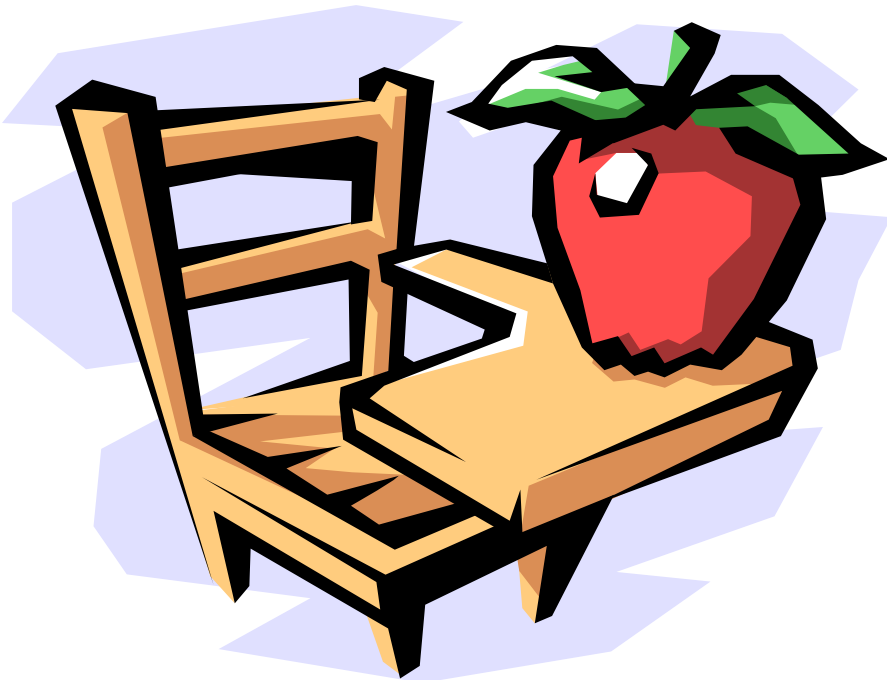


LEE'S SUMMIT R-7
SCHOOL DISTRICT
SUBSTITUTE TEACHER &
SUPPORT STAFF
HANDBOOK



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I. INTRODUCTION

A. Welcome

The staff of the Division of Human Resources joins the Superintendent in welcoming you to the noble and challenging teaching profession. Nationwide, statistics show that students will be taught by a substitute teacher for the equivalent of one entire academic year, during kindergarten through twelfth grade. This staggering fact makes all the more important the contributions you will make as a substitute teacher toward sustaining the education of Lee's Summit's children and youth.

B. Web-based Support and Information

Lee's Summit has a web site for substitute teachers that includes frequently asked questions, resources on the Internet, the District map, this Handbook and other resources intended to enable substitutes to be more successful in their jobs. Substitutes are strongly urged to visit the site often at <http://www.leesummit.k12.mo.us/substitutes>

C. Evaluations

Lee's Summit requires that its substitute teachers be evaluated to ensure satisfactory job performance. Evaluation forms are provided to new substitute teachers at the time of their interview. The employee you have subbed for will complete this evaluation. **Satisfactory performance** on the evaluations generally assures continued placement with SmartFind. Unsatisfactory evaluations may result in administrative action ranging from a phone call to discuss the evaluation, to dismissal of the substitute teacher. The overwhelming majorities of evaluations are very positive and require no action at all be taken. Copies of the evaluations are maintained in the substitute's personnel file.

II. AUTOMATED (SMARTFIND EXPRESS) SUBSTITUTE EMPLOYEE MANAGEMENT SYSTEM

A. Photo I.D. Badge/Voice Activation

All required paperwork must be completed and received by the Human Resources Office prior to scheduling an interview. Following the Interview, you will complete all of the necessary paperwork to complete your personnel file. Then, the next step is to pick up the **photo-I.D. badge**. Substitutes must wear or display this badge at all times when on campus. After the substitute receives his I.D. badge, he must phone SmartFind and "voice activate" as a Lee's Summit substitute. (Allow 1/2 day for processing information into computer systems.) After calling **986-1498**, the substitute simply follows the instructions being given to him by SmartFind through the phone. A **touch-tone phone** must be used with SmartFind.

B. Computerized Menu Driven

Lee's Summit uses a computerized system for locating substitute teachers when teachers are absent. SmartFind is completely menu-driven and is activated by entering one's **assigned id/password number**. Whether phoning SmartFind or responding to it calling you, the system will provide verbal prompts to the listener, which will move the person throughout the menu of different options available to the substitute. A detailed, sequential listing of these menus and prompts may be found in Appendix A.

C. Request/Pre-Assign

When teachers phone in their absences, they have several options from which to choose regarding the substitute teacher who replaces them. Most of the time, the teachers have SmartFind locate a substitute for them. Sometimes, however, the teacher can request that SmartFind call a specific substitute teacher. If the substitute is available to work that day at that school, SmartFind will notify the substitute of the assignment. Another option the teachers have is to pre-arrange a substitute to take their place when absent. This would require that the teacher secure agreement from the substitute to take their place prior to phoning in the absence. Once the agreement is reached, the teacher will phone in the pre-arranged job. SmartFind will not call the substitute to confirm. Substitutes should be certain they have noted pre-arranged jobs on their calendar.

D. Job Number/Calendar of Jobs

After a substitute accepts a substituting job, SmartFind will assign a Job Number to that assignment. The substitute should always write down this job number in case it is needed for payroll purposes at a later date. An ideal place to record these job numbers is on a calendar into which is entered all jobs worked-their dates, places, names of teachers, subjects taught, and job numbers. Having a calendar handy at all times is also helpful when teachers or administrators want to request or pre-arrange a substitute for a job.

E. Call Out Times

SmartFind calls out to the substitute's home phone between 5:30 pm and 10:00 pm to fill future absences. It will also resume calling substitutes at 5:30 a.m. to fill vacancies for that same day.

F. "Zapping" Devices

New electronic devices on the market today may offer households relief from annoying telemarketing calls, but they may also limit SmartFind's performance, and prevent substitutes from receiving calls of job offers. Whether you have purchased a "Telezapper" or subscribe to a telephone service that intercepts telemarketing calls, SmartFind will disconnect when it hears either, and no job offers will be made.

G. Helpful Hints and Reminders

As you begin using SmartFind, here are a few helpful hints to remember.

- 1) You can search for available substitute jobs using SmartFind.
- 2) You can set your own dates for availability; let the computer know when you can and cannot accept substitute jobs.
- 3) You can change your phone number at any time. This is useful if you want to have the system switch between your home phone and your cell phone, or have the system call you at some number other than your home phone.
- 4) You are required to access the system for canceling jobs after you have accepted them (if needed).

III. RESPONSIBILITIES OF SUBSTITUTE TEACHERS

A. Ethical Behavior

Substitute teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.

1. Confidentiality

Substitute teachers have a grave responsibility to treat with confidentiality most matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing school children assigned to them.

2. Criticism/comparisons

The substitute teacher is encouraged to speak honestly about their experiences in the District. However, the Mission of the District and the goals of the school are thwarted when a substitute teacher engages in malicious talk about their teaching experiences. Disparaging comments comparing one school with another or comparing the children in one neighborhood with those of another should not be made. Under no circumstances should a substitute teacher criticize the full time teacher, except to those in authority, and even then, only when the best interests of the students are being considered.

3. No Solicitation

Substitute teachers may not take advantage of their position by selling, promoting, or otherwise soliciting goods or services for their personal gain or benefit while on duty or on any Lee's Summit property. Substitutes are also instructed not to promote or market their personal availability as a substitute to teachers or administrators through the wholesale distribution of resumes, business cards, phone calls, email messages, etc. On the other hand, substitutes are welcome to make reasonable, limited, targeted attempts to inform Lee's Summit educators of their availability to work as substitutes. The exercise of good judgment and common sense is expected in this regard.

4. Substitute/Student Relationships

Substitute teachers should exercise extreme caution and good judgment in verbal and physical relationships with students. Substitutes should establish a position of authority with the students; they may "be friendly" without "befriending" the students. Under no circumstances may a substitute teacher engage in a romantic relationship with a student, regardless of who initiates the relationship. (See more on this topic in the section that follows on Sexual Harassment of Students.) Yelling at students, calling them derogatory names, and using insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal. (See more on this topic in the sections that follow on Discipline, and Child Abuse.)

B. General Duties

1. Accepting and Canceling Jobs

Whenever possible, substitutes should accept the jobs they are offered through SmartFind. Once they have done so, they should write down the date, time, location and other information pertinent to the assignment. If, after accepting a job, a

substitute must cancel a job, he should do so at the earliest possible opportunity. This can be done by simply calling SmartFind and following the prompts to cancel a job. Note: Once a job has been accepted, it is critical that the substitute either fulfills the commitment or cancels the job in a timely manner. Failure to do so will result in a school's excluding that substitute from working on their campus in the future; repeated failure to do so will result in the substitute being restricted from working anywhere in the District.

2. Parking and Privileges

Substitute teachers can park in "reserved" or "visitors" parking areas. Some of the facilities may require a parking pass. Please ask when you check in with the Secretary. Substitutes may eat lunch either in the cafeteria or in the teachers' lounge.

3. Punctuality

Substitute teachers are expected to be on duty the same length of time as the regular classroom teacher. This includes reporting to duty at LEAST thirty (30) minutes before the start of school. This will allow time to find the office, to sign in, find the classroom, locate the lesson plans, prepare the room and instructional materials, and otherwise prepare for a successful day of substitute teaching. The exact beginning and ending times for substitute teachers may vary from school to school, so be certain to listen carefully to the start times as indicated by the sub finder system. When in doubt, call the school the day before to verify the start time and to get directions to the school if needed.

4. Reporting for Duty

Substitutes should always wear their photo I.D. badge and should report to the school office before assuming their duties in the classroom. While in the office, they should **sign in first** and then ask for a substitute's folder. Many schools have prepared folders for substitute teachers containing such information as the school staff, map of the school, evacuation procedures, emergency plans, bell schedules, and list of key personnel. They should also ask if there are any special instructions or other information needed to carry out the day's activities. Finally, they should ask in the office where the absent teacher's lesson plans can be found.

5. Substitute Identification

The substitute's I.D. badge should be worn or displayed at all times. If the badge is lost or stolen, please report this to the Substitute Office in Human Resources immediately and make arrangements to have another badge made. If a second badge has to be made, there is a fee for doing so. While on campus, be prepared to identify yourself as a substitute teacher and provide the name of the full time teacher whose place you are taking.

6. Supplies, Material and Equipment

Teachers' materials and supplies should not be used unless the lesson plans authorize their use. Any materials and equipment borrowed should be returned to the proper person before a substitute leaves the campus. At the end of the day, the teachers' rooms and equipment should be left the way they were found. The full time teacher's desk, files, and other storage areas should be regarded with respect.

7. Leaving the campus

The care and supervision of the students assigned to the substitute should be of paramount importance. At no time during the day should the substitute leave campus unless authorized to do so. Substitute teachers should not leave the campus at the end of the school day unless they have cleared through the school office.

8. Other Duties as Assigned

Occasionally, A substitute teacher may be asked to perform duties in addition to those of a substitute teacher. Also, a substitute may be asked to teach in a classroom other than the one he had agreed to through SmartFind. In both cases, the substitute is expected to demonstrate **flexibility and cooperation** with the school administration in its attempts to meet the instructional and safety needs of the students under their care.

9. At the End of the Day

When the children have been dismissed for the day or placed safely on the correct school bus, the substitute will still have several more duties to perform. The room should be checked to ensure that it is restored to the way the substitute found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Successful substitutes will take a few minutes to leave a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plans was accomplished and any other important information about the substitute's instructional efforts they might need to know about. The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during her absence. In addition to leaving a note for the teacher, the substitute should leave an evaluation to be completed (if required.) Finally, the substitute should always check out through the office when leaving for the day. This provides the office staff with an opportunity to deliver any messages to the substitute they may have received and to note the time of departure. Please sign out on the required sheet in the office.

10. Changes in the Personal Profile Information

Throughout the year, the substitute has the responsibility of keeping current the information that is stored in the Substitute Office. This includes your current address, which is where your paychecks are sent. It also includes the schools you want to work at and the subjects you want to teach. None of this information can be changed through

SmartFind. Personal information changes must be made on the Employee On-Line system. Please keep all information current.

C. Classroom Duties and Instructional Responsibilities

Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. If the planning book is unavailable, please check with the office. Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.

1. Lesson Plans

When teachers are absent from school, they will leave lesson plans for the substitute teacher to follow in order to maintain a continuity of instruction in the classroom. The lesson plans are the blueprint, the roadmap, and the survival guide for the substitute teacher. Substitutes are to implement the lesson plans exactly as the teacher wrote them. The substitute is expected to adhere to the scope and sequence of instruction documented in the teacher's lesson plans. Any deviation from the lesson plans must be substantiated with sound reasoning and be based on established curriculum and instruction theory and practice.

Most of the time, teachers anticipate their absences when due to scheduled appointments or staff development requirements. However, if a teacher is absent due to an emergency, the substitute may not have lesson plans provided by the teacher. When this occurs, help is available from other teachers and support staff in the school. Teachers from the same grade level or field of study should be able to help with missing lesson plans. Also, in the elementary schools, grade level chairpersons and subject matter specialists are available to assist the substitute. At the high school level, department chairpersons will provide assistance. And at the middle school where learning is organized into instructional teams, the team leader should provide help when lesson plans are missing or insufficiently developed.

2. Student Attendance

One of the many regular duties of the full time teacher is the taking of student attendance. Substitutes are expected to assist in compliance with this requirement. Attendance must be taken in every class and this information must be provided to the school office following the procedures established at the school.

3. Written work/Grading papers

The substitute teacher should not assign written work and leave it to be graded, except at the request of the regular teacher. Nor should the full time teacher expect the substitute to grade papers not assigned in the lesson plans. Extreme caution should be used when substitute teachers are asked to grade papers, the results of which will be made a part of the student's permanent grades.

4. Classroom Management

Substitute teachers are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms and, except for the first few days of class, all students know what the rules of behavior are and what the consequences are for not following them. Effective classroom management will lead to effective teaching.

5. Discipline

When students cause behavior problems that are disruptive to the learning environment, the substitute teacher should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior in order to resume effective teaching. Substitutes must never administer corporal punishment, physically discipline a student in any way, or verbally abuse the students. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. Sarcasm is ineffective in the classroom and should not be used with students. Only when all reasonable efforts to maintain order have failed should the substitute refer students to school administrators with a discipline slip or note explaining the circumstances.

a) Referral process

Lee's Summit uses a standard referral form to be used when sending a student to the office. A supply of these forms should be in the substitute folder or they are available from any teacher. When completing the form, indicate your name on the line for the teacher AND the teacher's name for whom you are substituting. Send the student with the completed form to the office or send the completed form to the office with another student if the situation warrants.

b) Office Communications

In every classroom there is a communication device that can be used if you need to contact the office for immediate assistance. In older schools, there is a "Call Button" that is located on the wall near the door. In newer buildings, there is a telephone for use in contacting the office. If either is inoperative, you can send a student to the office with a message.

c) Unattended Classroom

The substitute should **never** leave the classroom unattended. Even if a student runs out of the room, the teacher should not chase the student. Contact the office immediately for assistance and they will handle the situation. If

the substitute needs to leave the classroom for personal reasons, a nearby teacher should be notified so that the classroom will be supervised.

d) Firm, Fair and Consistent

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

6. Active Involvement

The successful substitute teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. The expression, "**Be on your feet-not on your seat,**" is good advice to the substitute. Many discipline problems can be avoided by the substitute's use of proximity to the students.

7. Seek Help!

At all times, and in all matters related to substitute teaching, the substitutes should never hesitate to **SEEK HELP** when needed. Everyone in the school system wants the substitute teacher to be successful the teachers, administrators, students, and parents. Help is only a few steps or a call to the office away at any time. In addition to the teacher next door or across the hallway, key personnel are always available to assist the substitute with either instructional questions or classroom management concerns. These personnel include the administrators, subject area experts, grade level chairpersons, team leaders, and department heads.

IV. RESPONSIBILITIES OF THE DISTRICT, SCHOOL, AND FULL TIME TEACHERS

Successful substitute teaching is a partnership between the substitute, the full time teacher, the staff at the school where the teacher works, and District Staff.

A. District Staff

1. Substitute Office

There is a full time staff dedicated to providing service and support to Lee's Summit's substitute teachers. Their responsibilities include: creating and maintaining employee files, coordinating payroll information with the Payroll Office, providing I.D. Badges, and scheduling substitute interviews. Questions about any of these matters can be directed to **Linda Brown at 986-1002 or Pam Woodworth at 986-1007.**

B. School Staff

1. Substitute Folder

Many of the schools provide the substitute with a substitute folder in which can be found everything the substitute needs to carry out his responsibilities. Ask for this folder when you check/sign in at the office upon arrival.

2. School Routines

The substitute will be provided a schedule of the regular school program and any schedule changes, such as school assemblies, pep rallies, etc. The substitute should be made aware of routine information, such as special duties or assignments, absentee reports, dismissal times, special needs students, etc. The substitute should be informed of and follow the procedures for attendance reporting.

C. Full-Time Teacher

1. Lesson Plans

It is the responsibility of the full time teacher to provide sufficiently detailed lesson plans for the substitute to follow in their absence. If a teacher fails to provide lesson plans, the substitute should report this failure to the school administrator in a professional manner. The only time a teacher may fail to provide lesson plans is in case of an emergency. When this occurs, other teachers and staff are available to the substitute for assistance.

2. Routines

The substitute will be provided with the following: lesson plans for each class, class rolls, specific procedures to be used with special need students (when appropriate), pupil seating charts, and key, if necessary. Other schedules and routines may be posted in the classroom.

3. Support

Whenever the regular teachers anticipate an absence, they should prepare students to work with the substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior. Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students. If the

regular teacher does find it necessary to express dissatisfaction with the substitute's work, this should be discussed with the school administrator.

4. Evaluations

Teachers should complete any evaluations left for them in a timely manner and return the form to the office for processing. If the evaluations are less than satisfactory, the teachers should be specific in their criticism of the substitute teacher so that improvement might be made.

V. PAYROLL AND EMPLOYMENT ISSUES

A. Rates of Pay for Substitute Teachers (by the day)

Full day \$95.00 Full day Employee Schedule

Half day \$47.50 Day worked up to 4 ½ hours

Long-term \$120.00 Beginning on the 11th day

Long-term pay goes into effect on the eleventh day of the same assignment. The first **ten (10)** days will be the regular daily sub rate. If the assignment is longer than **45** days but less than **60** days, the first **five (5)** days of the assignment will be paid an additional **\$20**. If the assignment goes longer than 60 days, the remaining **five (5)** days will be paid an additional **\$20**.

B. Rates of Pay for Support Staff Substitutes (by the hour)

Job Performed	Hourly Rate	Long-term
Building Clerk	\$ 9.00	\$9.35
Teacher Clerk	\$ 9.00	\$9.35
SpEd Para	\$ 9.00	\$9.35
Technology Clerk	\$ 9.00	\$9.35
Library Clerk	\$ 9.00	\$9.35
Health Clerk	\$ 9.00	\$9.35
Secretary	\$ 9.00	\$9.35
Playground	\$ 9.00	\$9.35
Crosswalk	\$ 9.00	\$9.35
Elem Resource Aide	\$ 9.00	\$9.35

C. Special Notes Regarding Pay

1. Payroll Method

Substitute teachers will be paid on a **bi-weekly** basis. Paychecks will be mailed to the substitute's home address listed with the SmartFind Office or the substitute may arrange for Direct Deposit to their banking institution. You may sign up for Direct Deposit on the Employee On-Line system.

2. Job Log

It is advisable that the substitute keep a job log of dates, times, schools, and job numbers when working as a substitute so that they may more easily verify the accuracy of their paychecks at the end of each bi-weekly pay period.

3. Half day rules

Substitute teachers should have a clear understanding of whether they are substituting for a whole day or a half-day assignment before accepting jobs. Also, substitutes should be aware that when working two half day jobs on the same date, one in the morning and one in the afternoon that they will be paid at the full day rate.

4. Payroll Questions

All questions regarding your paychecks should be directed to the Substitute Office not the Payroll Office. The contact person is Linda Brown and can be reached at 986-1002 or e-mailed at Linda.Brown@leesummit.k12.mo.us.

D. Equal Employment Opportunity

Lee's Summit School District does not discriminate in hiring, promotion, discharge, or other aspects of employment, on the basis of race, color, age, religion, handicap, sex, or national origin.

E. Removal From Service

Substitute teachers may be removed from service to the District at any time it is deemed necessary and appropriate to do so. If circumstances warrant it, the substitute may be restricted immediately from service to the District, pending the outcome of any investigation of Policy violations. Substitutes may also be **excluded** from working at particular campuses if the school administration and the Human Resources Administrator conclude it is in the best interest of the District to do so. Each building maintains its own **exclusion list** of substitutes it no longer wants to use as substitute teachers.

F. Annual Renewal of Service

Substitute teachers work from school year to school year and must submit updated paperwork annually, during the summer preceding the beginning of each school year. Notices will be sent to the substitutes' home address informing them of the procedures for reapplying. Substitutes who are not performing satisfactorily by the end of any school year will not be invited to reapply for the following year. *NOTE: SUBSTITUTE TEACHING POSITIONS DO NOT AUTOMATICALLY GENERATE PERMANENT FULL TIME TEACHING POSITIONS.*

VI. DISTRICT POLICIES

A. Dress/Grooming

Substitutes should exercise discretion and good judgment in their attire. Dress should be appropriate for the assignment. T-shirts, jeans, and tennis shoes are discouraged in the classroom, except in physical education.

B. Student Surveys/Personal Questions

District policy prohibits teachers from conducting student surveys without prior approval by the principal and permission of the parents. Substitutes should never conduct student surveys for any purpose. Also, **personal questions** of a sensitive or private nature not included in the teachers' lesson plans should be avoided. These include questions about religious beliefs, sexuality, substance abuse, and family life.

C. Sexual Harassment

Lee's Summit School District takes very seriously its commitment to stopping sexual harassment in the workplace. All allegations of sexual harassment are investigated and appropriate action taken.

1. Employee to Employee

Engaging in conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination. Sexual harassment includes, but is not limited to, the following examples: unwelcome sexual advances, making sexually offensive remarks to fellow employees, treating employees differently because of their sex, or the seeking of sexual favors. If an employee has a complaint concerning allegations of sexual harassment, the employee should file a complaint detailing such claim with Dr. Jeff Miller, Assistant Superintendent of Human Resources. In the event that the employee is unable to file the complaint in writing, the Human Resources Department shall arrange for a transcript of the employee's oral testimony to be prepared.

2. Employee to Student

Sexual harassment of students includes such activities as engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit social relationships, and physical contact that would reasonably be construed as sexual in nature. This includes facebook, twitter, my space and all other social networking sites. In the instance of employee to student sexual harassment, it doesn't matter who initiates the contact or whether the contact is welcome or not. Avoid all physical contact that may be represented by the student as sexual in nature. At the secondary school level, male substitutes should not accept substitute jobs working in the girls' P.E. classes; female substitutes should not work in the boys' P.E. classes.

3. Student to Student

Sexual harassment may also occur between students. When this is observed, the substitute teacher should report the activities to the administration and let them take whatever action is deemed necessary and appropriate. The rules of conduct regarding sexual contact between students are spelled out in the student handbooks.

4. Investigations

All allegations of sexual harassment are taken seriously and are investigated thoroughly. The investigations may lead to disciplinary action against the employee, including a recommendation for termination.

D. Advancement of Religion

Federal law and District Policy prohibit the advancement of religious beliefs in the classroom. Substitute teachers are not to pray, lead prayer, or discuss their religious beliefs with students at any time they are working as substitute teachers. Additionally, religious texts or materials shall not be distributed to students.

E. Child Abuse/Neglect

State law and **Board Policy File: JHG** require a non-accusatory report of suspected child abuse.

A person commits a Class B misdemeanor if the person has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to make a report within **48 hours** of the event that led to the suspicion of abuse or neglect. The legal duty to report lies with each person who has cause to believe that abuse or neglect has occurred. It is the responsibility of the individual, not the school district, to make the report. A person who has cause to make a report, but knowingly fails to do so, commits a criminal offense. A person reporting or assisting in the investigation of a report pursuant to the law is immune from liability, civil or criminal, that might otherwise be incurred or imposed. Immunity extends to participation in any judicial proceeding resulting from the report. School staff should be alert to signs or symptoms suggesting child abuse (e.g., unexplained bruises, cuts, burns, welts). Students' comments are often the key to discovering suspected neglect or emotional or sexual abuse.

Procedure:

When an employee first suspects abuse, the employee should take the child to the nurse to document suspected abuse. Principal is to be informed of the situation. The employee must then make a report (oral report) to the Child Protective Services Division of the Department of Protective and Regulatory Services (formerly Department of Human Services). This must be done as soon as possible, but no later than **48 hours** after suspecting the abuse. The phone number is **1-800-392-3738**.

The employee and nurse then collaborate to complete and file the written report. This report must be done within five (**5**) days after oral reporting. The original written report must be sent to Child Protective Services. A copy of the report shall be kept on campus and one copy forwarded to the Health Services Department.

F. Possession of Firearms and Weapons

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors.

G. Visitors in the Workplace

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees (including substitutes) who observe an unauthorized individual on district premises should immediately direct him or her to the building office or contact the administrator in charge.

H. Cell Phones/Pagers

Cellular phones and pagers are allowed on the school campus as long as they are turned off and out of sight during the school day. No personal calls should be made or received during the instructional day or during after school meetings with the exception of limited personal calls which may be made during planning period and lunch.

I. Smoking/Tobacco Products

District policy prohibits the use of tobacco products anywhere on school property as well as at school sponsored events. For further information please refer to the District's **Board Policy File: AH**.

J. Drug Free Workplace

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in a work place no later than five days after such conviction.

Within 30 calendar days of the Superintendent's receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee.

You can access a detailed description of the District's [Board Policy File: GBEBB](#).

K. Computer Use

Nearly every classroom in the District has a computer and nearly all of them have access to the Internet. **Substitute teachers should not use them!** Only if the teacher's lesson plans require the substitute to use the computers should the substitute ever use school computers. Substitutes are not to use school computers to check their personal e-mail. Substitute abuse of computer access will not be tolerated. A detailed description of the District's acceptable can be found in [Board Policy File: EHB](#).

L. Criminal Records Check

1. Pre-employment

A criminal history background check is run on all applicants when they apply to be a substitute teacher. If the applicant clears the background check, they may be hired as a substitute teacher.

2. On-going

If an employee is **arrested during the school** year, he must report the arrest to the Human Resources administrator within **three (3)** calendar days. After Human Resources receives the report, a determination will be made whether or not the employee will be allowed to continue as a substitute teacher.

VII. CLOSING COMMENTS

Thank you for choosing one of the most difficult jobs in education - that of the **substitute teacher**. Most teachers will tell you that while they could not do their jobs without you, they wouldn't trade with you for a day! In many ways the job of the substitute is much more difficult than that of the full time teacher. But your job can be very rewarding as well. You will have the opportunity to meet and work with thousands of children from scores of campuses, not just a few from one. Yours will be a rich and rewarding experience because of its diversity. Remember that everyone wants you to succeed in your endeavors as a substitute teacher. We hope that this Handbook **and the new web site** will assist you in your successes as well. Welcome to Lee's Summit School District!

IMPORTANT PHONE NUMBERS

Lee's Summit Administration Office.....816-986-1000
SmartFind Automated System..... 816-986-1498
Substitute Office.....816-986-1002 or 986-1007
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