performance of a substitute teacher, they may request that a substitute be removed from the list. The Board of Education approves the substitute list before each school year. After the Board of Education approves the list, a substitute can only be added at the request of administration.

## PROCEDURES FOR CALLING SUBSTITUTE TEACHERS

#### THE SUBSTITUTE LIST:

The Board of Education approves the substitute list before each school year. Names will only be added to the list only after all necessary paperwork is completed. After the Board of Education approves the list, a substitute can only be added at the request of administration.

#### TIMES FOR CALLING SUBSTITUTE TEACHERS:

Substitute teachers are called as soon as administration is informed of an absence of a staff member. Substitute teachers are usually called the morning of the day of the substitution, usually between 6:00 AM and 6:45 AM. Administration has discretion about who is called and when. If at all possible, the same substitute will be asked to fill a continued absence.

All calls for substitutes are made by the principal or secretary of the school.



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When a substitute is called, he/she is given the grade or subject assignment, the name of the absent teacher, and the length of the assignment. If there are any questions about the assignment, the substitute should call the person who called them.

## LENGTH OF ASSIGNMENT:

Substitutes are called for a definite number of days, a morning (7:55-11:30 AM), an afternoon (11:30 AM-3:25 PM), or indefinitely. It is the responsibility of the substitute to be sure to get the information correctly from the school office. If there are any questions about the assignment, check with the building principal.

Substitutes are subject to the same rules as regular teachers regarding tardiness. They are expected to fulfill all duties of the regular teacher as far as practicable. Substitute teachers are expected to remain in the building until the end of the school day (3:25 PM).

## SUBSTITUTE TEACHER SALARY

### SALARY SCHEDULE:

Substitute teachers' salaries are subject to review and revision by the Board of Education. Substitute teachers that serve in one classroom for longer than 5 consecutive days will receive more salary per day.

### PAYROLL DATES:

Substitute teachers are paid once a month. It is suggested that each substitute keep a record of the date, class, and teacher's name whenever he/she works. Any questions about pay can be directed to central office personnel.

### PAYROLL DEDUCTIONS:

Substitute teachers are subject to payroll deductions required by law. This includes Social Security tax, federal withholding tax, income tax, and teacher retirement fund.

## RESPONSIBILITIES

The Principal should see that the substitute teacher is given:

- A friendly welcome
- An introduction to the class and to a neighboring teacher
- A bell schedule (including fire and disaster drills)
- Information about general building procedures (i.e., hall duties, lunchroom duties, restroom privileges of pupils, location of restrooms and teacher's work room etc.)
- Information about procedures in case of injury to a pupil
- Notice of any extra activities (assemblies, etc.) for the day.

The Principal should see that the substitute teacher:

- Follows the regular teacher's lesson plans
- Makes sure that the classroom has the necessary supplies to carry on the day's activities
- Use good teaching techniques, knows the procedure for reporting pupil attendance, handling any money, etc.
- Receives help in planning the day's program if the substitute is teaching a class out of his/her certified field

The Regular Teacher should:

- Leave a schedule of the day's programs in an easily accessible place (this might include information pertaining to opening exercises)
- Have an up to date seating chart
- Have an up to date class list
- Leave lesson plans which substitutes can follow without having to consult pupils- pages marked, etc.
- Leave notes concerning any supervision or extra duties assigned to that teacher
- List of students with medical issues and how to handle them in case of an emergency
- Leave information about homeroom activities, grading of papers or oral work, homework assignments, and privileges in the room



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## The Pupil:

Pupils should be prepared to accept the substitute teacher. Good manners and helpful attitude should be encouraged by the regular teacher so that when the substitute needs to come to a room, he/she will be shown the same courtesy as is shown the regular teacher. The attitude of the regular teacher will reflect the attitude of the pupils.

In upper grades, it is helpful to have an appointed pupil to act as leader and take over duties of roll call, etc. (NOTE: Discipline has been listed as the most pressing problem of substitute teachers, and a class which has been prepared to be helpful instead of mischievous will certainly help to eliminate this problem.)

## RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

The substitute should be willing to accept calls made to him/her. It is possible for substitutes to register for teaching only on certain days. If a substitute has not indicated any restrictions on the amount of days, etc. he/she may be asked to substitute in any class on any day. If a substitute is asked to teach out of his/her comfort field it is because there is not one else available. At times this becomes an urgent problem for the principal.

## PROFESSIONAL ATTITUDE

### ETHICS:

Substitute teachers are expected to maintain the same ethical standards as regular teachers i.e., stories or gossip should not be carried from class to class or to the public.

### EXPRESSIONS OF CRITICISM:

Substitutes should not be critical of the school, principal, or the regular teacher, as this does not lead to good relations between regular staff and the substitute staff. If you have concerns about the school, please put them in writing and give them to the principal. Every effort should be made to carry on the program of the regular teacher and to fit in with the existing schedule. Such cooperation eliminates a disruption of the school and the pupils' learning processes. Day to day substituting precludes the opportunity to preplan subjects in depth.

Do not inject controversial issues.

Dress: Good taste, neat, try to set an example for students.

## ACTUAL CLASSROOM INSTRUCTION

### ARRIVAL AT THE BUILDING:

Substitutes should arrive at the building at the same time as regular teachers (7:55 AM). If you are asked to substitute only for a half day in the afternoon you should arrive by 11:30 AM.

Substitutes should report immediately to the school office.

Note any particular bulletins for the day.

### MEETING THE CLASS:

If there is time before the class arrives, the substitute should go over the day's schedule and any other material which would help him/her in the day's activities. If the lesson plans include activities which may present a safety problem or suggest activities which the substitute feels unable to properly supervise, e.g., use of machines, tools, etc. the substitute should defer those activities until the building principal can be consulted. When the class arrives, the substitute should introduce himself / herself.



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If there is no seating chart, the substitute should make one so that he /she can call the students by name. This tends to keep discipline problems from developing.

Follow the regular teachers' schedule as closely as possible.

Pupils are easily distressed with changes. If there are no lesson plans, the substitute should be prepared with plans of his/her own plans which can fit into any situation.

## CLASSROOM ACTIVITIES:

Supplies should be used with discretion. On a long assignment, the substitute should plan to consult with a regular teacher, if possible, and make all reports which are required (attendance, lunch, etc.). All money collected for any purpose should be turned over to the school office at the end of the day, accompanied by an accurate report listing the names of the pupils who have paid money.

## MEETINGS:

Plan to attend building meetings if the principal deems it necessary.

## DISCIPLINE

### METHODS TO USE TO KEEP DISCIPLINE PROBLEMS FROM DEVELOPING

Discipline is based on "mutual understanding" between the teacher and pupil. The teacher understands the pupil's problems and the pupil understands what the teacher expects of him / her and to what lengths he / she will go to see the pupil respond properly.

If the teacher is "easy going" the pupils will realize this and take the liberties he / she will permit; if the teacher is firm in his / her discipline, the pupils will act accordingly. If pupils are kept busy with some worthwhile materials, discipline problems will not usually develop. The substitute should be pleasant yet firm. If the substitute knows what he / she is teaching and presents it in an interesting manner, he / she will be able to keep the pupils' attention.

The substitute's first objective is to gain the respect of the pupils. He / she can do this by: being prompt, being neat, being patient, being honest, having a sense of humor, being enthusiastic, and having a definite objective.

### WHEN DISCIPLINE PROBLEMS ARISE

If discipline problems arise and the substitute finds he / she is unable to solve the problem, he should refer them to the principal or designate. **Substitutes must not use physical discipline of any sort.**

## ACCIDENTS

Accidents at school are generally of a minor nature requiring only first aid treatment. Occasionally, however, an emergency will arise requiring the attention of a doctor and possibly the use of an ambulance to take the injured person to a hospital.

### PROCEDURE TO BE FOLLOWED FOR PUPIL ACCIDENT

In case of an accident, if a nurse is in the building she will apply first aid. When the nurse is away the principal or some other person designated by the principal will administer first aid. In case of a real emergency, the office will contact the parents or guardians of the child, and failing that, follow the procedure outlined on the registration card. (This is on file in the Principal's Office). Use the Accident



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Report Form for all injury cases. This form is to be sent secured to the Principal's office. When necessary, parents will come to the school and take the pupil home.

## LEAVING THE BUILDING

### INFORMATION LEFT FOR THE REGULAR TEACHER

A brief note to the teacher explaining what was accomplished is expected. Any comments are also welcome, especially if any problems occurred regarding student behavior or length of assignment = too short, too long, etc.

### PUTTING THE ROOM IN ORDER

Substitutes should not leave the building until 3:25 PM. This will be after the pupils have been dismissed and the room has been put in order. The papers should be arranged neatly, books returned to the shelves, keys returned to the required place, etc.

### REPORTING TO THE PRINCIPAL AT THE END OF THE DAY

Report any problems that may have occurred to the Principal at the end of the day.

## EVALUATION OF SUBSTITUTE TEACHERS

### RECOMMENDATIONS BY THE PRINCIPAL

If the substitute performs especially well at some particular grade level, this is noted by the principal. Regular teachers often report to the principal how the substitute performed in the class. When appropriate, this information is used to place the substitute next time.

### CONFIDENTIALITY TRAINING

Training in confidentiality means different things depending on your level of involvement with special needs students. People may ask you questions or try to obtain information based on where you work. Confidentiality means that you must keep the information you know about a student (even if just observed) confidential (secret). For maintenance and food service it sometimes boils down to what your eyes and ears fall upon during the day. You may see or hear things that others do not (for ex: behaviors, comments, etc). For all staff it is important you do not share things out in the community. You must be careful what you say and whom you say it to.

An individual with Disabilities Act incorporates Family Education Rights and Privacy Act (FERPA). As teachers and staff we must safeguard educational records. According to FERPA an educational record is any form of information directly related to a child that is collected, maintained, or used by school. Our district does not fall under Health Insurance Portability and Accountability Act, although the latest Release of Records in the Special Education Department is HIPA compliant.

Regular Education teachers and Substitute Teachers are affected by confidentiality issues to a great degree. Due to No Child Left Behind and the push to serve children within regular classrooms with modifications and accommodations, regular education teachers have responsibilities in implementing the IEP and having a high awareness of the modifications necessary for each child on an IEP.

Due to the nature of our positions and the students we work with, information learned concerning, (but not limited to) students' disabilities, behaviors, personnel issues, etc. should not be shared with anyone outside the school building, and should only be shared with persons inside the school building on a need to know basis. Should you have questions regarding what information you are at liberty to discuss while you are an employee at Avenue City School, please contact ACES administration.



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## INSTRUCTIONAL INFORMATION

### RESOURCE MATERIAL FOR SUBSTITUTE TEACHERS

Observation – One of the most practical ways for a substitute to learn more about the job is to observe a regular teacher. This is especially helpful to those who have not taught for many years and to those who have never taken education courses and are unprepared for a teaching situation.

Arrangements for teacher observations must be made in advance with the principal.

### INSTRUCTIONS FROM SUPERVISORS OR SPECIALIZED SUBJECT MATTER

#### Homeroom Teachers

- Grade as many papers as practical.
- Procedures for tornadoes and fires are posted by each classroom door. Make sure you are familiar with these.
- Follow lesson plans as closely as possible.
- If class finishes assignment early and there is a lot of time left, create other activities such as: reading silently, writing in journals, finishing other homework, re-checking work, studying for upcoming tests, curriculum based games, etc.
- Leave the regular teacher a note of what was accomplished and any problems that arise.
- The substitute may find that films and other audio-visual projects were planned to go with units being studied. Discuss with the principal or neighboring teacher how to set up these materials, etc. After showing a film to the class, questions should be asked and discussed. Substitutes should be able to check to determine if children are able to answer questions correctly.

#### Art

- Since the regular art teacher has individual methods and plans for special projects, the substitute in art should plan from work previously planned.
- Tools and equipment should be properly cared for and left in good condition.
- The substitute teacher should leave the regular art teacher a report of the work carried on during the regular teacher's absence.

#### Vocal Music:

- Check to see if the regular teacher has left plans for the day.
- Consult lesson plans for songs that children know or should be working on from a list of cycle songs.
- See that music books are available at the beginning of each class and collected at the end of class.

#### Physical Education:

- Due to the special nature of elementary physical education, make sure to follow lesson plans strictly. If you cannot locate lesson plans, please see the Principal. All students should change into gym shoes when participating in activities within the gymnasium.



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## Other Information:

- Become familiar with the school phone system.
- Do not handle any body fluid. Remove students from the area. Call the school office and they will send trained personnel to the classroom to help clean up.
- Cell phones should be kept on silent mode and must NOT be used while you are in direct supervision of students.
- If parent contacts substitute to ask questions about classroom happenings, discipline problems, assignments, etc. – the substitute should refer the parent to the classroom teacher and/or principal. Due to the nature of our positions and the students we work with, information learned concerning, but not limited to students, disabilities, behaviors, personnel issues, etc. should not be shared with anyone outside the school building, and should only be shared with persons inside the school building on a need to know basis. Should you have questions regarding what information you are at liberty to discuss while you are an employee at Avenue City School, please contact ACES administration.
- It is the substitute teacher's responsibility to determine if there is a delay in the starting time of school or if school is closed due to inclement weather or an emergency situation. Announcements will be made between 6:30 and 7:00 AM on KQTV. Announcements will also be made on KFEQ, KKJO, and KSFT radio stations. (Extreme cases will cause the announcements to be made the night before.) (When possible the announcement will also be posted on the website: <http://avenuecityschool.org/>  
**Early Dismissal:** Announcements will be made as soon as possible on the stations listed above. Dismissal because of inclement weather will be at 12:40 when possible. (If at all possible announcements will be made between 10:30 AM and 11:00 AM.) (When possible the announcement will also be posted on the website: <http://avenuecityschool.org/>

