

De Soto Junior High Substitute Handbook



2018-2019

August 2018

Good morning,

We wish to extend to you a most cordial welcome as a substitute in our school. Your daily work is an important contribution to the instructional program of De Soto Junior High. As you perform your work in the classroom you may find that you have suggestions that might contribute toward improvement of our school and/or the district. You are encouraged to submit suggestions in oral or written form, as new ideas and new ways of doing things are necessary if education is to continually progress. We feel confident that you will do everything possible to meet the high standards required for teaching in our district and wish to extend our sincerest and best wishes as you join us for a day, a week, or more.

This handbook is your guide to success as a substitute teacher at De Soto Junior High. The contents have been arranged to assist you in finding the answers to many questions that may arise as you serve as a substitute in our school building. We sincerely hope that the following information will serve to stimulate greater goals for the improvement of substitute teaching. All of the procedures and techniques mentioned in this booklet have been "classroom, teacher, and kid tested" and we feel that if they are followed, substitute teachers will feel more confident and have a more satisfying personal experience.

You, as a substitute teacher, are a vital part of our school system. It would be extremely difficult for us to operate our school on an exemplary basis without persons, such as yourself, serving as substitute teachers. Thank you for your commitment to the educational process as well as your commitment to the students of De Soto Junior High.

We believe in teamwork and believe that we are a part of a phenomenal team known as the "Junior High Family". We are a family that supports one another and cheers for each other's accomplishments. We pitch in when one of our family members is in need and celebrate when a family member achieves. This is a very special family and a family that we are honored everyday to be a part of. We welcome you to our family. Together we can achieve anything that we set out to do. We believe that our students have an advantage over other students because of the De Soto Community, our families and the DJHS Faculty and Staff.

Sincerely,
The Faculty of De Soto Junior High

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.

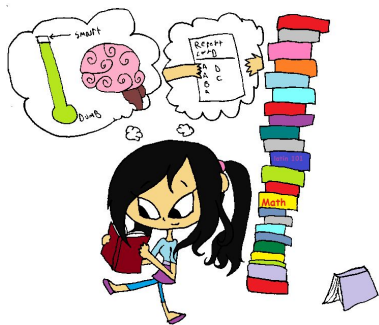
De Soto Public School

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.



Learning is the only thing that the mind never exhausts, never fears, and never regrets.

Leonardo DaVinci

DE SOTO STRATEGIC PLAN

FOCUS AREAS

Focus Area 1:

Student Success and Learning Support

Focus Area 2:

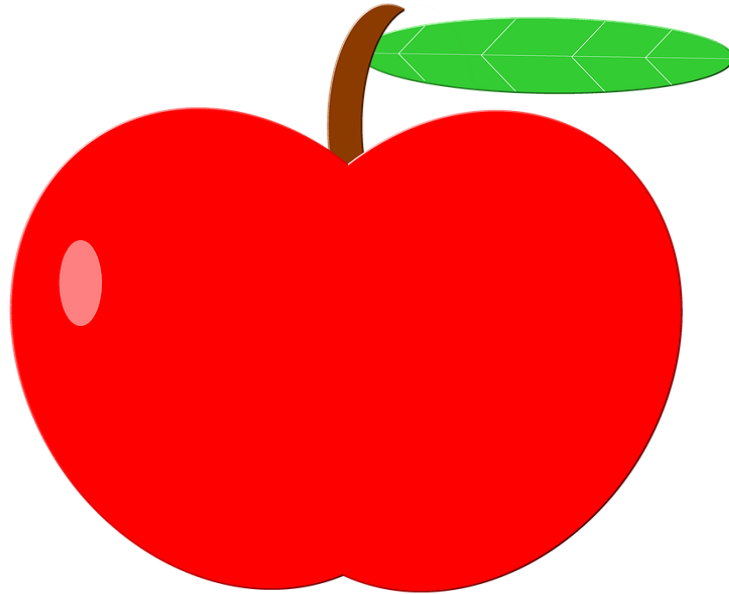
Empowered and Effective Teachers, Leaders, and Support Personnel

Focus Area 3:

Financial Sustainability and Operational Efficiency

Focus Area 4:

Effective Internal and External Communication



School Information

De Soto Junior High

731 Amvets Drive

De Soto, MO 63020

636-586-1030 (phone)

636-586-1039 (fax)

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Building Administration

Mrs. Alex Mahn, Principal

Mr. Joshua Phipps, Assistant Principal

Main Office

Mrs. Katherine Meyer, Building Secretary; Attendance Secretary

Counseling Center

Mrs. Jessica Braun, Counselor

Mrs. Vicki Rodrigue, Counselor

Mrs. Beth Kitchell, Building Secretary; Counseling Secretary

Nurse

Mrs. Dawn Brown

Library/Media Center

Mrs. Beth Brewer, Librarian

Daytime Custodian

Mrs. Sheron Staffelbach

Evening Custodians

Ms. Stacey Glore

Mr. Bobby McKee

*"The future belongs to those who believe in the beauty of their dreams."
Eleanor Roosevelt*



Good Morning and Welcome to De Soto JuniorHigh!

Arrival: Please plan to arrive no later than 7:15am. Please sign-in at the Main Office upon arrival. Substitute nametags/badges are available in the Main Office. Once one receives his/her substitute nametag, he/she will receive a substitute folder. The folder will contain a letter from the building administrator, information concerning Character Education, our building-wide behavioral expectations, fire evacuation information, storm/earthquake procedures, lockdown procedures, student health information, and an evaluation form that should be completed and turned in by the end of the day.

Morning Duty: All faculty should be at their classroom door or at their morning duty assignment by 7:30am in order to greet the students.

Staff Refrigerator/Microwave/Soda Machine: A refrigerator, microwave and soda machine is located in the Main Staff Workroom/Mail Room. This room is located in the main hallway next to the Women's Restroom. There is also a microwave located in the cafeteria.

Supervision: Students are not to be left in the classroom without supervision. Students should have their planner or a note of some form to be in the hallway during classtime.

Hallway Supervision: Between passing time, all faculty and staff should be in the hallways, supervising students.

Bus Passes: Bus pass requests and all notes concerning a change in a student's afternoon routine are sent to the guidance office. The secretary and/or a student office assistant will return the bus note to the student during 7th hour.

Library: The library is open before school and after school. Students may go to the library for "free flow" during the day. Students should have their planner with them, filled out, if they leave class to go to the library.

Dismissal: The dismissal bell sounds at 2:35. Teachers should be in the hallway supervising students as dismissal occurs. The substitute teacher should return to the classroom and tidy the room prior to leaving. Please encourage the students to leave the room in an orderly manner. Teachers are free to leave their area of supervision at 2:45pm.

Ending the Day: Prior to leaving the building, a substitute teacher should return to the office. Please turn in the green folder, 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. Students should have a "Nurse's Pass" when being sent to the nurse and should return with the pass. The pass is a triple copy. The pink copy should be sent home with the student.

Procedures to Follow for Student Accidents: In case of an accident, the child should be sent to the nurse. If the child should not be moved, then the office should be contacted and will then send the nurse to the classroom.

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.

Cafeteria: De Soto Junior High has a wonderful cafeteria located in the bottom floor of the building. To get to the cafeteria, one should travel past the office, towards the east end of the building, and travel down the stairs towards the Industrial Arts/Shop room. After December 2016, the cafeteria will be located on the opposite end of the building. Please visit our cafeteria for breakfast and lunch.

Carbon Monoxide Emergency Procedures:

Office - If this detector sounds, we will contact the building via intercom and the office will evacuate to the nurse's station and the counseling center for phone access. The office will be off limits until we receive the "all clear".

LMC/Media Center- If this detector sounds, the office should be contacted via intercom and then the LMC should be evacuated. *The class in the LMC/Media Center should return to their own classroom. Mrs. Brewer should come to the office until we have the "all clear".*

Once the office receives an intercom call that a detector is sounding the following will occur:

1. Notification to all rooms involved in the evacuation
2. Notification to 911
3. Notification to Mrs. Mahn, Mr. Phipps, Director of Maintenance, and Central Office

Child Abuse/Neglect Hotline Number: 1-800-392-3738

Child Abuse and Neglect Reporting: (BOARD POLICY 2710 BELOW) *"All mandatory reporters shall upon a finding of reasonable cause, directly and immediately report suspected child abuse or neglect..."* Section 162.069 RSMo *"When any school official or other person with responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the division..."* Section 210.115 RSMo

All faculty/staff members shall have immediate and unrestricted access to communication technology necessary to make an immediate report and shall be temporarily relieved of other work duties for such time as it is required to make the report. The building counselor, school nurse, or building administration may be present when the report is made by the faculty/staff member.

<http://www.desoto.k12.mo.us/common/pages/DisplayFile.aspx?itemId=8425117>

Chromebooks: Our students have chromebooks and many of their assignments are completed on these devices. If you have difficulties with one of the chromebooks, please see a member of the department where you are subbing or see Mrs. Brewer in the library.

Classroom Management: Classroom management is a critical and complex component in the creation of an effective learning environment. Classroom management is different than discipline. Classroom management is what teachers do to decrease student misbehavior while increasing student learning and achievement. The ability of the teacher and the entire school staff to prevent and/or respond to student misbehavior will determine whether or not meaningful classroom learning will, in effect, occur. As a building, our goal is to develop processes and procedures that ensure a safe and more effective school by structuring the learning environment to support the academic and social success of all students. Our processes and procedures should support the adoption and long-term implementation of efficient and effective discipline throughout the school environment. Posted classroom expectations, the teaching and modeling of the posted expectations throughout the school year, and consistent classroom procedures all play an integral role in effective classroom management.

Every classroom should have procedures for classroom routines. The procedures for the classroom routines should be discussed, taught, modeled, reinforced, and reviewed. Each classroom will also have expectations that support the building level TRAINING beliefs. The classroom expectations should be discussed, modeled, practiced, reinforced, and reviewed. The expectations should include consequences for not meeting the expectations, as well as rewards for a job well done. When all alternatives have been exhausted in the classroom, the teacher should ask one of the building counselors and/or the building administrators for assistance. Before a student is ever referred to the office for consistent misbehavior, teachers should have contacted parents, informing them of the concern. The only exceptions to this rule are a violent act, sexual misconduct, bullying, or any other severe misbehavior.

Coffee: There is coffee in the teachers' workroom/mailroom located by the women's restroom on the main floor of the Junior High.

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.

Disciplinary/Office Referral: Disciplinary reports should be used when all classroom means have been utilized in order to correct a student's inappropriate behavior. The office should be contacted by pushing the intercom button. The student should be sent to the office, or one of the building administrators or another faculty member should escort the student to the office. A note concerning the incident should be left for the teacher.

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. These are also located in the Office Substitute folder as well as in the Classroom Substitute Folder. In the event of an emergency and/or drill, please remember to always have your class roster, blue bucket, teacher sign, and emergency backpack with you. Always count your students and alert the building administration if there is a student who is unaccounted for. Do not reenter the building.

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.*
 - 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: De Soto Junior High is a fully air-conditioned building and faculty and staff members are expected to dress professionally every day. Jeans should only be worn on Fridays.

Faculty and Staff Eating Areas, Workroom, Soda/Vending Machines and Restrooms: There is a faculty/staff eating area located in the main hallway near the Women's Restroom. Within this area there is a soda machine, a copy machine, a microwave and a refrigerator.

Faculty Restroom: Faculty members use the same restrooms as the students. Restrooms are located near the Main Office, at the bottom of the steps, near rooms 130/131, outside of the library, and in the Nurse's Office.

Guidance Services: Guidance Services are available to every student at DJHS. Parents may ask for one of the building counselors to see a student, a student may ask to talk with a counselor, and all faculty are encouraged to share concerns with the building counselors. Prior to sending a student to the counselor, the student should speak with the counselor in order to schedule an "appointment", unless one sees that a student is in immediate need of support.

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 in a log book found in the Main Office.

Library/Media Center: With the emphasis on integrated curriculum, please consider the library/media center an extension of the classroom. Please take time to visit this wonderful place located in the bottom floor.

Personal Cell Phones: All faculty, staff, and substitute teachers are to refrain from making and/or receiving personal phone calls on cell phones when the students are in their care and supervision.

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.

School Nurse - Nurse Visits: Please use discretion when sending a student to the nurse. Students should have a completed hall pass, found in the back of the Student Planner, if being sent to the nurse. If a student becomes extremely ill, it is imperative that we alert the office to alert the nurse that there is a sick student. Should a student become unconscious or otherwise unable to walk, contact the office immediately. DO NOT leave students unattended in a classroom. Should an emergency arise, students will look to the supervising adult for guidance.

School Nurse - Student Injuries: Anytime a student is injured, the nurse should be notified immediately. Do not move a student if the injury seems severe or if you are questioning severity of an injury.

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.

School Nurse - Students who have Medical Concerns and/or Allergies: (Student Allergy Policy 2875 found in the back of this handbook): 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. **Please be very aware of student allergies.**

Soda/Water/Vending Machines: There is a faculty soda machine in the main workroom, located on the top level of DJHS by the Women's Restroom. There is a water/juice machine and a snack machine located across from the office.

Student Supervision: The safety of a child is directly impacted by the focus of the supervising adult during any type of activity. It is imperative that no child ever be left unsupervised at any time by school personnel. Accidents and mishaps can be greatly reduced if those individuals charged with supervising students maintain focus. ***Students should have direct, ongoing supervision at all times.***

Unacceptable Conduct: De Soto School District and De Soto Junior High strive to maintain a work 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 and/or sexual harassment of any kind or engaging in any discriminating action

Visitors: To ensure the safety of all students and staff everyone should cooperated 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.

