

De Soto High School Substitute Handbook



2018-2019

August 2018

Good morning,

Welcome to De Soto High School! Thank you for dedicating some of your valuable time to work as a substitute teacher for our school. We value the work that you do and understand that substitute teaching can be difficult without the proper tools. Our goal is to provide you some of the tools you need to be successful. It is our hope that you have a successful day and will continue to serve the school district of De Soto in this capacity.

Within this handbook you will find some helpful bits of information that we have compiled in order to better prepare you for your day. It is our sincerest desire that you have a successful day and that you will choose to return to De Soto High School. If at any point throughout the day you have questions or concerns, please do not hesitate to ask any of the individuals you will find listed in this handbook.

The success of our students is our number one priority here at DHS. In order to achieve that goal, we must do our part to make sure every adult who steps foot in our building is set up to succeed. Working together, we can help our students meet and exceed the expectations set for them. We thank you for your willingness to play a pivotal role in this process.

Sincerely,
De Soto High School
Faculty and Staff

De Soto Public School Mission Statement

The mission of the De Soto School District #73 is to ensure learning, growth, and success for all students in a safe environment.

De Soto Public School Vision Statements

De Soto School District #73 students will graduate college and career ready.

The De Soto 73 School District will obtain high levels of performance by achieving “exceeding” on all MAP and College Ready Achievement standards.

The De Soto 73 School District will earn a minimum of 90% of all MSIP 5 accreditation points.

School Information

***De Soto High School
815 Amvets Drive
De Soto, MO 63020
636-586-1050 (phone)
636-586-1059 (fax)***

Building Administration

Mr. John Daniels, Principal
Mr. Cooper Tucker, Assistant Principal
Mr. Matthew Deaton, Athletic Director/Assistant Principal

Main Office

Mrs. Etna Parmeley, Building Secretary
Mrs. Vicky Ketcherside, Building Secretary
Ms. Judi Huskey, Athletic Office Secretary

Counseling Center

Mrs. Lisa Queen, Counselor (12th)
Mrs. Ginger Schutte, Counselor (11th, 10th M-Z)
Mrs. Charli Herrell, Counselor (9th, 10th A-L)
Ms. Tracy Krodinger, Counseling Secretary

Student Services

Mr. Dave Greenlee

Nurse

Ms. Katie Wood

Library/Media Center

Mrs. Keeley Stearns, Librarian

Daytime Custodian

Ms. Lisa Missey

Daily Information

Arrival: Please plan to arrive by 7:15am and sign-in at the Main Office upon arrival. Substitute badges are available in the Main Office. You will receive a packet that will provide your class schedule for the day along with other pertinent information meant to help throughout the day.

Morning Routine: It is important that you make all attempts to be by your assigned classroom door by 7:20 am in order to greet the students. This act allows you to be visible in the hallway while also greeting students as they enter the classroom. This can often set the tone for the day in regards to creating a positive classroom culture.

Supervision: Please be sure to always supervise the students within the classroom. We ask that you use the student hall pass book provided in the classroom that you are assigned if a student should need to leave the classroom. Please only send one student at a time.

Library: The library is open before school and after school. Your lesson plans may sometimes call for you to take your class to the library, which is located upstairs above the main office.

Dismissal: The dismissal bell sounds at 2:35. Please be in the hallway supervising students as dismissal occurs. Please return to the classroom and tidy the room prior to leaving.

Ending the Day: Prior to leaving the building, a substitute teacher should return to the office to turn in the day's evaluation sheet and report any concerns or praises to the office staff.

General Information

Accidents: Accidents at school are generally of a minor nature requiring only first aid treatment. A school nurse is located near the Main Office. In the case of a non-emergency, students should have a hall pass when being sent to the nurse and should return with the pass.

- **Procedures to Follow for Student Accidents:** In case of an accident, the student should be sent to the nurse. If the student should not be moved, contact the office and the nurse will be sent to the classroom. In all cases, please notify an administrator.
- **Procedures to Follow for Substitute Teacher Injuries:** All injuries should be reported immediately to the nurse. If medical attention is deemed necessary by the school nurse, arrangements will be made. An accident report form will be completed by the school nurse even if no further medical attention is sought. Once again, please notify an administrator.

School Nurse - Student Medication: Students are not to have medications with them at school. All medications and prescriptions should be kept in the Nurse's Office to be dispensed by the Nurse. The school nurse is not authorized to give aspirin, Tylenol, or any other pain relievers without written permission from a parent or guardian. If you see a student with any type of medication, notify an administrator immediately.

School Nurse – Students who have Medical Concerns and/or Allergies: The Nurse will distribute a confidential list of chronic and/or serious medical problems at the beginning of each school year and will update this list throughout the year. When possible, the list explains what to watch for and what to do if symptoms occur. Please note the students in your classes who are listed in order to be prepared should a medical emergency arise when a student is under your supervision. You should be provided this list for the class you are teaching if it applies to that specific class. Please be very aware of student allergies.

Attendance/Tardies: Student attendance should be taken at the beginning of each hour. Please report any student that is absent to the main office. You will receive an attendance slip for each hour. After taking attendance please have a student deliver to the office. In addition, please leave a list of students absent or tardy to class for the classroom teacher.

Cafeteria: The high school cafeteria is located in the bottom floor of the building. To get to the cafeteria, one should travel past the counseling center, towards the main office. The stairs going down to the cafeteria are located between the main office and the counseling center. There are envelopes in the main office to deposit money to buy lunch. We welcome you to join us in the lunchroom, but please note that the cafeteria does not take cash at checkout.

Classroom Management:

The most effective way to create successful classroom management is by building relationships with students. As a substitute teacher, this can be a difficult task because you are not here every day. However, if you take this step, you will find that classroom management issues become less numerous. We encourage you to know the students of DHS. These relationships will help you help our students succeed. If a situation requires assistance, please use the classroom intercom and request an administrator to your room.

Disciplinary/Office Referral: Disciplinary reports should be used when all classroom means have been utilized in order to correct a student's inappropriate behavior. Please leave a detailed note for the teacher and feel free to complete a discipline referral sheet which is located in the main office.

Chromebooks: Each student has a school issued Chromebook. This device will be used to supplement the learning in the classroom. The daily lesson plans you receive may require students use these devices in class. If you need assistance in this area please feel free to contact Mrs. Stearns in the Library or any administrator.

Confidentiality: Student and personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel.

Emergency Procedures: *All emergency procedures are posted by the classroom door; this includes the one page drill procedures, a copy of the building map with your route for fire exit highlighted and the flip book of procedures.* In the event of an emergency and/or drill, please remember to always have your class roster with you during drills. *Always count your students and alert the building administration if there is a student who is missing. Do not re-enter the building until the all clear has been given.*

Emergency Notification Signals and Definitions:

1. Fire: Fire Alarm will sound
2. Tornado: Intermittent ringing of bells
 - a. ***Tornado Watch: Conditions are favorable for a tornado or severe weather. Weather conditions will be monitored in the district and building administrative offices. School will be conducted as scheduled. Activity schedules such as outdoor physical education will be considered by the building administrators and information will be shared via email or intercom.***

- b. ***Tornado Warning:*** *A tornado may be imminent. Students and faculty will proceed to designated areas at the direction of the district and building staff. Schools will not be dismissed if the warning is issued close to the end of the school day. No buses will begin their routes.*
3. Earthquake: Continuous ringing of bells
 4. Intruder: Beeping Sound over the intercom as well as an announcement over the school intercom, “INTRUDER DRILL” or, “INTRUDER...LOCK DOWN NOW”

Faculty and Staff Dress: Faculty and staff members are expected to dress professionally every day. Jeans should only be worn on Fridays.

Faculty and Staff Room: There is a faculty/staff room located in the lower hallway room 111 . Within this room there is a soda machine, a copy machine, a microwave, and a refrigerator. Please do not send students to this room for any reason.

Faculty Restroom: Faculty members use the same restrooms as the students. Restrooms are located on all floors throughout the building.

Leaving the Building During Regular School Hours: Faculty and staff members are to remain on campus during the regular school day; however, occasionally it becomes necessary that one must leave during the school day. In the event that a substitute teacher must leave the campus for short time during the regular school day, the individual must speak with one of the building administrators prior to leaving and should document the time of departure and the time arriving back on campus with personnel in the Main Office.

Safety: All faculty and staff members should share in the responsibility for providing a safe school climate. Please be consistent and diligent in your efforts to be an observant person who is extremely cognizant of your surroundings and in tune with the procedures necessary to maintain safety and security.

Student Cell Phones: Students are permitted to use their personal cell phones during passing periods and in the cafeteria. These devices are not allowed to be used in the classroom.

Unacceptable Conduct: De Soto School District and De Soto High School strive to maintain an environment that encourages high standards of personal and professional conduct. Every employee is expected to integrate these standards into his/her work activities. The following are not meant to be all-inclusive, but are examples of conduct that cannot be tolerated:

- Dishonesty, fraudulent statements or falsifying applications, district records or reports
- Immoral, indecent or disorderly conduct
- Harassment, sexual harassment of any kind or engaging in any acts of discrimination

Visitors: To ensure the safety of all students and staff everyone should cooperate to make the school a safe place. Parents and patrons are encouraged to visit. All visitors are requested to report to the Main Office upon entering the building. All faculty and staff members should look for a visitor sticker to be worn by all who are in the building. If one sees a visitor without the sticker, please contact the office immediately.