

# **Substitute Teacher Handbook**

**2017-2018**



## **Mission Statement**

**“... to ensure learning, growth, and success for all in a safe environment.”**

## TABLE OF CONTENTS

Desoto Directory	3
Welcome to De Soto	4
Policy of Non-Discrimination	5
Policy of Sexual Harassment	6
Policy of Staff Conduct	7
Substitute Salary Schedule	9
School Start and End Times	9
Job Description	10
Reporting to Assignment	11
Avoiding Power Struggles with Students	12
Guidelines for Student Emergencies	14
Classroom Management	14
Complaints about Substitutes	14
What a Substitute Can Expect to Receive	15
Reporting Suspected Child Abuse/Neglect	15
Technology Acceptable Use Agreement	16
Help Guide for Online Certification System	18
Additional Info for Returning Users	19
FBI/Highway Patrol FAQ	20
Acknowledgement page	21

## APPENDICES

District Calendar
Background Check Procedures
Direct Deposit Form
I-9
W-4
MO W-4
Employee Eligibility Verification

## De Soto 73 School District Directory

### Central Administration office

Dr. Josh Isaacson  
Dr. Clinton J. Freeman  
Dr. Doréan Dow  
Chrissy Rufkahr  
Elaine Huskey  
Angie Reando  
Andrea Yates

### 636-586-1000

Superintendent  
Assistant Superintendent  
Assistant Superintendent  
Bookkeeper/Substitute Applications  
Payroll/Ins/Human Resources/AESOP  
Administrative Secretary/Core Data  
Administrative Secretary/Central Processing

### High School (9-12)

Dr. Mike Rickermann  
Cooper Tucker  
Matt Deaton  
Etna Parmeley  
Vicky Ketcherside

### 636-586-1050

Principal  
Assistant Principal  
Athletic Director  
Building/Sub Secretary  
Building Secretary

### Middle School (7-8)

Alex Mahn  
Josh Phipps  
Katherine Meyer  
Ashley Stitchling

### 636-586-1030

Principal  
Assistant Principal  
Building Secretary /Sub Secretary  
Building/Counselor

### Athena Elementary

Ron Farrow II  
Debbie Killingsworth  
Lisa Mira  
Wendy Campbell

### 636-586-1020

Principal  
Assistant Principal  
Building Secretary  
Building/Sub Secretary

### Vineland Elementary

Adam Grindstaff  
Ann Hammond  
Dawn Selsor  
Jennifer Hunt

### 636-586-1010

Principal  
Assistant Principal  
Building/Sub Secretary  
Building Secretary

### Early Childhood Center

Nancy Schmitz  
Mina Hartwell

### 636-586-1040

Director of Special Education  
Building/Sub Secretary

## **Welcome to De Soto 73**

Substitute teachers and teacher assistants are an important part of the daily function to the District. We welcome you as a member of our interim staff. Your task is a difficult one and we appreciate your efforts in assisting our regular staff.

Substitute teacher assistants are just as valuable to our learning organization. We appreciate your understanding and cooperation as you may be asked to take a teacher assistant position rather than a substitute teaching position. We encourage you to provide your services to all substitute positions.

We hold very high expectations of you, and want you to view your work as rewarding and developmental. The fact that you have taken on the role of a substitute teacher is an indication of your dedication to ensure that the students of De Soto 73 Schools have continuity in their education programs.

As a substitute teacher; you must follow the policies, rules, and regulations of the De Soto 73 School District and the State of Missouri. Full copies of all policies and regulations may be obtained via the District Website.

## **De Soto 73 School District Policy of Non-Discrimination**

The De Soto School District #73 does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to District programs and to the location of services, activities and facilities that are accessible by persons with disabilities may be directed to the De Soto School District Central Office, 610 Vineland School Road De Soto, MO 63020, or by telephone at (636) 586-1000.

### **APPLICATION PROCEDURE**

Chrissy Rufkahr, Substitute Services 636-586-1000 ext. 18

Things needed to apply with the Desoto School District to complete the necessary paperwork.

- ✓ Desoto 73 Substitute Application
- ✓ Copy of transcripts (not originals)
- ✓ Driver's License & Social Security Card or Birth Certificate (2 forms of identification)
- ✓ Apply on line DESE following all guidelines (see attached sheet)

A substitute will not be hired until DESE has issued a Sub Certificate and background

Check clearance approval. This position is an at-hire/as needed basis not a permanent hired position.

### **CERTIFICATION REQUIREMENTS**

Only those persons properly certificated by the Missouri State Department of Education will be employed as substitute teachers.

1. The minimum requirement for substitute teacher certification is 60 (sixty) semester hours from a college accredited for teacher education.
2. The Department of Elementary and Secondary Education does not allow credit hours from a vocational school if the school is a degree issuing school.
3. A holder of a substitute teaching certificate is eligible for unlimited substitute teaching.
4. Retired teachers may teach 550 (five hundred fifty) hours as substitutes without being penalized by the Retirement Board.

**DE SOTO 73 SCHOOL DISTRICT  
POLICY OF SEXUAL HARASSMENT (Policy 4810)**

**PERSONNEL SERVICES**

**Staff Welfare**

**Policy 4810  
(Regulation 4810)  
(Form 4810)**

Sexual Harassment Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain learning and working environment that is free from sexual harassment. It shall be a violation for any employee of the School District to harass another staff member or student through conduct or communication of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or comments of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

# STAFF CONDUCT

PERSONNEL SERVICES

Policy 4630

## Performance Evaluation

### Staff Conduct

The Board of Education requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and affective education for District students in a safe and appropriate setting. In achieving these objectives, staff are required to meet certain performance criteria including, but not limited to:

1. Review and comply with Board policies, regulations, and procedures as well as related building rules and practices.
2. Properly prepare for student instruction.
3. Fully utilize instructional time for learning activities.
4. Maintain students under active supervision at all times.
5. Assess student performance in a regular and accurate manner.
6. Modify instructional goals to meet the needs of each student.
7. Comply with administrative directives.
8. Communicate with students in a professional and respectful manner.
9. Communicate with colleagues, parents and District citizens in a professional manner.
10. Properly operate and maintain district property.
11. Utilize district technology solely for school district business.
12. Maintain required records and submit requested reports in a timely manner.
13. Comply with all safety guidelines and directives.

14. Refrain from the use of profane and obscene language.
15. Dress in a professional manner.
16. Attend to all duties in a punctual manner.
17. Maintain student confidentiality pursuant to state and federal law.
18. Follow and implement student Individual Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA) or plans under Section 504 of the Rehabilitation Act.
19. Maintain and account for District funds in the staff member's possession and control.
20. Maintain professional relationships with students. With the exception of students who are immediate family with the staff member, this requirement also includes avoiding situations that could lead to allegations of inappropriate relationships with students, including, but not limited to:
  - a. Being present in any setting where students are provided or are consuming alcohol or illegal drugs.
  - b. Inviting students to be alone with a staff member at a staff member's residence, on staff member's private property, or in a staff member's motor vehicle without the prior consent of the building principal.
  - c. Communicating with students, electronically or in person, about the student's sexual activity or concerning the staff member's sexual or romantic conduct.
  - d. Being present on District premises alone with a student in a room where the door is closed, the door is locked, or the lights are off, unless required temporarily due to emergency circumstances. Counselors and administrators are exempted from this prohibition in performance of professional duties.
  - e. Covering the interior window(s) of instructional space and offices with any material that blocks or obscures outside vision into the space, unless required temporarily due to emergency circumstances.
  - f. Communicating with students about sexual topics outside approved District curriculum, unless done as part of a District investigation into sexual abuse or harassment.
  - g. Utilizing students to attend to personal errands for the staff member.
  - h. Allowing students to drive a staff member's vehicle.

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## **SUBSTITUTE SALARY SCHEDULE**

Elaine Huskey, Human Resources/Payroll 636-586-1000 ext. 12

Payroll is the 15th of each month. Substitutes are paid in the following manner: All work done January 1 to January 31 will be paid February 15th.

- \$75 per day – Teacher
- \$85 per day – Retired Teacher
- \$64 per day – Secretary
- \$74 per day – Retired Secretary
- \$75 per day – Paraprofessional/Teacher Assistant
- \$69 per day – Nurse
- \$9.14 per hour – Custodian
- \$7.70 per hour – Cafeteria/Playground Aide
- \$13 per hour – Bus Driver
- \$10 per hour – Mechanic

Long term substitute teacher pay: 1<sup>st</sup> thru 15<sup>th</sup> CONSECUTIVE days - \$75 per day; 16<sup>th</sup> thru 30<sup>th</sup> CONSECUTIVE days - \$78 per day; after 30 CONSECUTIVE days are worked pay is \$190.27 per day (beginning teacher pay). Days must be worked consecutively or this does not apply.

## **SCHOOL START AND END TIMES**

Sr. High	7:38 am to 2:35 pm
Jr. High	7:38 am to 2:35 pm
Vineland	8:50 am to 3:35 pm
Athena	8:50 am to 3:35 pm
ECC	8:30 am to 11:30 am (am session) 12:30 pm to 3:30 pm (pm session)

Substitutes should report to the school's administrative office 20 to 30 minutes prior to the start of the school day.

**All substitutes are required to have Direct Deposit set up for payroll.**

**See Appendix for Direct Deposit Form**

## JOB DESCRIPTION

Title: Substitute Teacher  
Department: Instruction  
Reports To: Principal  
Approved By: Board of Education

\*\*\*\*\*

**Summary:** Performs regular teacher's class plan while the teacher is out.

**Essential Duties and Responsibilities:** *Other duties may be assigned.*

1. Assumes the responsibilities for instructing classes when a teacher is absent.
2. Assumes all other responsibilities for that teacher during the time the teacher is absent.
3. Prepares lesson plans with assistance, as directed by an administrator, when lesson plans are not available in the classroom.
4. Maintains appropriate records including checking test papers, recording grades, student assignments for homework, projects and the necessary clerical work required to maintain student records for a teacher who is absent.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements include but are not limited to language skills, mathematical skills, reasoning ability and the ability to apply knowledge in a specific field. Reasonable accommodations may be made to enable individuals with disabilities and resolving problems.

**Education and/or Experience:** Minimum of 60 College Credits and a valid Substitute Teaching Certificate.

**Terms of Employment:** The Substitute Teacher shall be employed on an "at-will" basis and is for no definite period and may, regardless of the date or method of payment or wages or salary, be terminated at any time with or without cause. Details of employment shall be established by the Board of Education.

**Physical Demands/Work Environment:** The physical demands/environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the teacher is regularly required to walk and talk or hear. The teacher frequently is required to stand and sit. The teacher is occasionally required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision and depth perception. The noise level in this position varies. When visiting a building the noise level will be loud; in the office it may be quiet and at meetings moderate.

## REPORTING TO ASSIGNMENT

1. Immediately report to the office and check in with the administrative assistant.
2. Please note that each building has a Substitute Teacher Handbook as well; please review each buildings expectations before accepting an assignment.
3. When a substitute's assignment is for more than one day, he/she is expected to arrive at the building on the same schedule as the teachers.

## EXPECTATIONS FOR SUBSTITUTE TEACHERS

1. Arrive on time. Substitutes are expected to **report for duty thirty (15-20) minutes** before school is in session, 45 minutes is recommended. Please report 15-20 minutes before an afternoon half day job.  
**Sign in at the office upon arrival.**
2. Substitute teachers have the same responsibilities as a regular teacher. Check the "duty" list to see if you are assigned to the cafeteria, hall or any other duty. Consult the office for any adaptations which may be made in that particular building to implement the duties.
3. Take the attendance and carry out the policy of the school in reporting it.
4. **Keep your students under supervision.** Be attentive, never leave the classroom unattended.
5. The successful substitute is actively involved with instruction; moving around the classroom often, checking students work and assisting with assignments. Many discipline problems can be avoided by the substitute's use of proximity to the students.
6. Strive to carry out the lesson plans left by the instructor. You are expected to teach!
7. Remain on duty. Substitutes are NOT to leave the building early or during lunch break.
8. Direct any outsider to the office including those seeking information about a student or requesting permission to take a child from the room. Under **NO** circumstances should a student be released without permission from the appropriate school personnel.
9. Fire exits, fire drills, severe storm and tornado warning procedures should be posted in each room. Familiarize yourself with them. Also, take note of any "code words" that may be broadcast in an emergency situation.
10. Discipline training is an important component of teaching requiring patience, understanding, and review of all the facts. Good working conditions result from good classroom discipline. Be consistent and emphasize the positive. Maintain a clear, pleasant voice. Remember the three F's: Friendly, Fairy and Firm. Leave detailed records of student behavior, both good and bad.
11. Maintain a high standard of professional appearance and hygiene. Dress for Success. Business casual attire is appropriate. Blue jeans, tee shirts, and shorts should not be worn.

12. Use appropriate language. Be aware of your teacher/student relationship and avoid physical contact, comments, gestures and conversations which violate this relationship.
13. Leave a written report for the teacher. Ensure that the room is in order, lights out, windows closed, educational materials are put away.

## **AVOIDING POWER STRUGGLES WITH STUDENTS**

1. Use the following phrases to talk with students:

“I see                      ...that something is wrong”  
                                   ...that you are upset”  
                                   ...that you are having a hard time”  
 “Can you                 ...let me tell you what to do?”  
                                   ...do this work?”  
                                   ...sit in your seat?”  
                                   ...be quiet?”  
 “..even though you    ..are angry and upset?”  
                                   ...don’t want to?”

If the student answers “yes” and is compliant, the conflict is over. Reinforce the student’s positive behavior.

2. If the student answers “no”, respond using these phrases:  
                                   “You’re doing a good job of letting me know.”
3. If the student answers “yes” but does not comply, listen to the student’s behavior as if he/she answered “no.”

### **Tips for De-Escalating an Angry Student**

Begin with intent to lower anxiety:

“I don’t want you to be in trouble”

Continue with:

“Are you okay?”  
 “You are not in trouble.”  
 “I just want to make sure everyone is safe.”

Reinforce calm behavior:

“You are doing a great job of speaking quietly.”  
 “You are doing a great job of sitting in one place.”  
 “you are doing a great job of listening to me.”

Ask questions to encourage thinking:

“Am I the right person to help you?”  
 “Is somebody else better?”  
 “Is this the best place for you right now?”  
 “Is another place better?”

Identify emotions and validate feelings:

“I am sure you have a lot of great reasons to be angry/”

“If I thought that was done to me, I would feel angry too.”

“We will talk about it when you are feeling better.”

Begin planning and give hope:

“I have reasons to be angry too, and had to learn self-control. You are not alone. I bet this is hard.”

“What would help – to draw a walk, be alone, get a drink of water?”

With an older student who may become violent: (followed by a call to the office)

“you are perfectly free to leave.”

“I’ll let you leave.”

### **Things to do when talking with students about behavior:**

Stay relaxed

Place yourself at or below the student’s eye level

Speak privately with the student

Keep your voice calm, low and unemotional

### **Things to avoid when talking with students about behavior:**

Eye rolling

Sarcasm

Giving answers – as questions instead

Lecturing

Escalating your behavior – stay in control and be respectful.

## **SUBSTITUTE TEACHER ONLINE RESOURCES**

Be prepared! Be prepared to teach the lesson plans. Build positive relationships; communicate expectations, effectively use time and space. Be prepared to implement your own instructional exercises, games and activities. The following websites will provide some great tools for success.

Substitute Teaching Division

<http://stedi.org>

Substitute Survival

<http://www.education-world.com>

Substitute Teaching from A to Z

[www.substituteteachingatoz/resources.htm](http://www.substituteteachingatoz/resources.htm)

Super Substitute Teachers

<http://www.supersubstituteteachers.com>

The Master Teacher

[www.disciplinehelp.com](http://www.disciplinehelp.com)

Teaching Heart

<http://www.teachingheart.net/SUB.htm>

## **GUIDELINES FOR STUDENT EMERGENCIES**

1. Assess the scene for safety.
2. Contact the nurse.
3. Provide care to the student while the nurse is on the way.
4. Call 911, if necessary, even prior to the nurse arrival.

## **CLASSROOM MANAGEMENT**

An organized, prepared and focused teacher is the major component in a well-organized classroom. As a substitute teacher, one should introduce themselves to the class of students and immediately outline your learner objectives. In other words, what it is that you will be teaching and what it is you expect them to master at the conclusion of the lesson.

Immediately engaging students in a learning activity is another characteristic of a well-managed classroom. Classroom distractions and disruptions diminish as the student's focus and attention is drawn to the learning activity.

Teachers should make every attempt to involve all students in the learning activity by asking questions, providing input, checking for student's comprehension of the learning objective, assisting students with task at hand, or arranging a peer tutor within the classroom.

Substitute teachers need to move about the classroom to ensure that students are engaged in the activity and to assist when necessary.

Substitute teachers are expected to contact the office if a student exhibits blatantly disrespectful or defiant behaviors. Never send a student out to the hallway in an unsupervised setting as a disciplinary measure.

Students should be supervised **at all times!**

## **COMPLAINTS ABOUT SUBSTITUTE TEACHERS**

The De Soto 73 School District recognizes and appreciates the difficult job substitute teachers perform. At times, complaints are received regarding the performance of the substitute teachers. The following procedures will be used to handle complaints:

1. Information about the complaint is gathered by Substitute Services.
2. Information is forwarded to the Assistant Superintendent of School Operations for review if necessary a correction plan will be developed to follow before permanent dismissal.
3. A letter documenting the concern may be sent to the substitute and placed in their file.

4. Additional complaints will result in deactivation from the substitute list.

## **WHAT A SUBSTITUTE TEACHER CAN EXPECT TO RECEIVE**

### From the Teacher

1. Class roster and accurate seating chart.
2. Up-to-date complete lesson plans along with teaching guides, textbooks, and learning materials.
3. Up-to-date program schedule for the day and week.
4. Map of the building
5. Student lunch menu and schedule.
6. List of students:
  - a. Bus riders, car riders and the dismissal process.
  - b. Students who have individual health, emotional or learning problems.
  - c. Students who may be able to help or provide assistance during the day.

### From the Office

1. Information and location of the Nurses Office for illness or emergencies.
2. Help in solving any problem, which you do not feel able to handle. If you have questions or need advice, please seek help from the building administrator.
3. Administrators may visit your classroom during the day. They want you to be successful!

### From the District Office

1. Questions regarding AESOP, long term opportunities, or substitute information and processes, may be directed to Elaine Huskey at Central Office at 636-586-1000 x 12.
2. Questions regarding payroll information may be directed to Elaine Huskey at Central Office at 636-586-1000 x 12.
3. If you have concerns or continue to have questions regarding assignments or evaluations, please contact Dr. Clinton Freeman at Central Office at 636-586-1000.

## **REPORTING SUSPECTED CHILD ABUSE/NEGLECT**

The Board of Education requires its staff members and substitutes to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall directly and immediately make a report to the Missouri Child Abuse and Neglect Hotline (1-800-392-3738), including any report of excessive absences that may indicate educational neglect.

Employees who make such reports to the Missouri Child Abuse and Neglect Hotline must immediately notify the school principal or building liaison that a report has been made and complete the District Hotline Information Form. The principal or liaison will notify the Superintendent or designee and the district liaison(s) about the report within 24 hours of the notice of the hotline report.

# **De Soto School District #73**

## **2017/2018 Employee Technology Acceptable Use Agreement**

### **Overview**

Access to technology is necessary for the District's educational programs. The Internet offers extensive, diverse and unique resources to both students and teachers. We believe in the educational value of technology to support curriculum and learning.

The De Soto School District takes exhaustive steps in providing a safe and secure network. Employees will access the Internet through web filters and other monitoring systems. The De Soto School District is in full compliance with Children's Internet Protection Act (CIPA). However, the Internet also includes material that is not of educational value in the context of a school setting. There is information which may be judged inaccurate, abusive, profane, sexually oriented, hate-based or illegal. De Soto School District does not condone or permit the use of this material.

### **Internet Activities Not Permitted**

- Searching for, viewing or retrieving content that is sexually explicit, profane, violent, abusive or illegal in any way, is prohibited. (If a student accidentally accesses such materials they must inform the teacher and leave the site immediately).
- Employees are prohibited from sending e-mails containing threats, profanity, sexual references, insults, harassment or obscene language.
- Employees must not share account information, such as usernames and passwords.
- Employees are responsible for ensuring that no malicious damage is done to computers, mice, printers, headphones, etc.
- Employees may not copy, save or distribute copyrighted material.
- Employees may not participate in any activity that violates District policy, school rules, local, state or federal law.
- Employees will not use of any wired or wireless network with equipment brought from home unless approved by the Technology Department.
- Employees may not access anonymous proxy or Virtual Private Network (VPN) sites whose purpose is to circumvent the filtering required for compliance with CIPA..
- Employees will promptly disclose to an administrator or director any message received that is inappropriate or makes the employee feel uncomfortable.
- Employees will not register student with 3rd party service providers without approval from District Administration.

**Password Security:** The use of networked technology for a school-wide student information system to maintain attendance, discipline, health, grade, and student scheduling records requires strict security measures. The heart of any security system is password protection.

Staff members are responsible for managing their passwords, and shall be responsible for all actions and functions performed by their username. School personnel must comply with all District-established rules regarding passwords. These rules dictate the number of characters in the password, the nature of the characters used in the password, and the frequency of password changes. Any school employee who suspects their password has been compromised must report the situation to the system administrators as soon as possible. Intentionally divulging a password will be considered serious misconduct. The consequences of password security violations will be commensurate with the seriousness of the breach.

**Equipment Rules:** Under no circumstances are employees to alter the hardware configuration of the technology assigned to them. All technology related purchases must be coordinated through the Technology Department. Additionally, employees are not permitted to change network wiring or the configuration of network devices in their offices or classrooms. Tampering with or modifying computers or network devices are grounds for disciplinary action.

**Information Content & Uses of the System:** The user agrees not to publish on or over the system any



information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. All employees must comply with the guidelines of the Family Educational Rights and Privacy Act (FERPA).

The system is for the user's professional use only. Commercial and personal uses of the system are strictly prohibited unless prior written consent from the District administration has been granted. The user agrees not to use the facilities and capabilities of the system to conduct any business or any activity, or solicit the performance of any activity which is prohibited by law.

The user specifically understands that the system administrators of the De Soto School District #73 do not have control of the content of information residing on these other systems. Users are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. De Soto School District #73 does not condone the use of such materials and does not permit usage of such materials in the school environment. Users knowingly bringing such materials into the school environment may be subject to disciplinary action.

**Copyrighted Material:** De Soto School District #73 requires instructional staff to be familiar with copyright law and to act ethically in the use of copyrighted material for instruction. Copyrighted material must not be placed on any system connected to De Soto Public Schools without the author's permission. Users may download copyrighted material for their own use. Permission must be specified in the document, on the System, or must be obtained directly from the author. Illegal (pirated) software will not be allowed on the system under any circumstances.

**Electronic Mail:** All employees have Email accounts. The District expects each employee to check their e-mail frequently as instructed by their supervisor. When important communications are sent via e-mail it is necessary to have confidence that the message will be read in a timely manner. Messages sent and received by employees are retained indefinitely.

Electronic mail should not be considered private. The system administrators will not intentionally inspect the contents of mail sent by an employee to an identified addressee, or disclose such contents to other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or policies of De Soto School District #73, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Employees must use their District provided Email accounts to conduct District business or instruction.

**By signing this agreement you have read and agree to the terms outlined in this document.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## HELP GUIDE FOR ONLINE CERTIFICATION SYSTEM

All certification requests will be made through the online educator certification system. To access the system, you must first **create and register a user name and password** at the following web page:

<https://k12apps.dese.mo.gov/webLogin/login.aspx>.

### 1. Register

- a. Click "**Register**" in the lower portion of the page
- b. Complete the registration questions
- c. Click "**Create User**" (a confirmation message will appear)
- d. Click "**Return to DESE Login page**" link

**NOTE: Do not create more than one username.** Creating multiple usernames will cause the system to deny you access to your profile page and certification records. If you have forgotten your username or password, you can click on "**Forgot Username/Password?**" in the lower section of the login page to request your username or to reset your password.

### 2. CONNECT USERNAME/PASSWORD TO WEB APPLICATIONS SYSTEM

(<https://k12apps.dese.mo.gov/webLogin/login.aspx>)

- a. Enter your username and password and click "**Login**" to access the User Application page.
- b. Locate the "**Office of Educator Quality**" heading near the center of the page
- c. Click "**Educator Certification System - Request Educator Access**" link
- d. Click "**Submit**"
- e. Click "**Close**" in the small confirmation window
- f. Locate the "**Office of Educator Quality**" heading near the center of the page once again
- g. Click on "**Educator Certification System**" link
- h. Enter your Social Security Number (SSN) and date of birth (DOB)
- i. Click "**Submit**"
- j. Enter or verify your Profile information (proper/legal name - no nicknames) and click "**Save Profile**"
- k. Scroll down and complete or edit the Contact Information\* section and click "**Save**"

\*An e-mail address must be included in this section, as all correspondence from Educator Certification will be sent to you by e-mail.

### 3. APPLY FOR CERTIFICATION

- a. Locate the appropriate application (Initial, Substitute, Non-MO Graduate, etc.) under "**New Applications**" in the menu on the left side of your Profile page.
- b. Click on the application name link to open the application
- c. Complete the application\*
- d. Click "**Submit to DESE**"
- e. Mail supporting documents as indicated on application checklist\*\*, if applicable

\*Complete the application, answering the Professional Conduct questions on the application truthfully and reviewing the Sworn Statement before electronically signing by selecting "I Accept." This agreement provides DESE with permission to verify your professional conduct statements.

*\*\*Your internet browser must allow "pop-ups" in order to view the application checklist.*

## **ADDITIONAL INFORMATION FOR RETURNING USERS**

### **Accessing your Profile**

*You can find the login page by clicking on "Web Applications" in the bottom section of the DESE Homepage or on "DESE Web Applications" on the DESE Educator Certification main page. Once you log in with your username and password, you will only need to click on the "**Educator Certification System**" link under the "**Office of Educator Quality**" heading to get to your Profile page. (If you are prompted to enter your SSN and DOB again, and you receive a message that they are already linked to another profile, this means that you are trying to log in with a username that is different from the one that is already tied to your SSN.)*

### **Applying for a new type(s) or additional area(s) of certification**

- 1. Access your Profile page by logging in with your username and password*
- 2. Locate the appropriate application (Upgrade, Additional, Administrator, etc.) under "**New Applications**" in the menu on the left side of your Profile page.*
- 3. Click on the application name link to open the application*
- 4. Complete the application\**
- 5. Click "**Submit to DESE**"*
- 6. Mail supporting documents as indicated on application checklist\*\*, if applicable*

*\*Complete the application, answering the Professional Conduct questions on the application truthfully and reviewing the Sworn Statement before electronically signing by selecting "I Accept." This agreement provides DESE with permission to verify your professional conduct statements.*

*\*\*Your internet browser must allow "pop-ups" in order to view the application checklist.*

### **Checking the status of your application**

- 1. Access your Profile page by logging in with your username and password*
- 2. Scroll down to and click on the gray "**Application Status**" bar or click on the "**Application Status**" link in the menu on the left side of your Profile page*
- 3. Click on the blue application name link (Upgrade, Additional, Administrator, etc.)*
- 4. Scroll to bottom of page to read the "**Memo**" Section*

### **Checking the status of your background clearance**

- 1. Access your Profile page by logging in with your username and password*
- 2. Scroll down to and click on the gray "**Fingerprint Information**" bar on your profile page*

### **Checking the status of your education records**

- 1. Access your Profile page by logging in with your username and password*
- 2. Click on "**Education**" in the menu on the left side of your Profile page to view your records*
- 3. You may add the name and location of any colleges/universities you have attended that are not listed. All other information will be entered by DESE upon receipt of original transcripts that must be mailed to Educator Certification, PO Box 480, Jefferson City, MO 65102.*

## **FBI/HIGHWAY PATROL BACKGROUND FAQ**

### **Do I have to complete a Missouri background check if I have recently completed one in another state?**

Yes. You are required to complete a fingerprint/background check through the Conduct and Investigations Section. You have to be fingerprinted for DESE using our ORI.

### **How long does it take for the background check to be completed?**

Currently, fingerprints processing time is 2-3 weeks, depending on what is on your background and how backed up the Highway Patrol are.

### **What fee is required for the FBI Background Check?**

The Missouri Applicant Processing Services provided by the fingerprint company contracted by the Missouri Highway Patrol charges \$44.80.

### **How will I be notified of the results of my background check?**

You will need to check your online profile through Web Applications to see when it clears if you are a teacher or substitute teacher. If you are in an uncertified position or a bus driver, only the school district listed will be notified.

### **Scheduling an Appointment (Missouri Residents)**

All individuals must pre-register online for fingerprinting through the State Highway Patrol's Missouri Automated Criminal History Site (MACHS). The registration site is located at [www.machs.mo.gov](http://www.machs.mo.gov). Individuals without access to the internet may call at 1-877-862-2425.

A four-digit registration code is required to pre-register. The four-digit registration codes ensure that the background check response is returned to the correct agency.

Substitutes – 1105 De Soto 73 Substitutes

Volunteers – 1106 De Soto 73 Uncertified

Registration must be completed for BOTH an FBI and Highway Patrol check. Total cost is approximately \$44.80. Completing only a Highway Patrol open records check is NOT sufficient.

## **ACKNOWLEDGEMENT PAGE**

I acknowledge I have received and reviewed a copy of the Substitute Handbook and that I have been made aware there is an electronic version of the handbook available on the District's website. I agree that if there is any policy or provision of the Handbook that I do not understand, I will seek clarification from the Substitute Services. I also understand that the policies, procedures and related information described in this Substitute Handbook are regularly reviewed by the administration and the Board and may be amended, modified or deleted unilaterally by the Board at any time. I further acknowledge that the provisions of the Handbook are for informational purposes and do not supersede Board Policy and Regulations. I further acknowledge that this Substitute Handbook is not a contract, either expressed or implied. I understand the District is an "at-will" employer, and such employment is not for a fixed term or definite period and may be terminated at the will of either party, at any time. Finally, I understand that substitute teaching is strictly on an as needed, on call basis with absolutely no guarantee of work and compensation.

Substitute Signature: \_\_\_\_\_ Date \_\_\_\_\_

**DIRECT DEPOSIT FORM**  
**DE SOTO SCHOOL DISTRICT #73**

Please complete and submit this form to Elaine Huskey at Central office. Please allow two weeks before a payroll to sign up for direct deposit.

Employee Name: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Bank Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

\*Routing Number: \_\_\_\_\_

\*Account Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*The Routing Number is the first set of numbers at the bottom of your check. The Account Number is the second set of numbers at the bottom of your check.