

***2019-2020
Climax Springs R-IV School
Substitute Handbook***

5-30-19



***Nathan Barb, Superintendent
Brandon Jackson, PK-12 Principal***

Home of the Cougars

Climax Springs R-IV Schools

571 Climax Ave., Climax Springs, Missouri 65324-2535

Phone: (573) 347-3905 Fax: (573) 347-9933



The Climax Springs R-4 Board of Education, administration and staff welcomes you to the district and our building. As a substitute, you play an important role in our school. Substitutes are a vital member of our team. Because instruction must continue in the teacher's absence, the services of dependable and well-prepared substitutes are essential.

We sincerely hope the following information will aide in your role as a substitute. The policies and procedures in this book have been proven effective and we feel that if they are followed, substitutes will have a better experience at our school and our students will, as well.

We at Climax Springs R-4 desire your experience as a substitute in our schools to be positive, meaningful and productive. Our staff members are always available to help you. We hope you enjoy your work with our students.

Nathan Barb, Superintendent

Brandon Jackson, PK-12 Principal

Mission Statement

Climax Springs R-IV Schools, in partnership with the community, strives to create an environment where every student is empowered and held accountable, with high expectations in regards to academics, core values, and citizenship.

Vision Statement

Progress, Responsibility, Innovation, Determination, Excellence

BOARD OF EDUCATION

The Board of Education is a representative body elected by the registered voters of the district. It is the purpose and the role of the Board to exercise general supervision over the school and to ensure that it is maintained as provided by the state statutes, the rules and procedures of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education, and the policies, rules, and procedures of the district. In addition, the Board is accountable to the electorate, and shall be responsive to the educational needs and the imposed financial constraints of the district. School Board Policies may be found at www.cspringsr4.org and in the Superintendent's Office.

Climax Springs R-IV Board of Education

Josh Wolfe – President
Carly Townsend – Vice President
RaShell Burke- Member
Ashley Butterfield- Member
Michael Cundiff- Member
Daniel Mauss- Member
Justin Wallace- Member
Irene Mauss- Board Secretary

Handy Phone Extension Numbers

Mr. Barb- Superintendent, 2054
Mrs. Wood (Superintendent's Office), 2108
Mrs. Hatmaker (Front Office), 2085
Mr. Jackson- Principal, 2087
Mrs. Roberts- Instructional Coach, 2100
Mrs. Gardner- Instructional Coach, 2083

CHAIN OF COMMAND

Substitute staff are expected to follow the chain of command for all communication and grievance purposes. The chain is as follows: You □ Supervisor (Principal, Special Education Director) □ Superintendent □ Board of Education.

Faculty/Staff Roster 2019-2020

Administration

Nathan Barb
 Brandon Jackson
 Kyla Roberts
 Ashley Gardner
 Michelle Oostveen
 Tim Thebeau
 Irene Mauss
 Derek Carnahan

Superintendent
 K-12 Principal
 Instructional Coach
 Instructional Coach
 K-12 Counselor
 Sped Ed. Coordinator
 HR / Bookkeeper
 Athletic Director

Staff

Carla Wood
 Michele Hatmaker
 Jane Wolfe
 Darlene Baumhoff
 Sharon May
 Wayne McCombs
 Patricia Hodges
 Rhonda Wolfe
 Katherine Long
 Mandie Hammond
 James Butterfield
 Renee Flowers
 Ron Rhodes
 Laura Jost
 Cheryl Sunderman
 Jordan Hanson
 Jill Lakey
 Dirk Oostveen

Superintendent's Secretary
 K-12 Administrative Assistant
 Guidance Secretary
 K-12 Nurse
 School to Home Liaison
 Elem. Special Ed. Aid
 Para-Educator
 Para-Educator
 Para-Educator
 PK Aide
 Coach
 Coach
 Coach
 Food Service Director
 Food Service
 Maintenance/Custodian
 Maintenance/Custodian
 Maintenance/Custodian

Faculty

Stephanie Schleher
 Tanya Willis
 Tori Frisbee
 Joene Hayes
 Nicole Morgan
 Lolita Stocks
 Stephanie Jackson
 Florence Minor
 Deborah Bowling
 Belinda Cundiff
 Charles Cole
 Diane Northington
 Charles Collins
 Hope Marsh
 Joshua Foulk
 Luke Wiersma
 Angie Madsen
 Emily Dummer
 Joni Fields
 Maj-Brit Shaw
 Madilyn Hartley
 MJ Wilson
 Janet Bayless

Asst. Bookkeeper
 Pre-K Teacher/PAT
 Kindergarten
 1st Grade Teacher
 2nd Grade Teacher
 3rd Grade Teacher
 4th Grade Teacher
 5th Grade Teacher
 6th Grade Teacher
 Title I Coordinator
 Mathematics
 Mathematics
 Social Studies
 Elem. Sped Ed. Teacher
 English
 English
 Family and Consumer Science
 Online/Distance Learning
 Ag Education
 Science
 Art
 Music/Band
 Library Media Specialist

Transportation

Chris Kerr
 Christina Jinks
 Mike Hendee
 Glenda Lang
 William Walker
 Melissa Giboney
 Tanya Fletcher

Transportation Director
 Bus Driver
 Bus Driver
 Bus Driver
 Bus Driver
 Bus Driver
 Bus Aide

2019-2020 District Calendar

| July | | | | | | |
|------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | | | | 13 | 9 | |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | |
| 1 | X | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | X | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | 20 | 19 |

| Date | Event |
|------------|--------------------------|
| Aug. 12 | First day for teachers |
| Aug. 15 | Back to School Night |
| Aug. 20 | First day for Students |
| Sep. 2 | Labor Day |
| Sep. 17&19 | Parent Conference |
| Sep. 20 | No School |
| Oct. 11 | Professional Development |
| Oct. 18 | End of 1st Quarter |
| Oct. 25 | Professional Development |
| Nov. 8 | Professional Development |
| Nov. 27-29 | Thanksgiving |
| Dec. 6 | Professional Development |
| Dec. 19&20 | Finals |
| Dec. 23 | Start of Christmas Break |
| Jan. 6 | First Day of 3rd Quarter |
| Jan. 20 | MLK Day |
| Jan. 31 | Professional Development |
| Feb. 4&6 | Parent Conference |
| Feb. 7 | No School |
| Feb. 17 | Presidents Day |
| Mar. 12 | End of 3rd Quarter |
| Mar. 13 | Professional Development |
| Mar. 27 | Professional Development |
| Apr. 10 | Good Friday |
| Apr. 13 | No School |
| May 14&15 | Finals |
| May 16 | Graduation |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | 23 | 21 | |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | X | X | X | 30 |
| | | | | 18 | 17 | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | X | X | X | X | X | 28 |
| 29 | X | X | | | 15 | 14 |

| January | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | X | X | X | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | X | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | | | | 19 | 18 | |

| February | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | X | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | X | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| | | | | 19 | 18 | |

| March | | | | | | |
|-------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | 22 | 20 |

| April | | | | | | |
|-------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | X | 11 |
| 12 | X | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |
| | | | | 20 | 20 | |

| May | | | | | | |
|-----|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | 11 | 11 | |

| June | | | | | | |
|------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

| | |
|---------|--------------------------|
| 4 | Hours per half day |
| 6.67 | Hours per full day |
| 2 | Total early out days |
| 180 | Teacher days |
| 167 | Student days |
| 1108.55 | Total hours for students |
| 1104 | Target |

BELL SCHEDULES

| Daily Bell Schedule | | |
|--|------------------------|----------------|
| 1 st Hour | 8:00 - 8:50 (50 min) | 4 min. passing |
| 2 nd Hour | 8:54 - 9:44 (50 min) | 4 min. passing |
| 3 rd Hour | 9:48 - 10:38 (50 min) | 4 min. passing |
| 4 th Hour | 10:42 -11:32 (50 min) | 4 min. passing |
| Elementary Lunch PK-4 | 11:00 - 11:25 (25 min) | |
| HS Lunch | 11:36 - 11:56 (20 min) | 4 min passing |
| 5 th Hour - MS Pride | 11:36 - 12:09 (33 min) | 4 min. passing |
| 5th Hour - HS Pride | 12:00 - 12:33 (33 min) | |
| MS Lunch | 12:13 - 12:33 (20 min) | 4 min. passing |
| 6 th Hour | 12:37 - 1:27 (50 min) | 4 min. passing |
| 7 th Hour - Elementary (K-2) Specials | 1:31 - 2:21 (50 min) | 4 min. passing |
| 8 th Hour - Elementary (3-6) Specials | 2:25 - 3:15 (50 min) | |

| Finals A Day Schedule (3:15 Dismissal) | | |
|---|------------------------|----------------|
| 1 st Hour | 8:00 - 9:10 (70 min) | 5 min. passing |
| 2 nd Hour | 9:15 – 10:25 (70 min) | 5 min. passing |
| 3 rd Hour | 10:30 – 11:40 (70 min) | 5 min. passing |
| Elementary Lunch K-2 | 10:55 – 11:15 (20 min) | 5 min. passing |
| Elementary Lunch 3-6 | 11:20 – 11:40 (20 min) | 5 min. passing |
| High School Lunch | 11:45 – 12:15 (30 min) | 5 min. passing |
| 4 th Hour | 12:20 – 1:30 (70 min) | 3 min. passing |
| 5 th Hour No Advisory/ PRIDE Time | None | |
| 6 th Hour | 1:33 – 2:05 (32 min) | 3 min. passing |
| 7 th Hour Elementary (K-2) Specials | 2:08 – 2:40 (32 min) | 3 min. passing |
| 8 th Hour Elementary (3-6) Specials | 2:43 – 3:15 (32 min) | |

| Finals B Day Schedule (12:40 Dismissal) | | |
|---|-----------------------|----------------|
| 6 th Hour | 8:00 – 9:20 (80 min) | 3 min. passing |
| 7 th Hour | 9:23 – 10:45 (82min.) | |
| High School Lunch | 10:45 –11:10 | 5 min. passing |
| 8 th Hour | 11:15 –12:35 (80 min) | |
| | | |
| Elementary Lunch (in classrooms) | 11:15 – 12:40 | |
| | | |
| No Specials or PRIDE/Advisory | | |

GENERAL INFORMATION FOR SUBSTITUTE STAFF

ROLE OF A SUBSTITUTE

The substitute is the certificated employee in charge of the classroom or area in the absence of the regular teacher or staff member. The substitute teacher is responsible for delivery of the instructional program to the class. While the substitute teacher is there to ensure the education of each student, the first responsibility is to maintain the care, welfare, safety and security of students in the classroom.

A substitute teacher needs to work closely with the paraprofessionals and/or regular staff to maintain the continuity and routine of the regular classroom program. Paraprofessionals work closely with the classroom teacher each day. They are an invaluable resource who will assist and support you throughout your stay. The substitute teacher is responsible for providing for the needs of the class and for ensuring the established rules, procedures and all assigned responsibilities are performed in an effective and professional manner.

The substitute paraprofessional is charged with following the lesson plans and taking direction from the teacher in charge. Other substitute duties will be explained by the supervisor.

CONFIDENTIALITY AND PROFESSIONALISM

The substitute has a professional obligation even though he/she is not a regular staff member. The substitute should use extra caution in expressing personal opinions and reactions about any subject. Under no circumstances should a substitute criticize a regular staff member or student in the presence of other staff or students. The first obligation of the teacher is to the student. The substitute should be prompt and professional in making and keeping his/her agreement to work. Complaints, comments and/or suggestions should be directed to the building principal. You should refrain from commenting on specific students and incidents while not at school.

The school and classroom are not places to discuss your political or religious beliefs.

SEXUAL HARASSMENT TRAINING

Each substitute staff member must participate in a sexual harassment training. You can take the training anytime you like before your first work day or during a break on your first day of substituting.

PLANS CHANGE?

Sometimes, your plans change and you cannot fulfill a commitment to substitute. If you plans change, please call the principal immediately. Sometimes, our plans for your services change, as well. Please plan to be flexible.

PAYMENT OF SUBSTITUTE EMPLOYEES

Given that all necessary paperwork has been completed both at the Central Office and at the school building, substitute teachers can expect to be paid on or about the 20th of the next month after initial service. Questions about payment can be directed to Irene Mauss at (573) 347-2351.

INCLEMENT WEATHER

In the event school is canceled due to weather, announcements are made through radio and television stations serving the area. A listing of those stations is provided: **Kolr10 News, KY3 news, Local radio stations and other local networks.** Inclement weather and activity information can also be received through the district website and social media sites. You can sign up for automated calls via our school messenger system.

WORK TIMES

Depending on your assignment your arrival time may vary. Unless otherwise specified, the workday at Climax Springs School is from 7:30 am until 3:30 pm. Many times, staff require a substitute for only one-half of the day. Specific work times for assignments may be altered by the Principal. At the beginning of each day you work, stop in the office to clock in and complete any necessary forms. At the end of each day, clock out in the front office or the wall clock located across from the Counselor's office.

Full Day Work Times for:

| | |
|-------------------|-----------------|
| Teachers: | 7:30 am-3:30 pm |
| Paraprofessionals | 7:30 am-3:30 pm |
| Cooks | 6:30 am-1:30 pm |
| Secretary | 7:30 am-3:30 pm |

DRESS CODE FOR PROFESSIONAL ATTIRE

Professional appearance helps support the mission of the Climax Springs R-IV School by promoting a learning and working environment that fosters the highest standards for our students and staff.

- The professional status of our staff is demonstrated by appropriate dress and appearance.
- It is essential that our staff act as positive role models for our students.
- The community's attitude toward the school system and the education profession is directly related to the manner in which employees present themselves.

All personnel are expected to dress in a professional, businesslike manner commensurate with the designated responsibilities of their job. Staff appearance should evoke a positive impression from students and from the community.

Clothing should promote a positive learning environment. Staff are expected to exercise good judgment in their dress and appearance while exercising their duties. These rules can be waived or modified for special event days as established by the Principal.

Items that are not appropriate in our workplace include the following:

1. Garments that bare or expose undergarments, private areas of the body or midriffs (private areas of the body include cleavage, midriff and buttocks). This may include garments that are inappropriately sheer, tight, low cut or short. Examples include backless clothing as well as midriff, tube, muscle and halter tops. Skirts should be at least fingertip or mid-thigh length.
2. Hats or headgear, with the exception of attire worn for medical reasons or as an expression of an employee's religious practices.
3. Clothing, tattoos, brands and/ or accessories advertising products dealing with or having references to profanity, alcohol, tobacco, drugs, sex, violence or representing weapons or gangs; provocative or obscene.
4. Tattoos and/or brands visible on the body that are provocative or obscene; that advocate sexual, racial, ethnic or religious discrimination; that represent affiliation with a gang; or that are otherwise of a nature that brings discredit to the Climax Springs R-IV Schools.
5. Shorts should not be worn by staff members. Pants of ankle length for men and below the knee are acceptable for women. Blue jeans are not appropriate for professional dress.
6. Sleeveless shirts for men. Sleeveless fashions for women are acceptable if no undergarments are exposed. Spaghetti strap garments are to be avoided.

7. Spandex/leggings or very tight pants are considered to be undergarments and are not considered appropriate school clothing, unless covered by shorts/skirts/tunics/dresses of appropriate length.

RESOURCES

When you arrive at your assignment, you should expect to find the following items for your use:

- Lesson Plans
- Class Roster
- Paper copy of lunch/attendance form
- Detailed list of procedures (attendance, lunch count, safe seat/buddy room, use of projector or computer), lining up, hallway and restroom behavior, etc.
- Classroom rules
- Teacher's editions
- Lesson materials (handouts, manipulatives, assessments, etc.)
- A list of reliable students who may help
- The name and phone extension of a teacher that can provide advice
- Location of Emergency Procedures and Evacuation Kit

AT BEGINNING OF EACH DAY:

ATTENDANCE, DAILY

Attendance must be taken at the beginning of each day. In the substitute folder, there should be a roster form. This form is very handy because it lists all of the students in the class. You can use it to take attendance and lunch count. When you have completed the form, send it to the office with a trusted student. If a student comes in late at the beginning of the day, they should have a note from the office. If not, send them there.

LUNCH COUNT

You can use the same form for lunch as attendance. Our students and staff have several choices for lunch each day: Hot meal (what is listed on the lunch calendar menu), ham sandwich, peanut butter & jelly sandwich or salad. There are columns on the attendance/lunch form where you can record that information. When you have completed the form, send it to the office with a trusted student.

MONEY COLLECTED FROM STUDENTS

Substitute teachers may need to collect money from students for book orders, field trips, etc. On the lunch form or a money deposit form, be sure to notate the name of the student who brought the money, the exact amount and what the money is for. You may find money in the pocket of a student's agenda or in a separate envelope. Send the money to the office with the attendance and lunch information at the beginning of the day.

CAFETERIA

Breakfast and lunch will be served in the cafeteria. Breakfast is served from 7:45 am until 8:05 am. Lunches will be served on a strict schedule (see Bell Schedule). There are three 20 minute shifts with approximately 10 minutes in-between. The efficiency of the lunch schedule depends on everyone following the schedule. Teachers should notify the head cook in advance if the class will not be eating school lunches (special lunch, field trip, etc.). Students who are delinquent on their lunch bill (over 5 days unpaid) will be served a PB&J sandwich and a milk.

Students should be supervised in the cafeteria at all times. At least one teacher must remain in the cafeteria when students are present.

When bringing a class to the cafeteria, follow these steps:

1. Review Cafeteria expectations prior to each visit.
2. Line you class with special orders in the front (PB&J, Ham sandwich, salad, sack lunch) followed by hot lunch orders.
3. Students enter the kitchen (a Quiet Zone) through the North door exiting through the South door.
4. Each student must stop in front of the cashier.
5. Students then proceed on to the utensil/condiment table, then to their seats.
6. Each class will have an assigned table. Some teachers may assign seats.
7. Voice levels are set to Level 2 for the cafeteria. Teachers may adjust this to Level 0 if necessary.
8. Classroom teachers not supervising lunch must return to the cafeteria at the end of the 20-minute lunch period to dismiss their students. Voices are at Level 0 for dismissal.

PLAYGROUND POLICIES

Recess is a natural and beneficial outlet for students during the course of the day. The school provides a modern playground and all necessary equipment for student use. There are times that recess will occur outside (playground and/or field), inside the Cafeteria or in the classroom.

The following are expectations that we have for students at recess:

- Students can be Respectful at recess by:
 - Playing fair
 - Being a good sport
- Students can be Responsible at recess by:
 - Lining up when the whistle blows
 - Being a problem solver
- Students can be Safe at recess by:
 - Using equipment appropriately
 - Using safe hand (keeping hands, feet and other objects to yourself)

RECESS PARTICIPATION

Children are expected to participate. A note is required for a child if the child not to participate in recess.

WEATHER CONDITIONS LIMITING OUTDOOR RECESS

Students will go outside for recess every day, weather permitting. The children do not go outside if it is raining, bitter cold, and in some cases, snowing. Please send your child with proper attire for existing weather conditions. His/her classroom teacher will see to it that he/she dresses the way you sent him/her to school.

AT THE END OF EACH DAY:

DISMISSAL PROCEDURES

At the end of the day, the secretary will send a note if there are any changes in student dismissal plans. If you have any questions about whether a student is a bus rider, car rider or a walker, please call the office at extension 2085.

ACCIDENTS INVOLVING STUDENT/STAFF INJURY

If minor accidents occur, send the student (with another if necessary) to the nurse. If the accident is serious, do not move the student; send to the office for help. Leave the classroom only in an emergency situation--have students cease any activity while left unsupervised. When an accident happens, prepare written accident reports obtained from the nurse with special attention to surface condition, type and extent of injury, age and sex of child, how the accident occurred and weather conditions and file it in the principal's office as soon as possible. If you become injured, contact the office immediately.

DISCIPLINE

Climax Springs R-IV Schools believes in holding our students to high standards in regards to behavior. If a student is out of line with behavior, fill out a disciplinary referral and send them to the principal. If the situation is serious, call the front office and ask for an administrator. Our school strives to provide a clear set of positive expectations and behaviors.

To promote good discipline, the staff must set a good example by demonstrating good planning and practicing self-discipline themselves. Advertise your expectations and be consistent in upholding them.

- Treat students with the same respect you expect from them.
- Reprimands should be made as unobtrusive as possible; confrontations escalate a simple situation.
- Ridicule or demeaning behavior is not acceptable.
- If students have a "side" to tell, listen, if possible. If this begins to take away from the learning of others, arrange a time to discuss the matter before or after school.
- Assign consequences that help remedy the behaviors that brought them on.
- Move serious discipline problems out of the class; Instruct these students to go to the office and discuss the issue with the principal. Go on with class as smoothly as possible.
- When a student's behavior warrants a trip to the principal, please send an Office Discipline Referral with them, or use the intercom or phone to notify the office of the circumstances.

Document any disciplinary action and turn in to the principal.

CHILD ABUSE AND NEGLECT (Missouri Public Law, Section 210.220 to 210.165 — June 1975)

When school officials, including teachers, school nurses, principals, and other persons with the responsibility for the care of children, have reasonable cause to believe that a child has been or may be subjected to abuse or neglect, he or she is required by law to report such suspicions to the Missouri Division of Family and Children's Services immediately. If become aware of abuse of any type, contact the Principal immediately.

Lunch is free for you!

You are more than welcome to eat lunch while you are at our school. Lunch is free for all substitutes. There is a soda machine available by the front office. Feel free to eat in your classroom if students are not present, or the cafeteria.

PHONE CALLS

If you must use the phone to make personal calls, do so on a break or during a planning period. Do not use your personal phone in front of students.

STAFF WORKROOM

The staff workroom is for staff use before school, after school, at lunchtime, and during planning periods. Students are not allowed in the workroom unless under the direct supervision of a staff member. Each staff member must accept the responsibility for keeping the workroom neat in appearance. As per district policy, smoking is prohibited.

STUDENT AGENDAS

Each student has an agenda. This is a calendar or journal. Each teacher has a particular procedure for reading and/or signing the agenda daily. If you are substituting for a classroom teacher, be sure to look through each agenda to see if there are any notes from home that need attention. Students must have their agenda to exit the room. There are passes located in the back of the book for you to assign granting permission for the student to leave the classroom.

SAFETY PROCEDURES

Fire, tornado, earthquake and intruder drills are held regularly throughout the school year and appropriate instructions are provided in each class.

IN EVERY EMERGENCY SITUATION, IMMEDIATELY REFER TO THESE PLANS. TAKE THE EMERGENCY EVACUATION BINDER WITH YOU.

Dear Substitute Staff Member,

The purpose of this handbook is to inform you of the general rules and policies of The Climax Springs R-IV School that apply to the substitute staff member. These guidelines, rules and regulations are established to help our school run smoothly. It is each substitute staff member's responsibility to read and understand this handbook.

By signing below, you acknowledge that you have read this handbook and will abide by the policies, procedures and rules listed herein. You further acknowledge that you will follow additional policies, procedures and rules that may be added to those contained in the substitute staff handbook.

You understand that changes may be made in District and/or school policies and that the information in this handbook is subject to change. You also understand that changes in District policies may supersede, modify or eliminate the information summarized in this handbook.

Please sign the lower portion of this letter and return it to the principal, indicating that you have read and are aware of the contents discussed in the handbook.

Sincerely,
Brandon Jackson , Principal

Please sign below after reviewing the handbook.

Return this page to the Principal's Office. Thank you!

Substitute Staff Member Signature

Date