



CITY OF ST. CHARLES SCHOOL DISTRICT

SUBSTITUTE EMPLOYEE HANDBOOK

2022-23



**PRESENTED TO
SCSD Board of
Education**

**PREPARED BY
SCSD Human
Resources Department**

City of St. Charles School District



Substitute Handbook 2022-2023

STATEMENT OF ACCOUNTABILITY

Please read this handbook carefully and refer to it as needed. It is your responsibility to familiarize yourself with its contents. This handbook is only a summary of our policies. If you have any questions, please direct them to your supervisor or to your administrator for clarification. Information in this handbook does not supersede policies, administrative procedures or regulations developed and formally approved by the Board of Education. Any inconsistency or contrary provision shall be controlled by Board Policy. This handbook can be viewed on-line at <http://www.stcharlessd.org>. (select Employee – Employee Handbooks). For Board Policies (select Our District – Board of Education – Board Policies)

Dr. Jason Sefrit
Superintendent of Schools

Dr. Rodney Lewis
Associate Superintendent - Human Resources

2022 – 2023

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IMPORTANT FACTS HOW ABSENCE MANAGEMENT (AESOP) OPERATES

With the completion of your paperwork and background checks you are now ready to be entered into the Absence Management System. Absence Management is open 24 hours a day, seven days a week. You can call anytime of the day or night. You can also go to the Absence Management website and review current assignments and possible new jobs. Use the Help tab on your Absence Management website for questions or contact Debbie Wilcox at 636-443-4002 or dwilcox@stcharlessd.org. Absence Management calls from 5:30 AM through 10:00 AM in the mornings and again starting at 5:00 PM through 9:30 PM at night. Please read your instructions carefully and become familiar with all aspects of Absence Management.

1. Absence Management (formerly Aesop) is a web-based service that utilizes both the telephone and the Internet.
2. You are already registered with Absence Management. If using the telephone option, please call 1-800-942-3767. Enter your ID number (your telephone number) followed by the pound key (#). Enter your PIN number followed by the pound key (#). (These numbers were given to you by Debbie Wilcox)
3. **Absence Management will not leave messages on answering machines.** It will ask for a pin/ID number, but after a certain period of time (45 seconds) it will hang up. If you do not speak loudly and clearly saying Hello when the system calls you, it will end the call. Absence Management may call you again later if the position is not filled.
4. Absence Management will not allow you to hear other jobs when it calls you for a particular job in the morning or evening calling. It is programmed to go on until that position is filled for the next day.
5. You are responsible for the job you accepted, if you are not able to substitute, please contact Debbie Wilcox at 636-443-4002 or email at dwilcox@stcharlessd.org to cancel the job. Please do not create a situation of having a classroom without a teacher. This would be filed in your personnel folder as a no show. No Show's are not tolerated and are subject to dismissal.
6. Absence Management allows prearranged positions. Occasionally it will be necessary to contact you personally and offer you a position. It can be the Sub Coordinator, a building administrator, a teacher or an administrator's secretary calling you. In this case, Absence Management will not call you - you have already accepted the job verbally with the district. However, if you would like to receive the confirmation number it can be given to you or you may look it up online once the secretary or administrator has put the job in the system. This will enable you to hear any instructions that have been recorded along with what, when, where, and for whom you will be subbing. You may obtain the confirmation number by calling Absence Management at 1-800-942-3767 or Debbie Wilcox at 636-443-4002. Debbie is located at the Administration Center at 400 N. 6th Street. Her day begins at 6:30 AM.
7. You should have a calendar near your phone or computer to record your jobs. However, you can see your calendar on the Absence Management website. All substitutes have access to a mobile app for Frontline. Instructions can be found on your welcome email from the Substitute Administrator.
8. Lesson Plans may be attached to the absence in Absence Management. Please check for lesson plans attached in Absence Management or any other attachment information a teacher may feel is important for you to know. Classroom instruction may also be placed on the teacher's Google classroom site.
9. **Cancelling a Job:** In case of an emergency or illness, you can cancel a position; however, **you may not cancel the position online or over the telephone with Absence Management.** You must call either the building secretary or the Sub Administrator (Debbie Wilcox – 636-443-4002) to cancel. Please call as soon as possible, hopefully the night before or even earlier. Please send Debbie Wilcox an email if at all possible (dwilcox@stcharlessd.org). This is done to make sure that the district knows that there is a position not filled and needs immediate attention. If you cancel a position, you will not be able to pick up another position for that day on your own. You may receive another position through the building secretary or the Sub Administrator.

DISTRICT POLICY REGARDING PAY PERIODS FOR SUBSTITUTES

Substitute teaching positions in our school district are designated as temporary, part-time positions. You will not be considered internal candidates for other job openings. When Board policy is referenced, a Substitute will be referred to as the “Employee”, “Staff” or “Personnel”.

Long-Term substitutes are determined through the Human Resources Office.

Substitute teachers who are also working for another public school districts must report this to the Executive Asst/Substitutes in the Human Resources Office. In some instances work hours in the St. Charles School District may then be subjected to further restrictions.

PAY PERIODS: 5th and the 20th of each month. If the 5th or the 20th fall on a weekend or a holiday, the pay period will be the last day worked prior to those dates. A payroll calendar from the Business Department (payroll) is located following this page in this booklet.

RATES OF PAY:

- **Substitute teachers****

Substitute Certificated: \$100.00 per day - \$50.00 for half day

Teacher certification: \$115.00 per day - \$57.50 for half day

District Retired Substitute: \$175.00 per day - \$87.50 for half day

*47.5 days of substitute teaching would equal the amount needed to cover the base insurance plan for the year (amount is subject to change annually).

*53.5 days of substitute teaching would equal the amount needed to cover the premium insurance plan for the year (amount subject to change annually).

*45.5 days of substitute teaching would equal the amount needed to cover the HAS insurance plan for the year (amount subject to change annually).

A full day is 6.5 paid instructional hours with an additional 30 minute unpaid lunch and unpaid 20 minutes before the assignment begins and 10 minutes after the assignment ends – being there for 7.5 hours.

A half day is 3 hours and 15 minutes of paid instructional hours and 20 minutes before the assignment begins and 10 minutes unpaid after the assignment ends – being there for 3.75 hours.

- **Substitute paraprofessionals- \$12.50 an hour (full workday 7 hrs + 30 min unpaid lunch)**
- **Substitute nurses- \$24.00 an hour (full workday 7.5 hrs + 30 min unpaid lunch)**
District retired nurses - \$30.00 an hour
- **Substitute secretaries- \$11.90 an hour (full workday 8 hrs + 30 min unpaid lunch)**
- **Substitute lunchroom/playground aides- \$10.82 an hour**

“All hourly substitutes will need to clock in using the timeclock – you must clock in and out for lunch and clock out at the end of your day.” You will need to know your employee number to use the timeclock.

****For retirement tracking of hours, a full day teacher sub assignment is considered 6.5 hours, a half day is 3.25 hours (these are instructional hours). Anything over 3.25 hours (3.75 hours with 20 minutes before and**

10 minutes after) is considered a full day and will be reported and paid as a 6.5 hour full day with the expectation of the sub completing the day.

A substitute administrator, (a retired administrator/principal from our district) a full day sub assignment is considered 7 hours with a 30 min unpaid lunch and arrival 20 minutes before your day begins and 10 minutes after the day is complete. (you will be there 8 hours, but will be reported as a 7 hr day).

LONG TERM SUBSTITUTE FOR A TEACHER: It is preferred that long term substitutes be certified in the subject area. The first ten days of the assignment will be your daily sub rate based on your certification (\$100 with a sub certificate, \$115 with teacher certification, \$175 if a district retired teacher). Effective on the 11th day of a consecutive assignment for the same teacher, the substitute will be paid an additional \$5 per day. If the substitute serves longer than 30 days in the same position, the rate of pay increases to \$202.00 per day. This increase only applies to a substitute teacher. You are permitted to have one missed day on long-term assignments. If you miss more than one day, you will have a break in service and your pay will return to your daily rate and the pay schedule will begin again.

LONGEVITY PAY FOR SUBSTITUTES: The district will increase pay after substituting 30 cumulative days per school year for certified and non-certified substitutes; daily substitute pay will increase \$10 per day from the current rate. This is a one-time pay increase for the school year. Substitutes must document this by completing a Google form when they complete 30 days of substituting that school year.

DIRECT DEPOSIT: Direct Deposit is mandatory. A voided check is required by payroll in order to verify the routing numbers of your account. This information is kept confidential in the payroll department.

If you are a new employee, please check your next two paychecks very carefully. They are likely to be **REAL** checks that need to be cashed or deposited while we are getting your account ready to accept direct deposit. When the (\$\$\$\$) are replaced by the word **VOID** you can be sure direct deposit is active and the **NET AMOUNT** on your pay-stub has been deposited into the account your specified.

ADDITIONAL PERKS: Effective with the 2022-2023 School Year

- Substitutes will have the option of a complimentary school cafeteria lunch on a full day substitute position.
- The district will provide a Complimentary Activity Pass to St. Charles High School and St. Charles West High School events.
- Frontline Substitute Certification: The district will reimburse the Frontline Substitute Training fee after completing 25 days of substitute teaching in our district. This program is available for an employee looking to have substitute certification but does not have the 60 college credit hours required - currently \$180). Substitutes are responsible for filling out the form to collect the \$180 on the next pay period once all requirements have been met.

SUBSTITUTE PAY SCHEDULE FOR 2022 - 2023

<u>DATES COVERING</u>	<u>PAY DAY</u>
June 26 – July 9	8/5
July 10 – July 23	8/20
July 24 - Aug 6	9/5
Aug 7 - Aug 20	9/20
Aug 21 – Sept 3	10/5
Sept 4 – Sept 17	10/20
Sept 18 - Oct 1	11/5
Oct 2 - Oct 15	11/20
Oct 16 – Oct 29	12/5
Oct 30 - Nov 12	12/20
Nov 13 – Nov 26	1/5
Nov 27 – Dec 10	1/20
Dec 11 - Jan 7 (4 weeks)	2/5
Jan 8 – Jan 21	2/20
Jan 22 - Feb 4	3/5
Feb 5 – Feb 18	3/20
Feb 19 - Mar 4	4/5
Mar 5 – Mar 25 (3 weeks)	4/20
Mar 26 – Apr 8	5/5
Apr 9 – Apr 22	5/20
April 23– May 6	6/5
May 7 – May 27 (3 weeks)	6/20
May 28 - June 10	7/5
June 11 – June 24	7/20

DISTRICT PAYROLL RUNS A MONTH BEHIND

St. Charles School District
2022-2023

Elementary, Middle and LC Student Calendar

This calendar has snow days built into it. Please plan on attending school on these days.

August-22					September-22					October-22				
MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI
1	2	3	4	5				1	2 ERD	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21 ERD
22	23 Flex Day	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30 ERD	31				
SD#7					SD#1					SD#18				
November-22					December-22					January-23				
MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI
	1	2	3	4				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9 ERD	9	10	11	12	13 ERD
14	15	16 ⌘	17	18 ERD	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21 ERD	22	23	23	24	25	26	27
28	29	30			26	27	28	29	30	30	31			
SD#18					SD#18					SD#18				
February-23					March-23					April-23				
MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI
		1	2	3			1 Evening Conferences	2 ERD	3	3	4	5	6	7
6	7	8	9	10	6	7	8	9	10	10	11	12	13	14 ERD
13	14	15	16	17 ERD	13	14	15	16	17 ERD	17	18	19	20	21
20	21	22	23	24 ⌘	20	21	22	23	24	24	25	26	27	28
27	28				27	28	29	30	31					
SD#18					SD#17					SD#18				
May-23					June-23					July-23				
MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI
1	2	3	4	5 ERD				1 Snow Make-Up	2 Snow Make-Up	3	4	5	6	7
8	9	10	11	12	5 Snow Make-Up	6 Snow Make-Up	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26 ⌘ ERD	19	20	21	22	23	24	25	26	27	28
29	30 Snow Make-Up	31 Snow Make-Up			26	27	28	29	30	31				
SD#20					SD#17					SD#18				

- Grades K- 12 Students First Day of Class
- Schools not in session K-12
- 3 Hour Early Release
- End of Trimester (K-4 grade)
- End of Semester (5-12 grade)
- High School Finals
- 174 Student Days (SD)
- Trimester 1 =68 days Semester 1 = 88
- Trimester 2 =68 days Semester 2 = 88
- Trimester 3 =68 days

Snow make-up days are added to the end of the school year. Students and Staff should not plan vacations at these times.

St. Charles School District

2022-2023

High School Student Calendar

This calendar has snow days built into it. Please plan on attending school on these days.

August-22					September-22					October-22				
MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI
1	2	3	4	5				1	2	3	4	5 Early Out HS 1 hour	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12 Early Out HS 1 hour	13	14
15	16	17	18	19	12	13	14 Early Out HS 1 hour	15	16	17	18	19	20	21 ERD
22	23 First Day	24	25	26	19	20	21 Early Out HS 1 hour	22	23	24	25	26	27	28
29	30	31 Early Out HS 1 hour			26	27	28 Early Out HS 1 hour	29	30	31				
SD=7					SD=21					SD=18				
November-22					December-22					January-23				
MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI
	1	2	3	4				1	2	2	3	4	5	6
7	8	9 Early Out HS 1 hour	10	11	5	6	7 Early Out HS 1 hour	8	9	9	10	11	12	13 ERD
14	15	16 Early Out HS 1 hour	17	18	12	13	14 Early Out HS 1 hour	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25 Early Out HS 1 hour	26	27
28	29	30 Early Out HS 1 hour			26	27	28	29	30	30	31			
SD=18					SD=16					SD=19				
February-23					March-23					April-23				
MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI
		1 Early Out HS 1 hour	2	3			1 Evening Conferences	2 ERD	3	3	4	5 Early Out HS 1 hour	6	7
6	7	8 Early Out HS 1 hour	9	10	4	7	8 Early Out HS 1 hour	9	10	10	11	12	13	14
13	14	15	16	17 ERD	13	14	15 Early Out HS 1 hour	16	17	17	18	19 Early Out HS 1 hour	20	21
20	21	22	23	24	20	21	22	23	24	24	25	26 Early Out HS 1 hour	27	28
27	28				27	28	29 Early Out HS 1 hour	30	31					
SD=19					SD=17					SD=19				
May-23					June-23					July-23				
MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI
1	2	3 Early Out HS 1 hour	4	5				1 Snow Make-Up	2 Snow Make-Up	3	4	5	6	7
8	9	10 Early Out HS 1 hour	11	12	5 Snow Make-Up	6 Snow Make-Up	7	8	9	10	11	12	13	14
15	16	17 Early Out HS 1 hour	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26 ERD	19	20	21	22	23	24	25	26	27	28
29	30 Snow Make-Up	31 Snow Make-Up			26	27	28	29	30	31				
SD=26					SD=17					SD=19				

- Grades K- 12 Students First Day of Class
- Schools not in session K-12
- 3 Hour Early Release
- 1 Hour Early Release
- Snow make-up days are added to the end of the school year. Students and Staff should not plan vacations at these times.

- High School Finals
- End of Semester (5-12 grade)

174 Student Days (SD)
 Semester 1 = 88
 Semester 2 = 86

EARLY CHILDHOOD CENTER STARTING AND DISMISSAL TIMES		
	Start Time	Dismissal Time
Preschool Half Day AM	8:15 AM	11:30 AM
Preschool Half Day PM	12:15 PM	3:30 PM
Preschool Full Day	8:00 AM	3:00 PM
ECSE 4-Day Half Day AM	8:00 AM	11:00 AM
ECSE 4-Day Half Day PM	12:00 PM	3:00 PM
ECSE Full Day	8:00 AM	3:00 PM
STARTING AND DISMISSAL TIMES		
	Start Time	Dismissal Time
Blackhurst Elementary School	8:50 AM	3:50 PM
Coverdell Elementary School	8:05 AM	3:05 PM
Harris Elementary School	8:50 AM	3:50 PM
Lincoln Elementary School	8:50 AM	3:50 PM
Monroe Elementary School	8:50 AM	3:50 PM
Null Elementary School	8:05 AM	3:05 PM
Hardin Middle School	7:20 AM	2:20 PM
Jefferson Intermediate School	8:05 AM	3:05 PM
St. Charles High School	7:20 AM	2:20 PM
St. Charles West High School	7:20 AM	2:20 PM
Success Campus - AM Session	7:35 AM	10:35 AM
Success Campus - PM Session	11:20 AM	2:20 PM
Lewis & Clark - AM Session	7:40 AM	10:25 AM
Lewis & Clark - PM Session	11:10AM	1:55 PM
STARTING AND DISMISSAL TIMES FOR 3 Hr. EARLY DISMISSAL		
	Start Time	Dismissal Time
Blackhurst Elementary School	8:50 AM	12:50 PM
Coverdell Elementary School	8:05 AM	12:05 PM
Harris Elementary School	8:50 AM	12:50 PM
Lincoln Elementary School	8:50 AM	12:50 PM
Monroe Elementary School	8:50 AM	12:50 PM
Null Elementary School	8:05 AM	12:05 PM
Hardin Middle School	7:20 AM	11:20 AM
Jefferson Intermediate School	8:05 AM	12:05 PM
St. Charles High School	7:20 AM	11:20 AM
St. Charles West High School	7:20 AM	11:20 AM

STARTING AND DISMISSAL TIMES FOR 1 Hr. EARLY DISMISSAL		
	Start Time	Early Release Time
St. Charles High School	7:20 AM	1:20 PM
St. Charles West High School	7:20 AM	1:20 PM

Complete calendar information may be found on the district website www.stcharlessd.org, under the Our District/District Calendars.

DISTRICT PROCEDURES FOR SUBSTITUTES

1. Substitutes Teachers are expected to arrive at least 20 minutes early to take care of their paperwork (Daily Substitute Sign-In Sheet) and to look over the lesson plans. The 20 minutes has been incorporated into the substitute report time listed in Absence Management when you accept a position. This is in reference to a normal call and not a late call to substitute. Stay a reasonable time after the final bell to ensure that all students have safely left the building. We suggest at least 10 minutes. Ten minutes after the end of school is incorporated into the substitute report time on Aesop. Substitutes that are paid hourly (substitute paraprofessionals, substitute lunchroom/playground aides, substitute secretaries and substitute nurses) do not have any time incorporated into the report time for the substitute as they are being paid for the hours that are in the Aesop system.
2. Lessons plans or Google Classroom will be in place and ready for the substitute. **Substitutes are expected to follow the teacher's substitute plans.** If plans are not provided, please work with the principal or building secretary. The substitute nurse will follow the nurse's sub plans found in each building's clinic. The substitute paraprofessional will follow the direction of the teacher. While with students, substitutes should be attentive to the students and not doing activities that would distract from performing their duties, as well as being distracting to the student.
3. Substitute Teachers are not allowed to leave a classroom unattended during classroom time. In an emergency, you will need to contact the main office and report your situation to the principal or assistant principal so they can assist you.
4. Follow directions during emergency drills. Obey all safety rules, including rules protecting the safety and welfare of students.
5. PHYSICAL AND VERBAL ABUSE TO STUDENTS OR CO-WORKERS WILL NOT BE TOLERATED. Substitutes are not allowed to touch students at all (hugs, pats, etc.). If reported and witnessed, the substitute may be RELEASED FROM DUTY.
6. Profanity is inappropriate. Treat students with respect.
7. Substitutes will call the office when a student is out of control. (The building secretary's telephone number and name are listed with Building Directions). The Principal or Assistant Principal (if available) will come to the room and address the situation.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the substitute's supervisor.
9. **NO CELL PHONES DURING CLASSROOM TIME.** **Substitutes are not permitted to be on their cell phones during class time. Cell phones can be used during plan-time or lunch time....but must be turned off when arriving back to the classroom.** To use the classroom phone, please dial 8 for an outside line. If dialing within the district, just dial the last four digits of the phone number to connect to another district telephone number.
10. There may be times when you are asked to substitute in a different classroom during your teacher's plan time. In most cases, this is when a school is unable to find another substitute for a teacher. We appreciate your flexibility.
11. Substitutes must work at least two jobs during each semester in order to remain on the substitute roster. Exceptions may occur due to medical or extenuating circumstances. However, if a substitute does not work at all during a school year, they must reapply through Frontline and be rehired to substitute (be interviewed and accepted) and submit to an FBI fingerprint background check at their own expense.

WHAT YOUR TEACHER AND BUILDING PRINCIPAL EXPECTS OF YOU, THE SUBSTITUTE.

1. Dress professionally and in a manner that will not interfere with the educational environment (business casual) If teaching physical education wear appropriate attire; walking shorts, sweat suits and tennis shoes (no short shorts). While working paraprofessional positions; casual attire is appropriate when working with students with special needs.
2. Follow the building schedule. **Follow lesson plans carefully. Remember to maintain good classroom discipline.**
3. **Leave a short note at the end of the day.** This note should cover the work completed, work unfinished, absent students and any comments about problems arising from work. This can also include the students who were helpful and the students who tried to disrupt the learning process. Please remember to be professional in your comments; you are a guest teacher in this classroom. Additionally, completing the feedback form on Absence Management is requested. The teacher does have permission to view your feedback.
4. If equipment is used, leave equipment in proper place.
5. **Be familiar with the building safety rules and regulations** (check with the office when you arrive, if you have questions).
6. Be sure to check the teacher's mail box for bulletins, special announcements, etc. Save all information for the regular teacher. You may leave mail in the teacher's box.
7. If questions or problems arise, call on any teacher nearby for assistance in resolving the situation, if the principal is not available.
8. If you are a substitute teaching science, be sure all burners are off.
9. Leave the classroom in an orderly fashion; at least make certain it is left the same way as when you arrived.
10. **Supervise your students at all times.** Start classroom lessons as soon as possible.
11. Know the school rules - be an informed substitute.
12. Refrain from sarcasm, or making a hasty decision in managing students. Physical punishment and/or verbal abuse (of any kind) will not be tolerated in our district.
13. Expect cooperation and respect from the students. Please be respectful of students' opinions.
14. If a student in your room becomes ill or injured, notify the nurse's office immediately (the clinic's extension is listed with directions to the school). Do not move students who are unconscious or seriously injured.
15. Students are not to be left unattended during the regularly scheduled class periods. If emergencies arise, seek the assistance of a regular teacher in a nearby classroom or from the office.
16. Always use your best Professional Judgment.

PROMOTING AN ATMOSPHERE OF GOOD BEHAVIOR IN THE CLASSROOM

1. Be consistent; do not change rules or expectations. Too many changes will confuse the students.
2. Children need a little time to adopt change and know what is expected. Be patient.
3. Do not be vague; be specific in what the students need to do. Make sure that they understand instructions and concepts before they get to work.
4. Always encourage your students to do their best. If they make mistakes, emphasize the negative less and the positive more.
5. Do not threaten punishment that cannot be carried out. Only after careful thought should you tell a child the consequences for their unacceptable behavior.
6. Be specific in telling children what needs to be corrected; whether it is in the area of subject material that is wrong or in the area of behavior.
7. When a child needs to be redirected, use a positive approach. Give positive feedback for good choices.
8. Never ignore a bad situation. Pretending that an incident did not happen will not make things better. Instead take careful steps to bring things back under control.
9. Express to the students that you have high expectations for ALL.
10. Maintain composure at all times and avoid labeling students.
11. Monitor students regularly by moving about the room to observe work progress and behavior.

CHANGE IN PERSONAL DATA

If you move to a different address, change your name, marital status, or receive a new telephone number, please notify the Human Resources Office, specifically Debbie Wilcox, in writing within five days.

MANDATORY TRAINING

All employees must complete mandatory training on a yearly basis. The Assistant Superintendent of Human Resources office will facilitate and inform employees of required training. Verification of completion is required in order to remain on the substitute roster.

SUMMER TRAINING FOR THE FOLLOWING SCHOOL YEAR

During the summer (sometime mid-July) all subs will be deactivated in Absence Management and information will be emailed to them regarding training for the following school year. Once your training is completed and verification is returned to Debbie Wilcox, you will be reactivated in the system. If you are not interested in substituting the following school year, please send an email to dwilcox@stcharlessd.org to notify the change.

UNIVERSAL PRECAUTIONS

What do we mean when we say UNIVERSAL Precautions?

Universal Precautions is an approach to infection control in which all human blood and certain body fluids are treated as if known to be infectious for HIV, Hepatitis B and other blood borne pathogens.

In the school setting, it is not possible to know who may be a carrier of an infectious disease and what germs may be present. Persons with infections do not always have outward signs & often are not aware of being infected. However, you must take universal precautions while you are at work and in other situations that will help protect you from infectious diseases. Universal Precautions include the following actions:

1. Wash your hands with soap & water at regular times during your workday. Common infectious diseases maybe contracted from dirt and waste encountered in the work place. **BLOOD IS THE SINGLE MOST IMPORTANT SOURCE OF HIV INFECTIONS AND HEPATITIS B.**
2. Avoid punctures with objects that may contain blood of others.
3. Handle discharges from another person's body (**PARTICULARLY BODY FLUIDS CONTAINING BLOOD**) with gloves and wash hands thoroughly when you are finished.
4. Paper towels, tissues contaminated with blood should not be disposed of in a classroom trashcan. These bloody items should be flushed down the toilet or brought to the clinic for disposal.
5. Open, oozing or bleeding wounds should be cared for in the clinic or covered with a band-aid if the wound does not require cleaning of excess or dried blood. For small cuts, students can wash the area with soap and water in the restroom and return to you for a band-aid.
6. Clothing or supplies contaminated with body fluids should be placed in a doubled plastic bag & tied.
7. Used needles, exacto blades, broken glass or other sharp instruments should not be discarded in the classroom trash can but placed in a Biohazard Infectious Wastes Sharps container. There is such a container in the clinic.
8. Any surface or object that is contaminated with blood or infectious body fluids should be cleaned promptly. Decontaminate surfaces with appropriate disinfectant. Household bleach mixed at a ratio of 1 part bleach to 100 parts water (1/4 cup bleach to 1 gallon water). The building custodian should be available to decontaminate surfaces.

SNOW DAYS

If you have been called to substitute and school is cancelled due to inclement weather, please do not report to school. School closings are reported over local TV stations and listed as "City of St. Charles Schools". You will not receive a call from Absence Management. The Absence Management Coordinator will cancel all jobs so you would get an email with notification of the cancelled job if you have an email listed in your profile. AMI (Alternate Method of Instruction) days will not require a substitute unless you are covering a long-term substitute position.

NO SMOKING POLICY

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

Ref: Policy AH

FACULTY AND STAFF COMPUTER USAGE GUIDELINES

The District Technology Office of the St. Charles City School District has established the following guidelines for regulating the use of district-owned computing systems and facilities. The following guidelines apply to all district employees.

Using Your PC

It is important to remember that the St. Charles City School District owns the PCs and servers used here. As such, the district reserves the right to monitor the use and content of all PCs, networking equipment, and files stored on its systems. Safeguard your privacy by using the equipment here only for legitimate district purposes.

Installing Software

No employee may-without the specific consent and cooperation of the Technology Office-download and/or install ANY software package onto district computers. This includes, but is not limited to, screen savers, games, educational software, and other third-party programs. For both operational and legal reasons, it is crucial that the District Technology Office manage what software is installed on district-owned Macs and PCs.

Purchasing Computer Equipment and Software

Without exception, the District Technology Office must pre-approve all computer equipment and software purchases. This is essential so that the department can arrange for proper integration of new equipment into our network. Most importantly, it ensures proper software licensing, which is a top priority of the district.

Email and the Internet

All substitutes will be issued a district gmail account. Email, messaging and the internet is used only for normal district communication. Using your email account or the Internet to transmit or receive pornographic or inappropriate materials is an extremely serious violation and will result in disciplinary consequences. Having a district email account will allow faculty to invite you to Google Classroom in order to access lesson plans.

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT

The Board of Education requires its mandated reporters to comply with the state child abuse and neglect laws. Mandated reporters acting in their official capacities who know or have reasonable cause to suspect that a child has been subjected to abuse or neglect, or is being subjected to conditions or circumstances that would reasonably result in abuse or neglect, must directly and immediately report or cause a report to be made to the CD (Children's Division of the Department of Social Services), including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited by law if the report involves sexual misconduct by a school employee. Mandated reporters who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report.

Ref: Policy JHG

SUPERVISION OF STUDENTS

The Board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

The welfare and safety of students while on school premises is the responsibility of all staff members. The building principal at each attendance center will, with staff input develop and implement a schedule of supervision to provide for student safety during non-instructional time. The building supervision schedule will be implemented so as not to unduly interfere with the instructional program or to unduly burden the staff nor jeopardize the safety of students.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

Ref: Policy JHFA

STAFF CONDUCT

The Board of Education expects every employee to act professionally, ethically and responsibly; use good judgment, and do what is necessary to maintain a safe learning environment and positive relations with student, parents/guardians, coworkers and the public. In addition to expectations in other Board policies and directives from supervisors, district expectations for employees (including substitutes) include, but are not limited to, the following:

1. Become familiar with, enforce and follow all applicable Board policies and regulations, administrative procedures, other directions given by district administrators and supervisors, and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, other district employees and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
3. Obtain information necessary to effectively perform the employee's job duties.
4. Conduct all official business in a professional and timely manner. Meet deadlines set by the district, administrative staff and supervisors. Conduct business with the appropriate designated person or department.
5. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or theft of district property.
6. Attend all meetings called by supervisors or the building administration. Exceptions should be discussed and approved by the building administration. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow district policies and procedures.
7. Maintain records as required by law, Board policy and procedure, and do not destroy records unless authorized to do so. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
8. The Board expects all students to be properly supervised at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation.

9. Obey all safety rules, including rules protecting the safety and welfare of students.
10. Communicate clearly and professionally, Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
13. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
14. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
15. Unless otherwise allowed by law, employees may not engage in political campaigning during the working day or during times when they are performing their official duties.
16. Employees will not represent their personal opinions as the opinions of the district and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.

Ref: Policy GBCB

RETIRED PUBLIC SCHOOL EMPLOYEE

If you have retired from a public school in Missouri and contributed to the Public School Retirement System (PSRS or PEERS), the district recommends carefully reviewing his or her PSRS/PEERS retirement statement each year to determine the accuracy of the report.

It is also your responsibility to make sure you are following all of the procedures provided by PSRS/PEERS. Please check on the PSRS/PEERS website (<https://www.psr-peers.org>) for further information.

DIRECTIONS TO ALL BUILDINGS

EARLY CHILDHOOD CENTER

Phone: 636-443-2900 **Clinic:** 636-443-4903 (Mrs. Barbra Lujanovic, RN)
Fax: 636-443-2901 **Principal:** Dr. Ann Westbrook
Class Hours: Full Days (8 am 3pm) **Exec. Asst.:** Sharon Elliott/636-443-2905 **Secretary:** TBD/636-443-2902
Half Days (am 8:30 – 11:30)
(pm 12:30 – 3:30) **ECSE Half Days (4 Days a week M-TH:** AM 8:00 am – 11:00 am, PM 12:00 pm – 3:00 pm
Address: 1301 Boone's Lick Road **FULL DAY 8:00 am – 3:00 pm)**
St. Charles, MO 63301
Directions: Directions from I-70: Exit the highway at the First Capitol Drive Exit, drive north on First Capitol Drive; and take slight right to Boone's Lick Rd (around the roundabout); then approx 0.5 miles to Early Childhood Center on right.
Parking: Parking is available to the right of the building.

BLACKHURST ELEMENTARY

Phone: 636-443-4500 **Clinic:** 636-443-4503 (Mrs. Kaeli Shaffer, RN)
Fax: 636-443-4501 **Principal:** Mr. Stephen Wilson
Class Hours: 8:50am – 3:50pm **Secretary:** Susan Orio/636-443-4505 Mrs. Carla Bowman/636-443-4502
Address: 2000 Elm Street
St. Charles, MO 63301
Directions: Directions from I-70: Exit the highway at the First Capitol Drive Exit; drive north on First Capitol Drive; First Capital becomes Kingshighway Street for approximately 0.5 miles; turn left onto Elm Street for approximately 0.5 miles; Blackhurst Elementary School is on the right.
Parking: Parking is available in the back of the building.

COVERDELL ELEMENTARY

Phone: 636-443-4600 **Clinic:** 636-443-4603 (Ms. Megan Anderson, RN)
Fax: 636-443-4601 **Principal:** Dr. Chris Hallam
Class Hours: 8:05am – 3:05pm **Secretary:** Ms. Kelley Wilkinson/636-443-4602 Mrs. Debbie Helderle/636-443-4646
Address: 2475 West Randolph Street
St. Charles, MO 63301
Directions: Directions from I-70: Exit the highway at the First Capitol Drive Exit; drive north on First Capitol Drive continue going North; First Capital becomes Kingshighway Street for approximately 0.4 miles; turn left onto Elm Street for approximately 1 mile; turn right onto Elmwood Drive for approximately 0.7 miles; turn left onto Randolph Street; Coverdell Elementary School is on the left.
Parking: Parking is available in front or in the side parking lot of the building.

HARRIS ELEMENTARY

Phone: 636-443-4700 **Clinic:** 636-443-4703 (Mrs. Laura Anderson, RN)
Fax: 636-443-4701 **Principal:** Mr. Tyson Plumlee, Mrs. Michelle Whitrock (Asst)
Class Hours: 8:50am – 3:50pm **Secretary:** Mrs. Mina Gammon/636-443-4710 Mrs. Julie Huber/636-443-4702
Address: 2800 Old Muegge Road
St. Charles, MO 63301
Directions: Directions from I-70: Exit the highway at the Cave Springs Exit; drive south on Cave Springs Road; turn left onto Mexico Road; turn right onto Old Muegge Road; Harris Elementary School is on the left.
Parking: Parking is available in front of the building.

DIRECTIONS TO ALL BUILDINGS

LINCOLN ELEMENTARY

Phone: 636-443-4650 **Clinic:** 636-443-4653 (Mrs. Jaymee Quinn, RN)
Fax: 636-443-4651 **Principal:** Ms. Julie Williams
Class Hours: 8:50am – 3:50pm **Secretary:** Ms. Carmella Orosco/636-443-4678
Address: 625 South Sixth Street
St. Charles, MO 63301
Directions: Directions from I-70: Exit the highway at the First Capitol Drive Exit; drive north on First Capitol Drive for approximately 1.6 miles; turn right onto South Sixth Street for 0.2 miles; Lincoln Elementary School is on the right.
Parking: Parking is available in front of the building on the street.

MONROE ELEMENTARY

Phone: 636-443-4800 **Clinic:** 636-443-4803 (Mrs. Lauren Coomer, RN)
Fax: 636-443-4801 **Principal:** Mrs. Tiffanie Worland, Mrs. Michelle Whitrock (Asst)
Class Hours: 8:50am – 3:50pm **Secretary:** TBD /636-443-4810 Mrs. Jennifer Mace/636-443-4802
Address: 2670 Zumbahl Road
St. Charles, MO 63301
Directions: Directions from I-70: Exit the highway at the Zumbahl Road Exit; drive north on Zumbahl Road for approximately 0.8 miles; turn right at the Stop sign and continue on Zumbahl Road for another 0.5 miles; Monroe Elementary School is on the right.
Parking: Parking is available on the side of the building.

NULL ELEMENTARY

Phone: 636-443-4900 **Clinic:** 636-443-4903 (Mrs. Kathy Burke, RN)
Fax: 636-443-4901 **Principal:** Dr. Kate Kimsey
Class Hours: 8:05am – 3:05pm **Secretary:** Mrs. Eryn McAlister /636-443-4940 TBD /636-443-4902
Address: 435 Yale Boulevard
St. Charles, MO 63301
Directions: Directions from I-70: Exit the highway at the Zumbahl Road Exit; drive north on Zumbahl Road for 0.2 miles; turn right onto West Clay Street for 1 mile; turn left onto Duchesne Drive for 0.4 miles; turn left onto Droste Road for 0.3 miles; turn right onto Yale Boulevard for 0.3 miles; Null Elementary School is on the left.
Parking: Parking is available in front of the building.

HARDIN MIDDLE SCHOOL

Phone: 636-443-4300 **Clinic:** 636-443-4303 (Ms Amanda Watts, RN)
Fax: 636-443-4301 **Principal:** TBD, Mr. Brian Kirton (Asst.), Ms. Loretta Smith (Asst.)
Class Hours: 7:20am - 2:20pm **Secretary:** Mrs. Mary King/636-443-4314
Address: 1950 West Elm Street
St. Charles, MO 63301
Directions: Directions from I-70: Exit the highway at the Zumbahl Road Exit; drive north on Zumbahl Road for 0.2 miles; turn right onto West Clay Street for 1 mile; turn left onto Duchesne Drive for approximately 1 mile; turn right onto Elm Street for approximately 0.5 miles; Hardin Middle School is on the left.
Parking: Parking is available on the side and back of the building.

DIRECTIONS TO ALL BUILDINGS

JEFFERSON MIDDLE SCHOOL

Phone: 636-443-4400 **Clinic:** 636-443-4403 (Mrs. Brandy McCann, RN)
Fax: 636-443-4401 **Principal:** Dr. Amanda Denson, Mr. Jason Joyner (Asst.), Mr. Jack Williamson (Asst.)
Class Hours: 8:05am - 3:05pm **Secretary:** Mrs. Lisa Wyman/636-443-4414 Mrs. Julie Eaton/636-443-4402
Address: 2660 Zumbahl Road
St. Charles, MO 63301
Directions: Direction from I-70; Exit the highway at the Zumbahl Road Exit; drive north on Zumbahl Road for approximately 0.8 miles; turn right at the Stop sign; Jefferson Middle School is at the top of the hill.
Parking: Parking is available in front of the building.

ST. CHARLES HIGH SCHOOL

Phone: 636-443-4100 **Clinic:** 636-443-4103 (Cassie McKinney, RN)
Fax: 636-443-4101 **Principal:** Dr. Ted Happel, Mr. Jeff Thorne (Asst.), Dr. Patricia Closson (Asst.)
Class Hours: 7:20am - 2:20pm **Secretary:** Mrs. Marilyn Bizelli/636-443-4187
Address: 725 N. Kingshighway
St. Charles, MO 63301
Directions: Directions from I-70: Exit the highway at First Capitol Drive Exit (MO94); drive north on First Capitol Drive for approximately 1 mile; First Capitol becomes Kingshighway, follow for approximately 0.6 miles; St. Charles High School is on the left. Waverly and Bennett Streets run on either side of the high school.
Parking: Parking is available off Bennett Street.

ST. CHARLES WEST HIGH SCHOOL – “Emergency Call button” in all classrooms (will call office in case of emergency)

Phone: 636-443-4200 **Clinic:** 636-443-4250 (Mrs. Mary Hanne, RN)
Fax: 636-443-4201 **Principal:** Dr. Scott Voelkl, Mrs. Angela Syron (Asst.), Mr. Jack Williamson (Asst.)
Class Hours: 7:20am – 2:20pm **Secretary:** Ms. Donna Huster/636-443-4222
Address: 3601 Droste Road
St. Charles, MO 63301
Directions: Directions from I-70: Exit the highway at the Zumbahl Road Exit; drive north on Zumbahl Road for approximately 0.8 miles; turn right at the Stop sign and continue on Zumbahl Road for another 0.6 miles; turn right onto Droste Road; St. Charles West is on the right.
Parking: Parking is available in front of the building.

LEWIS AND CLARK CAREER CENTER

Phone: 636-443-4950 **No clinic on property**
Fax: 636-443-4951 **Director:** Dr. Andrew Stewart, Dr. Steven Smith (Asst. Dir.)
Class Hours: AM Classes 7:40am - 10:25am **Secretary:** Mrs. Cherie Jo Corley/636-443-4963
PM Classes 11:10am - 1:55pm
Address: 2400 Zumbahl Road
St. Charles, MO 63301
Directions: Directions from I-70: Exit the highway at the Zumbahl Road Exit; drive north on Zumbahl Road for approximately 0.8 miles; Lewis and Clark Career Center is on the right.
Parking: Parking is available in front of the building.

CAPS: **Center for Advanced Professional Studies**
Erica Land’s office is located at the Lewis and Clark Career Center

DIRECTIONS TO ALL BUILDINGS

SUCCESS CAMPUS (also Juvenile Justice Center) **(Youth Experiencing Success – YES) - (Re-Entry School – RES)**

Phone: 636-443-4890 **Use St. Charles High's clinic:** 636-443-4103

Fax: 636-443-4891 **Principal: Mr. Brett Kobernus**

Class Hours: AM Classes 7:35am - 10:35am **Secretary:** Mrs. Elisa Rael/636-443-4889
PM Classes 11:20am – 2:20pm

Address: 1600 Waverly and Lindenwood (Corner of)
St. Charles, MO 63301

Directions: **Success Campus** - Follow directions for St. Charles High. At Waverly take a right. Location is on the left.

Juvenile Justice Center – 1700 S. River Rd. From I-70, Exit at 5th St; drive south where 5th St becomes S. River Rd. Location is on the left.

Parking: Parking is available in alley behind building (Vocational Shop) for the Success Campus.