

Knox County R-I School District  
Substitute Teacher Handbook  
2023-2024





## **Proposed Changes**

**Page 2 – Change to the daily and long term pay rates to reflect the district changes to the pay schedule.**

**Page 6 – Change to substitute responsibilities to include that the DESE substitute survey be filled out in compliance with Missouri statute.**

## **INTRODUCTION AND DISTRICT INFORMATION**

Welcome to the Knox County R-I School District. We have an outstanding school district where children truly come first. Our district has one elementary school, one middle school and high school all conveniently located on a central campus. Our teachers and administrators are dedicated professionals who are committed to providing students with the best possible education. The Handbook for Substitute Teachers was created to provide you with the information about being a substitute teacher at Knox County Schools. In this handbook you will find information regarding required qualifications, pay information and pay dates along with specific guidelines that apply to substitutes in our district.

## **SUBSTITUTE QUALIFICATIONS**

Substitutes must be board approved. To qualify to serve as a substitute in Knox County, an applicant must have successfully completed sixty (60) semester hours or more from an academic degree granting institution within the United State Department of Education's Directory of Post-Secondary Institutions or complete the 20 hours of online training through Frontline Education.

## **REQUIRED DOCUMENTS FOR SUBSTITUTE POSITIONS**

- Copy of Sub Certificate printed from DESE
- Substitute Application
- I-9 Form/Employment Eligibility (along with 2 original forms of ID)
- Missouri W-4
- Federal W-4
- If completed valid Missouri Teaching Certificate with verification of appropriate exam(s) or professional license (copy if adequate)
- Payroll required documents (Social Security Card and document establishing citizen status)
- Acknowledgement of Understanding

All forms and required documentation must be completed and returned to Central Office in order to be processed for consideration of substitute employment. Substitutes may not report for work until notified of active status by Central Office or Sub Locator.

## **Equal Opportunity Employment (Policy 4110)**

The Board of Education of the School District is an equal opportunity employer. The Board is committed to providing equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board

commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, religion, age, sex, national origin, ethnicity, disability, sex orientation or perceived sex orientation. All decisions with regard to employment shall be in compliance with applicable state and federal laws. The Board is required by the Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.

### **SUBSTITUTE PAY INFORMATION**

- Substitutes must clock in and out each day at any of the designated computers in the 3 buildings using the time management system.
- Substitutes are paid once a month on the 5<sup>th</sup> of each month. At the current rate of \$110.00 per day. Long term pay occurs on the 11<sup>th</sup> day of consecutive employment for the same substitute assignment. Long term pay is approximately \$235.96 per day.
- The W-4 form must be complete as this is used for payment purposes.
- In the event a paycheck or other information is mailed, address must be correct. Change of address should be forwarded to the Central Office

### **STUDENT DISCIPLINE**

Students are expected to follow the classroom rules, campus rules and rules listed in the Student Handbook. Substitutes who have concerns about a particular student's conduct should contact the appropriate administrator or building principal. Refer to policy 2655 for specifics regarding bullying concerns.

### **CONFIDENTIALITY AND STUDENT RECORDS**

Student information is confidential. Information includes records and dealing with students in the school setting. Confidential information is protected from unauthorized inspection or use. Substitutes should take precautions to maintain confidentiality of any student records and information for privacy issues.

### **ADMINISTERING MEDICATION TO STUDENTS**

Only designated employees can administer prescription, nonprescription medication and herbal or dietary supplements to students. Substitutes should not use food rewards with students due to allergy concerns. Student medical needs should be addressed through the district's health care nurse on staff and board policy 2875.

### **MANDATORY REPORTER**

As a substitute teacher and employee of the school, you are a mandatory reporter of child abuse and neglect. If you suspect a child is being abused, please see the building principal or counselor to share your concerns.

## **TEACHER ATTIRE**

It is expected that substitute teachers will dress in a fashion that is appropriate to the profession and classroom. Jeans are acceptable attire on Fridays or special designated days by the principal.

## **SUBSTITUTE DUTY HOURS**

Substitutes need to arrive at school by 7:50 until departure of the buses for a full day. They should report for duty at 11:30 am for a half day assignment unless otherwise notified. Substitutes will be required to document their hours.

## **EXTRA DUTIES ASSIGNED TO TEACHERS**

Substitutes shall fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty, hall duty or special duty assignments by the building principal for that day. If needed, substitutes may also be reassigned to a different classroom dependent on the district needs.

## **CANCELLATIONS**

Substitutes are expected to work all accepted assignments. Cancellations directly affect the district's ability to fill jobs in a timely manner, especially if they are done within 24 hours of the assignment. However, if a situation arises where a substitute must cancel an assignment, the substitute must the substitute locator, Sherri Mauck @ 660-397-2228 ext. 101 or 660-341-8638 as soon as possible.

## **INCLEMENT WEATHER CLOSINGS**

The district may close school because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the facilities. Substitutes are encouraged to watch TV stations or ask to be added to the school alert system.

## **STANDARDS OF CONDUCT**

All Knox County School District substitute teachers shall recognize and respect the rights of students, parents, employees and members of the community working corporately with others to serve the best interests of the district. Substitutes shall comply with the standards of conduct set out in these guidelines and other school policies, regulations and standards. Violations of any policies, regulations, standards or guidelines may result in disciplinary action, including termination of employment.

## **CAMPUS RESPONSIBILITIES**

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

### **TEACHER RESPONSIBILITIES**

The regular classroom teacher will make the following information available to the substitute teacher:

- Lesson plans made out in sufficient detail
- Class Roster
- Student seating chart
- Schedules, including special duties, events, etc...
- Emergency Procedures
- Important of unusual information about any student
- Location of necessary materials

### **SUBSTITUTE TEACHER RESPONSIBILITIES**

The substitute teacher should report to the elementary office upon arriving at school. After checking into the office, the substitute should report to the assigned classroom. The following actions should occur:

- Review schedule, lesson plans, rules, student needs and duties assigned for the day.
- Review safety procedures posted in the classroom. Locate emergency backpack to be used in case of emergency.
- Introduce and greet students in a professional manner requiring them to address you with the title Mr., Mrs., or Ms.
- Do not permit student to leave the classroom without permission. Middle and high school students should require a hall pass.
- **NEVER LEAVE CLASSROOM OR STUDENTS UNSUPERVISED!** Send a student to the office or the classroom next door if needed.
- Personal phone calls are not permitted during duty hours.
- Follow lesson plans and leave the classroom teacher a summary of events

- Substitute teachers are responsible for the students, equipment, and materials assigned to their care.
- Be professional at all times. If concerns arise, ask for help.
- Treat students with firm, fair respect. When individual students cause behavior problems which disrupt learning, the substitute should refer those students to the building administrator with a note explaining the circumstances.
- At the end of the day leave the classroom neat and orderly.
- At the end of the day fill out the required DESE survey at [www.surveymonkey.com/r/SubTchrSurvey](http://www.surveymonkey.com/r/SubTchrSurvey). This survey is required by Missouri statute in compliance with Senate Bill 681. A QR code can be found at each building secretary's desk for your convenience.

### **PERFORMANCE EVALUATION**

Substitute teacher performance is evaluated by administrators. An administrator may request a substitute not be allowed to continue to accept assignments for a specific teacher, department or group due to poor performance.

### **BOARD POLICIES**

Substitute teachers need to be familiar with board policies that pertain to their work in the school district. Included are policies regarding ethics, staff conduct, drug free workplace, bullying, harassment, and internet usage. As employees of the district, substitute teachers are to comply with all board policies, including those not provided in these guidelines. Board Policies are located in central office and may be accessed at <http://district.knox.k12.mo.us/> for further review.



Substitutes should complete the following form and submit to Sherri in the elementary office before the first day of substituting.

**ACKNOWLEDGEMENT OF UNDERSTANDING**

I have received and read a copy of the Knox County R-I School District Substitute Handbook. I understand the booklet as it contains specific information, rules and consequences that are extremely important to be and by signing this form I acknowledge I understand the district guidelines. I also understand any changes to district policy or law causes changes to the content.

**Substitute's Name (please print)** \_\_\_\_\_

**Substitute's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

