

# Substitute Teacher Handbook

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**2016-2017**



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Park Hill School District

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Building Successful Futures • Each Student • Every Day

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## WELCOME TO PARK HILL!

On behalf of the Board of Education, Administration, and Staff - welcome to Park Hill School District! Substitutes play a vital role in Park Hill School District's mission of building successful futures for each student, every day. It is recognized that we are all here to support the essential function of educating over 11,000 students. Each substitute is responsible for making sure that learning continues in the absence of a regular staff member. It is vitally important that we make use of every day of learning. We have a wide array of resources presented in this handbook to support you.

Thank you for your interest in our district and students! Because we have high expectations that our students will all learn and grow in their potential, we have high expectations for our substitutes.

This handbook is designed to give you a framework of District guidelines. All substitutes are expected to know and follow the rules, policies, and procedures of the District. Board policies are maintained at each administrative site and may be viewed upon request. Policies may also be viewed on-line by accessing the District's web site at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us)

## PARK HILL VISION, MISSION AND VALUES

|                |  |
|----------------|--|
| <b>Vision</b>  | Building Successful Futures • Each Student • Every Day   |
| <b>Mission</b> | Through the expertise of a motivated staff, the Park Hill School District provides a meaningful education in a safe, caring environment to prepare each student for success in life. |
| <b>Values</b>  | Continuous Improvement • High Expectations • Integrity • Visionary Leadership • Student Focus  |

## ADMINISTRATIVE STAFF

**Dr. Jeanette Cowherd**, Superintendent

**Dr. Paul Kelly**, Assistant Superintendent for Business and Technology

**Dr. Jeff Klein**, Assistant Superintendent of Academic Services

**Dr. Bill Redinger**, Assistant Superintendent of Human Resources

**Dr. Linda Kaiser**, Director Human Resources

## DISTRICT OFFICE STAFF

|   |          |
|---|----------|
| <b>Sue Gilland</b> , Substitute Coordinator | 359-6452 |
| <b>Debbie Gorman</b> , HR Analyst (KRONOS)  | 359-5904 |
| <b>Melanie Sebel</b> , Payroll              | 359-6452 |
| <b>Angela Wooldridge</b> , Employee Portal  | 359-6612 |

## HUMAN RIGHTS STATEMENT

The Park Hill School District is committed to maintaining an environment that promotes a positive school climate. Any behavior, verbal or physical, that stigmatizes or victimizes an individual on the basis of race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, marital status, disability or genetic information is considered inappropriate. Behavior that involves an expressed or implied threat to an individual's academic efforts, employment, and participation in school-sponsored extra-curricular activities or personal safety will not be tolerated. Any violation of human rights should be reported to any administrator.

## CERTIFICATION AND EMPLOYMENT STATUS

Substitutes must complete a fingerprint/background check and maintain a current Substitute Teacher Certification for the state of Missouri or a current Missouri Teaching Certificate. Applications for Substitute Certificates are found through the Missouri Department of Elementary and Secondary Education (DESE) website at <http://dese.mo.gov/educator-quality/certification> and are valid for four years. Substitute teachers are responsible for maintaining a current teaching or substitute certificate.

Please note:

- Substitute teachers should notify the Substitute Office of any changes in address or phone number.
- Substitute teachers must ensure they comply with all national, state and district employment requirements on a yearly basis.
- If a substitute wishes to be removed permanently from the substitute list, notification should be made to Sue Gilland, Substitute Coordinator.

## SCHOOL START AND END TIMES

|   |                       |
|---|-----------------------|
| HIGH SCHOOLS  | 7:30 A.M. - 2:38 P.M. |
| MIDDLE SCHOOLS  | 7:35 A.M. - 2:30 P.M. |
| PLAZA 6 <sup>TH</sup> GRADE CENTER                                  | 7:45 A.M. - 2:40 P.M. |
| ELEMENTARY SCHOOLS  | 8:40 A.M. - 3:30 P.M. |
| RUSSELL JONES EDUCATION CENTER<br>(K-12 Treatment School)           | 7:30 A.M. - 2:00 P.M. |
| GERNER FAMILY EARLY EDUCATION CENTER<br>(Special Education program) | 8:40 A.M. - 3:40 P.M. |
| GERNER FAMILY EARLY EDUCATION CENTER<br>(Preschool program)         | 6:30 A.M. - 6:00 P.M. |

**Substitutes should report to the school's administrative office 30-40 minutes prior to the start of the school day.**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights & Privacy Act (FERPA) provides for the privacy of educational records and ensures access to educational records by parents and students. All employees of the Park Hill School District are expected to maintain confidentiality of student education records as prescribed by law and as prescribed by Policy JO and Regulation JO-R.

### **Release of Student Information**

The release of student information may occur with a school official who has a *legitimate educational interest* by meeting one of the following criteria:

1. Performing a task that is specified in his or her position description or by a contract agreement.
2. Performing a task related to a student's education in accordance with the school official's position.
3. Performing a task related to the discipline of a student in accordance with the school official's position.
4. Providing a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement or financial aid.
5. Maintaining the safety and security of the campus.
6. Under the direct supervision of a staff member and, with authorization from the district, assisting a staff member in performing his or her job.

Do not use social media websites to share information on a student. Private and identifiable information covered by FERPA may be shared among/with teachers, administrators, and substitute teachers for specific educational reasons. Unless a statutory exception applies, this information may not be shared for other purposes. Hold as confidential any material or knowledge concerning the school (teachers, pupils, parents, principal, etc.) you gain while in a particular building. Student records available to school personnel are personal in nature and their contents must be treated as privileged communication. Student "records" are not to be discussed outside the confines of the school.

## **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, (Regulation JHG-R). 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.

Absent extraordinary circumstances or a determination that disclosure is otherwise in the best interest of the child, employees of the district shall not contact the child's family or any other person in connection with the suspected abuse or neglect to disclose the fact that a hotline call was made.

## REPORTING BULLYING

The Park Hill School District prohibits all forms of bullying, intimidation and/or harassment. Policy JFCF specifically states that “district staff, coaches, sponsors, and volunteers shall not permit, condone, or tolerate any form of bullying or plan, direct, encourage, assist, engage, or participate in any activity that involves bullying.” Park Hill Policy requires District staff and substitutes to report any instance of bullying to the building principal.

## PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION

### General Rule

The Park Hill Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment. In accordance with law, the District strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Park Hill School District is an equal opportunity employer. The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
  - a) Make complaints of prohibited discrimination or harassment.
  - b) Report prohibited discrimination or harassment.
  - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the District, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person’s association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the District for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off District property and that is unrelated to the District's activities negatively impacts the school environment, the District will investigate and address the behavior in accordance with this policy, as allowed by law.

### Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

### Illegal Harassment

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any

other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

### **Sexual Harassment**

A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the District's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The District presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.

Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

## **STAFF CONDUCT**

The Park Hill Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district (Board Policy GBCB). In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or non-exempt employees who work beyond the scheduled time without permission may be subject to discipline, including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

## **STAFF/STUDENT RELATIONS**

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy (Board Policy GBH) applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

### **Absolute Prohibitions**

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to:

1. Touching, caressing, fondling or kissing students in a sexual or sexually intimate manner.
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student. The district may use as evidence, in considering whether a violation of this provision has occurred, if a staff member begins a dating or sexual relationship with a student immediately after graduation or immediately after a student has left the district.
3. Making sexual advances toward a student or engaging in a sexual relationship with a student.
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in policy AC or that could constitute a violation of that policy if pervasive.
5. Engaging in any conduct that violates Board policies, regulations or procedures or constitutes criminal behavior.

### **Exceptions to this Policy**

The goal of this policy is to protect students from harm and staff members from allegations of misconduct by requiring staff to maintain professional boundaries with students. The district does not intend to interfere with or impede appropriate interactions between staff and students.

An emergency situation or an educational purpose might justify deviation from some of the professional boundaries set out in this policy. Likewise, staff members might be related to students or have contact with students outside the school environment through friends, neighborhood or community activities, or participation in civic, religious or other organizations. These contacts might justify deviation from some of the standards set in this policy, but under no circumstance will an educational or other purpose justify deviating from the "Absolute Prohibitions" section of this policy. The staff member must be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that he or she has maintained an appropriate relationship with the student. To avoid confusion, the district encourages staff to consult with their supervisors prior to engaging in behaviors or activities that might violate professional boundaries as defined in this policy.

### **Failure to Maintain Boundaries**

This policy includes a list of staff conducts which are absolutely prohibited. In addition to those specific conducts, the Board wants to ensure that its students and staff are protected from situations in which an appearance of impropriety may arise, even if no absolutely prohibited conduct occurs. For instance, the following is a nonexclusive list of potential situations in which a staff member may fail to maintain professional physical and emotional boundaries, if no exception applies or no educational purpose exists.

- Being alone with a student in a room with a closed or locked door or with the lights off. Note that counselors or others who need to work with students confidentially may need to meet with a student with a closed office door, but such practice should be discussed with their supervisors to ensure it is the appropriate manner of meeting with students.
- Associating with students in any setting where students are provided, are consuming or are encouraged to use or consume alcohol, tobacco, drugs or any other product or service prohibited to minors.
- Communicating with students about sexual topics verbally or by any form of written, pictorial or electronic communication.
- Discussing the staff member's personal problems with or in the presence of students.
- Sponsoring parties for students outside of school unless as part of an extracurricular activity that is appropriately supervised by additional staff members.
- Being present when students are fully or partially nude.
- Sending students on personal errands.
- Allowing a student to drive the staff member's vehicle.
- Providing a student (other than the staff member's children, stepchildren or other children living in the staff member's home) transportation in the staff member's personal vehicle without a supervisor's approval, unless another staff member or the student's parent/guardian is also present in the vehicle.
- Allowing any student to engage in behavior that would not be tolerated if done by other similarly situated students.
- Giving gifts to individual students (as opposed to giving gifts of nominal value to all members of a class, for example).
- Frequently pulling a student from another class or activity to be with the staff member.

## **Electronic Communication**

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

- When communicating electronically with students for educational purposes, staff members must use district-sponsored, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-sponsored, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-sponsored forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff may establish websites or other accounts on behalf of the district that enable communications between staff and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
- A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff are required to provide their supervisors with all education-related communications with district students upon request.
- The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

**Consequences**

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

**Reporting**

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

**Training**

The district will provide training to district staff that includes current and reliable information on identifying signs of sexual abuse in children and potentially abusive relationships between children and adults. The training will emphasize legal reporting requirements and cover how to establish an atmosphere where students feel comfortable discussing matters related to abuse.

## USE OF DISTRICT TECHNOLOGY RESOURCES

The Park Hill School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy (Board Policy EHB) is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

### Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

**Technology Resources.** Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: mobile phones, computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, including wireless access, multi-media resources, hardware and software. Technology resources may include technologies, devices and services provided to the district by a third party.

**User.** Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

**User Identification (ID).** Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

**Password.** A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the Superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the District's User Agreement or another document, into which the terms of EHB and EHB-R are incorporated prior to accessing or using District technology resources, unless excused by the Superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the Superintendent or designee.

## **User Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including, but limited to, voicemail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrator's or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigation potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

## **Technology Administration**

The Board directs the Superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained on or accessible through district technology resources.

Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system to at any time.

## **Content Filtering and Monitoring**

The district will monitor the online activities of users and operate a technology protection measure (content filter) on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable a content filter installed by the district is prohibited.

The Superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or for other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### **Online Safety, Security and Confidentiality**

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The Superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyber bullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

The instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

### **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular knowledge or skills to student participants and audiences are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

## **Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney may issue a litigation hold directive to the Superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold. Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

## **Violations of Technology Usage Policies and Procedures**

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Use of the district's technology resources in a disruptive, manifestly inappropriate or illegal manner shall not be tolerated.

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges and/or other discipline. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of district's technology resources.

## **Damages**

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, may be charged to the user. The Superintendent and designee have the authority to contact legal authorities in regard to damage to district technology.

## **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, nondeliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

## STAFF USE OF COMMUNICATION DEVICES

The Park Hill School District encourages district employees to use technology, including communication devices, to improve efficiency and safety (Board Policy GBCC). The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

### Definitions

*Communication Device:* Any mobile telephone, personal digital assistant, pager, tablet, laptop or other portable device that sends, receives or retrieves calls, text messages, e-mail, other electronic communications or data, or provides access to the Internet.

*Use/Using:* Dialing, answering or talking on the phone; sending, reading or responding to a text, e-mail or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students. Staff are considered to be using a device even when the use is hands-free.

### General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occur:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The use is consistent with a supervisor's guidelines for limited, personal use of communication devices.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

## WORKPLACE ACCIDENTS AND INJURIES

An employee/substitute must report all injuries immediately to his or her immediate supervisor by completing the District's incident report form. The District expects incident forms to be completed within 72 hours. If the nature of the injury or illness is such that the employee/substitute cannot immediately submit the completed incident form, the employee/substitute's supervisor will assist the employee/substitute in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

In short, when an employee is injured, one or more of three events should occur immediately:

1. Contact 911 for serious and/or life threatening injuries.
2. Report injuries requiring any medical attention to Krista Lindner at District Office (x5952).
3. Employees/substitutes with injuries that do not require immediate medical treatment should go to the nearest school health room. The Health Room Supervisor or Nurse will notify the District Office.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the executive administrative assistant for Business Services at District Office. Business Services will promptly forward a copy of the report to the District's workers' compensation insurance carrier and be responsible for keeping the carrier informed of the employee's status.

The District will designate medical providers to be used in the administration of workers' compensation claims and treatment. A list of District-designated providers will be available to employees upon request. If the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

An injury caused by the failure of employees/substitutes to use safety devices provided by the District or obey rules adopted by the District for the safety of employees/substitutes will result in the reduction of benefits payable under this policy and pursuant to law. Violation of the District's Drug-Free Workplace policy or any other District policy, procedure or rule relating to the use of alcohol or non-prescribed controlled substances will result in a reduction or loss of benefits if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled substances.

The Board authorizes post-injury testing for non-prescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test will result in the loss of benefits.

*Tell me and I'll forget; show me and I may remember; involve me and I'll understand.*

*Chinese Proverb*

## SPECIAL EDUCATION SERVICES

Special Education services in Park Hill School District are designed to facilitate instruction to children with developmental delays who have met criteria for assistance based on assessments of cognitive, communication, or physical skills and behavior. If you serve as a substitute in a Special Education classroom, you will be facing multi-faceted responsibilities in both the special education setting and regular education setting.

The role of the Special Education Teacher and Teacher Assistant varies, depending upon the level of the student's disability, the student's age, and the type of classroom assigned. Learning for Special Education students may be facilitated in a number of ways:

- a. Special Education Resource classroom: The most independent students with disabilities spend the majority of the day in a regular education environment receiving instruction from the classroom teacher with support from either a special education teacher and teacher assistant;
- b. Behavior Support classroom: (Union Chapel) Services are provided for students with special needs who struggle with behaviors that impede learning using high adult-to-student ratios and positive behavior supports.
- c. Essential Skills classrooms: (Chinn, Hawthorn and Southeast Elem, Lakeview Middle and both high schools) Some students with disabilities spend a portion of their day in the special education environment moving back and forth between a regular and special education classroom. Students in this type of special education placement may receive some of their individualized instruction in the special education classroom. Some students may have limited language skills, significant behaviors, or require assistance with daily living skills;
- d. Autistic classrooms: (Hawthorn, Renner and Tiffany Ridge Elem, Lakeview Middle and both high schools) Some students spend most or all of their day in specialized classrooms providing a highly structured individualized program. Students may have limited language skills, display significant behaviors and often require assistance with daily living skills. Teachers or teacher assistants in this environment may be assisting students in the restroom, feeding students, or changing diapers. There may also be some lifting required as some of the students have physical limitations.
- e. Gerner Family Early Education Center: Services are provided for children age three to five and range from once or twice a week to a half day of services in the Early Education Center. A Teacher or Teacher Assistant in this environment would be working with young children that may need assistance with a variety of personal or educational tasks.
- f. Russell Jones Education Center: Services are provided for students K-12 in need of a more therapeutic environment than is possible in our other school buildings. The ratio of students to staff is low allowing for individualized attention. Staff in this environment will work with students that display a wide array of developmental or psychosocial disorders, supported by a highly qualified team of teachers, social workers and therapists.

## SPECIAL EDUCATION STAFF

The responsibilities listed below are not all inclusive; however, they help to identify and differentiate the roles of the Special Education Teacher and Special Education Teacher Assistant (TA) or Aide. All lessons originate through the Teacher, but may be implemented by the Teacher Assistant.

### Classroom Teacher

- ◆ Support the premise that all children belong and are an essential component of the school community.
- ◆ Develop the structure of the classroom, including general curriculum, discipline policy, physical layout, materials, etc.
- ◆ Plan the daily lessons, activities, tests, assignments, etc. with appropriate levels of differentiation to meet the needs of all students within the classroom environment.
- ◆ Collaborate with special educators and therapists on curriculum modifications, grading, report cards, transition, etc.
- ◆ Supervise teacher assistants in the classroom routines.
- ◆ Be familiar with and review the Individualized Education Plan (IEP) for all students with special needs assigned to the classroom. Follow all modification requirements.
- ◆ Attend IEP and staffing meetings that pertain to any students in the classroom.
- ◆ Collaborate with parents, support staff, and students on the writing of the IEP.

### Teacher Assistants

- ◆ Follow classroom policies developed by the classroom teachers.
- ◆ Implement the modifications developed by the team.
- ◆ Facilitate learning opportunities for individuals and groups of students. Provide assistance to all students.
- ◆ Collect data on the goals and objectives for each student as requested by special education staff.
- ◆ Collaborate with teachers, support staff, and parents to enhance the learning of the students.
- ◆ Communicate with classroom and special education teachers about the student. Ask questions if you are unsure. Provide appropriate input to support the learning environment of the student.
- ◆ Encourage the independence of the student throughout the school environment and during the school day.
- ◆ Maintain a professional relationship with students, staff, and parents at all times.

*We cannot always build the future for our youth, but we can build our youth for the future.*  
*Franklin Delano Roosevelt*

## WHAT A SUBSTITUTE TEACHER CAN EXPECT TO RECEIVE

### FROM THE TEACHER

- A. Class roster and accurate seating chart
- B. Up-to-date and complete lesson plans along with teaching guides, textbooks or learning materials
- C. Up-to-date program schedule for the day and week
- D. Map of the building
- E. Student lunch menu and schedule
- F. List of students:
  - Bus riders and car riders, and the dismissal process.
  - Students who have individual health, emotional or learning problems.
  - Students who may be able to help or provide assistance during the day.

### FROM THE OFFICE

- A. Information and location of the Health Room for illnesses or emergencies
- B. Help in solving any problem, which you do not feel able to handle. If you have any questions or need advice, please seek help from the building administrator. Your employment is valued. If you continue to have questions or concerns, don't hesitate to contact Dr. Linda Kaiser, Director Support Staff, at 359-4040.
- C. Administrators may visit your classroom during the day. They want you to be successful!

### FROM THE DISTRICT OFFICE

- A. Substitute Office  
Questions regarding SmartFindExpress, long term opportunities, or substitute information and processes, may be directed to Sue Gilland at 359-6452.
- B. Payroll Office  
Questions regarding payroll information may be directed to Melanie Sebel at 359-5719.
- C. Human Resources  
If you have concerns or continue to have questions regarding assignments or evaluations, please contact Dr. Linda Kaiser or Sue Gilland.

*The average student spends more than one school year of pre K-12 education with a substitute teacher.*

## WHAT IS EXPECTED FROM A SUBSTITUTE TEACHER

- A. **Arrive on time.** Substitutes are expected to report for duty thirty (30) 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.**
- B. 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.
- C. Check the regular teacher’s mailbox for material which may apply to the day’s activities. Take the attendance and carry out the policy of the school in reporting it.
- D. **Keep your students under supervision.** Be attentive, never leave the classroom unattended.
- E. The successful substitute is actively involved with instruction; moving around the classroom often, checking student work and assisting with assignments. Many discipline problems can be avoided by the substitute’s use of proximity to the students.
- F. Strive to carry out the lessons plans left by the instructor. You are expected to teach!
- G. Remain on duty. Substitutes are NOT to leave the building early or during lunch or breaks.
- H. 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.
- I. 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.
- J. 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, Fair, and Firm**. Leave detailed records of student behavior, both good and bad.
- K. Maintain a high standard of professional appearance and hygiene. Dress for Success. Business casual attire is appropriate. Blue jeans, tee shirts, shorts, and sandals should **not** be worn.
- L. Use appropriate language. Be aware of your teacher/student relationship and avoid physical contact, comments, gestures and conversations which violate this relationship.
- M. Leave a written report for the teacher. Check papers, unless otherwise instructed. Ensure that the room is in order, ie, lights out, windows closed, educational materials are put away.

*Effective teachers manage their classrooms while ineffective teachers discipline their classrooms...being proactive versus reactive.* Harry Wong, *The First Days of School*

## **STUDENT DISCIPLINE**

### **RESPONSIBILITY ASSOCIATED WITH DISCIPLINE**

The safety and welfare of our students and staff are paramount to the effectiveness of our schools. The Park Hill Board of Education supports programs which promote the socialization and well-being of all students that result in a positive atmosphere within its schools for the purpose of providing optimum learning opportunities, maintaining good order and discipline, and promoting good conduct of students.

### **THE EIGHT STEP METHOD TO DISCIPLINE**

1. Make a list of things you, the teacher, currently do when a student is disruptive.
2. Analyze the list and ask yourself if it is working – do not use the methods if they do not work.
3. Give the student some responsibilities. For example, send them on an errand. Treat the student well.
4. When a problem occurs, quickly remember what did NOT work. Forget past infringements and recall that you have started to build a better relationship with the student. Ask the student, “What are you doing?” When they have told you, ask them to “Please stop it.”
5. If the problem continues, have a short conference with the student. Ask, “What are you doing?” and “Is it against the rule?”, then ask “What should you be doing?” Try to convey warmth, support, and firmness.
6. If Step Five does not work, repeat all of Step Five except substitute the phrase, “We have to work this out. What kind of plan can you make to follow the rules?” for the last question. The plan should be short term, specific, and simple.
7. If the student is still disruptive, he or she must be isolated. The student is put in a comfortable place, such as a “safe seat” at the back of the room, and cannot return to the class until he or she has devised a plan for following the rules, received the teacher’s approval, and made a commitment to follow the plan.
8. If the student is still a problem, ask no questions. Say “Things are not working out here for you. We have worked hard on the problem, but now you are going to spend some time outside the classroom. Please go to the principal’s office.” The student can return to class after working out a plan with the principal or their assistant.

William Classer, Today’s Education



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 a big 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

Stay out of student’s personal space

### **THINGS TO AVOID WHEN TALKING WITH STUDENTS ABOUT BEHAVIOR:**

Eye rolling

Sarcasm

Giving answers – ask questions instead

Lecturing

Escalating your behavior – stay in control and be respectful

(Source: Ozanam BIST, 2002)

## **SUBSTITUTE TEACHER ONLINE RESOURCES**

**BE PREPARED!** Be prepared to teach the lesson plans. Build positive relationships, communicate expectations, effective use time and space. **Be prepared** to implement your own instructional exercises, games or 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>

From Survive to Thrive: What Great Substitute Teachers Do Differently, by Dr. Trent Bowers

## PAY INFORMATION

- A. It is the substitute’s responsibility to check-in and check-out for each substitute job on the building’s Teacher Absence Report. Substitutes are paid in half or full day increments based on the Absence Reports and hours reported in SmartFind.
- B. Changes to tax withholdings or direct deposit information may be requested at any time and should be submitted on forms through the Payroll department.
- C. It is recommended to keep records of the dates, locations and times worked. Substitutes are paid on the 15<sup>th</sup> and end of each month.
- D. All substitutes are eligible for a \$25 bonus each quarter for working a minimum of 20 jobs within the quarter.

August 13 – October 13, 2016  
October 17 – December 21, 2016

January 5 – March 16, 2017  
March 27 – May 22, 2017

- E. The rate of pay currently set by the Board of Education is as follows:

|         |                       |         |                         |
|---------|-----------------------|---------|-------------------------|
| \$95.00 | Full day teaching sub | \$85.00 | Full day classified sub |
| \$47.50 | Half day teaching sub | \$42.50 | Half day classified sub |

\$105.00      Daily pay for Park Hill retired teachers.

Daily pay for substitute teachers who have completed a minimum of five (5) years in the District and have substituted a minimum of 20 days per year.

Daily rate for long-term assignments after 10 consecutive days, continuing through Day 30 of that assignment.

\$140.00      EXTENDED LONG TERM - Starts with the 31<sup>st</sup> consecutive day of a long term assignment and continues until the completion of that long term assignment.

**Retired teachers** from the Missouri Public School Retirement System (PSRS) are limited to a total of 550 clock hours of substitute teaching each year based on a 7 hour work day. If a retirement date occurs within the school year, the maximum allowable hours may vary and be proportional to the retirement date.

Retired teachers are also required to maintain a Working after Retirement Record tracking the hours worked and the wages earned each month. Please contact the Payroll department to confirm your hours and earnings. <https://www.psrsmo.org/PSRS/WorkingAfterRetirement.html>

## PAY DATES FOR 2016-17

To view or print copies of your paychecks and W-2 information, please access the Park Hill Employee Portal website: <https://employees.parkhill.k12.mo.us> When visiting the Portal for the first time, you will need to select 'Create an Account' and enter your Employee ID number. Please contact 359-6612 for assistance.

| Pay Period Start Date | Pay Period End Date | Process Date (Send to Bank) | PAY DATES  |
|-----------------------|---------------------|-----------------------------|------------|
| 6/16/2016             | 6/30/2016           | 7/12/2016                   | 7/15/2016  |
| 7/1/2016              | 7/15/2016           | 7/26/2016                   | 7/29/2016  |
| 7/16/2016             | 7/31/2016           | 8/10/2016                   | 8/15/2016  |
| 8/1/2016              | 8/15/2016           | 8/26/2016                   | 8/31/2016  |
| 8/16/2016             | 8/31/2016           | 9/12/2016                   | 9/15/2016  |
| 9/1/2016              | 9/15/2016           | 9/27/2016                   | 9/30/2016  |
| 9/16/2016             | 9/30/2016           | 10/11/2016                  | 10/14/2016 |
| 10/1/2016             | 10/15/2016          | 10/26/2016                  | 10/31/2016 |
| 10/16/2016            | 10/31/2016          | 11/10/2016                  | 11/15/2016 |
| 11/1/2016             | 11/15/2016          | 11/22/2016                  | 11/30/2016 |
| 11/16/2016            | 11/30/2016          | 12/12/2016                  | 12/15/2016 |
| 12/1/2016             | 12/15/2016          | 12/22/2016                  | 12/30/2016 |
| 12/16/2016            | 12/31/2016          | 1/10/2017                   | 1/13/2017  |
| 1/1/2017              | 1/15/2017           | 1/26/2017                   | 1/31/2017  |
| 1/16/2017             | 1/31/2017           | 2/10/2017                   | 2/15/2017  |
| 2/1/2017              | 2/15/2017           | 2/23/2017                   | 2/28/2017  |
| 2/16/2017             | 2/28/2017           | 3/10/2017                   | 3/15/2017  |
| 3/1/2017              | 3/15/2017           | 3/28/2017                   | 3/31/2017  |
| 3/16/2017             | 3/31/2017           | 4/11/2017                   | 4/14/2017  |
| 4/1/2017              | 4/15/2017           | 4/25/2017                   | 4/28/2017  |
| 4/16/2017             | 4/30/2017           | 5/10/2017                   | 5/15/2017  |
| 5/1/2017              | 5/15/2017           | 5/25/2017                   | 5/31/2017  |
| 5/16/2017             | 5/31/2017           | 6/12/2017                   | 6/15/2017  |
| 6/1/2017              | 6/15/2017           | 6/27/2017                   | 6/30/2017  |

Additional inquiries regarding payroll may be referred to the Payroll Office at 359-4023.



## HOW TO USE SmartFindExpress

### PHONE ACCESS

SmartFindExpress System Phone Number.....816-399-4128

Substitute Coordinator.....816-359-6452  
[gillands@parkhill.k12.mo.us](mailto:gillands@parkhill.k12.mo.us)

Substitute Office Hours.....7:00 a.m. – 4:00 p.m.

Website URL..... <https://parkhill.eschoolsolutions.com>

### Substitute Call-in Registration

1. Enter your ACCESS ID, followed by star (\*) key.
2. Enter your PIN, (same number as your ACCESS ID) followed by star (\*) key.
3. The system will prompt you to Record your name.
4. The system will prompt you to Change your PIN. Enter a PIN at least six or seven digits in length.

\*Once you have registered with the phone system you are able to access the SmartFindExpress website.

Access ID/User ID (7 digit phone #) \_\_\_\_\_

PIN/Password (5-8 digit number) \_\_\_\_\_

### SmartFindExpress Calling Times

| Week Day          | Today's Jobs                | Future Jobs (up to 30 days in advance) |
|-------------------|-----------------------------|--|
| Monday - Thursday | Starts at 5:30 AM -12:00 PM | 6:00 PM – 10:05 PM                     |
| Friday            | Starts at 5:30 AM -12:00 PM | None                                   |
| Saturday          | None                        | None                                   |
| Sunday            | None                        | 6:00 PM – 10:05 PM                     |
| Holidays          | None                        | 6:00 PM – 10:05 PM                     |

### SmartFindExpress Calls

### HEAR THE JOB OFFER

1. **PRESS 1** to hear the job offer  
**PRESS 2** to Set Temporary Do Not Call
2. If you **pressed 1** to Hear the job offer  
**PRESS 1** to Hear the job description  
**PRESS 2** to Decline the job (without hearing the description)
3. If you pressed 1 to Hear the job description  
**PRESS 1** to Accept this job      **Record the Job Number. You are successfully assigned to the job.**  
**PRESS 2** to Repeat the job description  
**PRESS 3** to Decline the job

## Calling SmartFindExpress

### MENU OPTIONS

1. Review or Cancel Assignment
2. Hear Available Jobs
3. Change your Callback Number
4. Review or Modify Temporary Do Not Call Time
5. Review or Modify Unavailability Dates
6. Review or Modify Daily Availability
7. Change PIN or Re-record Name

### REVIEW OR CANCEL ASSIGNMENTS

1. Hear assignments  
**PRESS 1** to Hear assigned job information in chronological order  
**PRESS 2** to Cancel this assigned job
2. If you **pressed 2** to Cancel Assignment, **PRESS 1** to confirm cancellation (Enter cancellation reason)  
Hear the Cancellation! Hear "this assignment has been canceled" and the job information.

### SAMPLE E-MAIL CONFIRMATION

THIS MESSAGE CONFIRMS AN ASSIGNMENT FOR THE FOLLOWING JOB:

Assigned Substitute: SUPER, SUB

Job Number: 175369

Substituting For: Teacher, Test

Location: CHINN

Location Address: 7100 NW CHATHAM RD,

KANSAS CITY, MO 64151 Google Maps:

<http://maps.google.com/?q=CHINN,+7100+NW+CHATHAM+RD,+KANSAS+CITY,+MO+64151>

Classification: 1 GR

Start Date: 2015-05-12

End Date: 2015-05-12

Schedule:

Tuesday - 08:15 am to 03:45 pm

Special Instructions: ---

File attachment(s) for this job? There are no attachments for this job.

## Web Browser Access Instructions

The website will allow you to review assignments, search jobs, cancel jobs and modify your call settings and availability. Although you are able to view your classifications and locations, changes can only be made by the Substitute Coordinator.

### **SIGN IN**

Open your browser and access the SmartFindExpress Sign in page. Enter your User ID and Password.

*The "Trouble Signing In" link supports users who want to log into the system, but have forgotten their Password. The system will display a prompt for your User ID and a security code. Your password will then be sent to your e-mail.*

**HOME** The Home page will communicate Announcements such as No School or Snow days and Long Term sub needs.

### **PROFILE**

- Information – Review profile status and address information
- Update E-mail – Enter or change e-mail address
- Callback Number – View/Update callback number; specific a Do Not Call time
- Change Password – Enter your current password followed by a new password twice and click Save

### **SCHEDULE**

General: Modify your Availability Schedule

Temporary Do Not Call: Specify a "Do Not Call Until" time, in order to not receive calls during the system callout.

Classifications and Locations: Contact the Substitute Coordinator to modify the classifications and locations listed.

Unavailable Dates

- Select the New button
- Select or enter the unavailable dates in the Start and End Date Range (MM/DD/YYYY)
- Select the All Day check box or enter a time range in HH:MM am or pm format
- Select the Call for Future Assignments checkbox, if during the unavailable time period you would like still like to receive calls for future assignments. Do not check the box if calls are not wanted during this time.
- Select the Save button

### **AVAILABLE JOBS**

Select the date range for your search (MM/DD/YYYY) or using the calendar icon.

Press the Search button to display the list of jobs

Press the Details link to view the job details. Review the specifics and choose one of the following:

- Select the Accept Job button. A job number will be assigned, if the job has been successfully assigned to you.
- Select the Decline Job button. Select a reason for the decline from the drop-down list.
- Select the Return to List button to return to the job listing.

### **REVIEW ASSIGNMENTS**

Choose the Review Assignments link to review past, present and future assignments, or to cancel an assignment.

- Select the format for Assignment display – List or Calendar View
- Search for assignments, press the Search button to display the list of assigned jobs
- Choose the job Number link to view job details  
Select Cancel Assignment to cancel a job and enter a reason from the drop down list. Wait for the "Job was canceled successfully" notification. You cannot cancel an assignment within 2 hours of the start time.

To ensure security and privacy of information, use the Sign Out link to disconnect from SmartFindExpress.

## CONTINUED SERVICE

Substitutes are activated for one school year and are required to satisfactorily complete a **minimum of eight (8) jobs** in order to be eligible for summer school employment and reactivation the following school year.

Substitute teachers may be removed from service in the district at any time it is deemed necessary and appropriate to do so. Substitutes may also be excluded from working at particular schools if the building principal and Human Resources administrator conclude that it is in the best interest of the district to do so.

Eligible substitutes will receive an Intent to Return letter and renewal paperwork during the summer months informing them of procedures for the following school year. Upon receipt of the paperwork by the Substitute Coordinator, the substitute's status will be reactivated.

## COMPLAINT PROCEDURE

If you believe that the Park Hill School District is violating, misapplying or misinterpreting a federal or state law or regulation, you may file a formal written complaint with your building principal/supervisor. A complete copy of the Complaint Resolution Procedure is available in the Principal's Office, Central Office, and on the District's Web Site, [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us).

## UNEMPLOYMENT BENEFITS FOR SUBSTITUTES

Chapter 288 of the revised statutes of Missouri provides limitations on school district employees to collect unemployment benefits during scheduled breaks. The statute states;

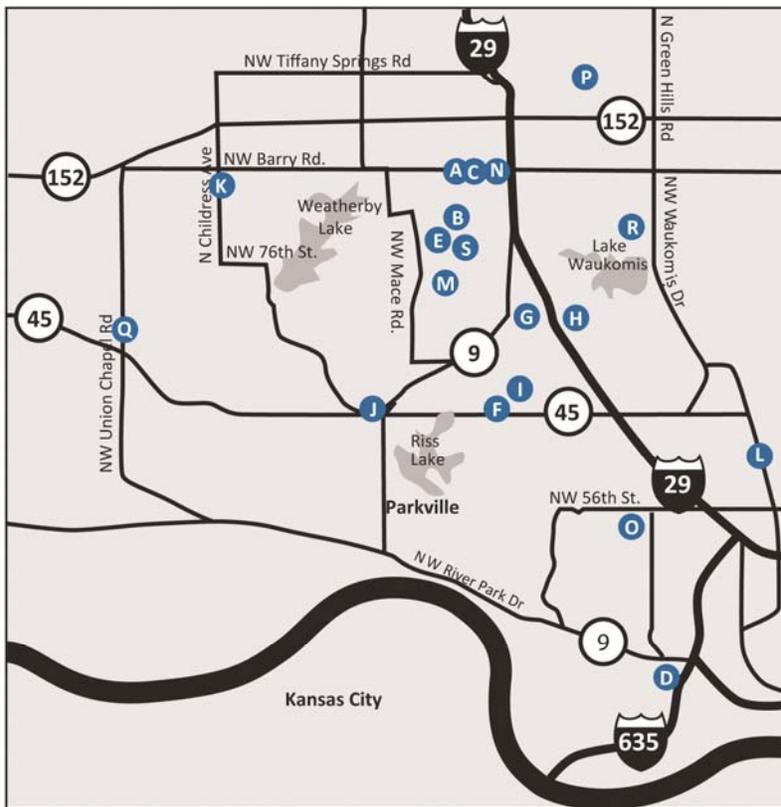
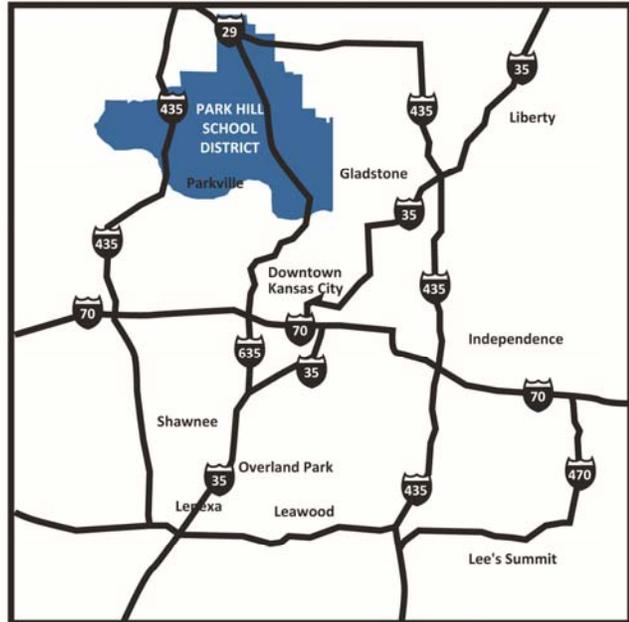
- (a) Benefits based on "service in employment", defined in subsections 7 and 8 of section 288.034, shall be payable in the same amount, on the same terms and subject to the same conditions as compensation payable on the basis of other service subject to this law; except that;
- (b) Benefits shall not be paid on the basis of such services to any individual for any week which commences during a period between two successive academic years or terms if such individual performs such services in the first of such academic years or terms and there is a contract or a reasonable assurance that such individual will perform such services in the second of such academic years or terms;
- (c) Benefits shall not be paid on the basis of such services to any individual for any week which commences during an established and customary vacation period or holiday recess.

## FINAL REMINDERS

- **Stay for the entire assignment.** Check in at the office during plan times. Substitutes are not allowed to leave the building for lunch or plan time. Do not arrive late or leave early because of teacher plan times.
- Electronic devices (i.e., cell phones/texting, games, headphones) should **never** be used during your student contact time.
- Please do NOT accept substitute job assignments where your child or relative may be a student in your classroom.
- Remember you are the Role Model, the “teacher of record” for your assigned time in regards to: **constant supervision of students, confidentiality, your language and actions.**
- Build Positive relationships. SMILE!
- If you need to **cancel** an assignment within 1 hour of the start time of the job, please contact the Substitute Office at 359-6452, as well as the school office of the assignment. The system will **not** allow you cancel a job within 1 hour of the start time.
- PRE-ARRANGED: When a teacher wants to pre-arrange a job with you, they may request your Access ID number. You should always receive an e-mail confirmation with the job number and assignment. Before reporting for a Pre-Arranged job, ensure that you have a job number.
- SPECIFIED: When a teacher specifies a sub for a job, the system will try to contact that person every hour during call-out until two days prior to the start of the job. If a sub is specified the morning of a job, it will call the specified substitute first and then move on to the sub pool.
- If your assignment is at one of the high schools, you may need to get a parking pass from the office and put it in your car before you begin your assignment.
- You will **NOT** be contacted if Park Hill has canceled classes due to weather. Announcements can be found on television and radio stations, Channel 18 and the Park Hill website.
- Please refrain from personal advertising as a substitute in the district, either for additional substitute jobs or for other commercial ventures.
- All substitutes are provided with District e-mail and accessibility to digital resources in the classroom. Technology training sessions will be required prior to subbing in Park Hill classrooms.
- Substitutes should arrive no later than 30 minutes prior to the start of school or 15 minutes prior to a half day job. Please communicate your anticipated arrival time with the Substitute or school office, if you are not able to be on time.



# PARK HILL DISTRICT MAPS



- A** Park Hill District Education Center
- B** Park Hill Aquatic Center
- C** Park Hill High School
- D** Park Hill South High School
- E** Congress Middle School
- F** Lakeview Middle School
- G** Plaza Middle School
- H** Chinn Elementary
- I** English Landing Elementary
- J** Graden Elementary
- K** Hawthorn Elementary
- L** Line Creek Elementary
- M** Prairie Point Elementary
- N** Renner Elementary
- O** Southeast Elementary
- P** Tiffany Ridge Elementary
- Q** Union Chapel Elementary
- R** Russell Jones Education Center
- S** Gerner Family Early Education Ctr.

## PARK HILL DIRECTORY



### Park Hill School District

Building Successful Futures • Each Student • Every Day

**Chinn Elementary**

7100 NW Chatham Rd.  
Kansas City, MO 64151  
(816) 359-4330 (fax: 4339)  
Principal: Lee Heinerikson

**English Landing Elementary**

6500 NW Klamm Dr.  
Kansas City, MO 64151  
(816) 359-4370 (fax: 4379)  
Principal: Dr. Kerry Roe

**Graden Elementary**

8804 NW 45 Highway  
Parkville, MO 64152  
(816) 359-4340 (fax: 4379)  
Principal: Dr. LuAnn Halverstadt

**Hawthorn Elementary**

8200 N Chariton  
Kansas City, MO 64152  
(816) 359-4390 (fax: 4399)  
Principal: Sandy Hemaya

**Line Creek Elementary**

5801 NW Waukomis  
Kansas City, MO 64151  
(816) 359-4320 (fax: 4329)  
Principal: Betsy Greim

**Prairie Point Elementary**

8101 NW Belvidere Parkway  
Kansas City, MO 64152  
(816) 359-4380 (fax: 4389)  
Principal: Jay Niceswanger

**Renner Elementary**

7401 NW Barry Rd.  
Kansas City, MO 64152  
(816) 359-4350 (fax: 4359)  
Principal: Dr. Melissa Hensley

**Southeast Elementary**

5704 NW Northwood  
Kansas City, MO 64151  
(816) 359-4360 (fax: 4369)  
Principal: Diane Simpson

**Tiffany Ridge Elementary**

5301 N.W. Old Tiffany Springs Rd.  
Kansas City, MO 64154  
(816) 359-4400 (fax: 4409)  
Principal: Shawn Fitzmorris

**Union Chapel Elementary**

7100 NW Hampton Road  
Kansas City, MO 64152  
(816) 359-4310 (fax: 4319)  
Principal: Dr. Steven Archer

**Plaza Middle School**

6501 NW 72nd St.  
Kansas City, MO 64151  
(816) 359-4210 (fax: 4219)  
Principal: Dr. Lezlee Ivy

**Congress Middle School**

8150 N Congress  
Kansas City, MO 64152  
(816) 359-4230 (fax: 4239)  
Principal: Dr. Tim Todd

**Lakeview Middle School**

6720 NW 64th St.  
Kansas City, MO 64151  
(816) 359-4220 (fax: 4229)  
Principal: Larry Smith

**Park Hill High School**

7701 NW Barry Rd.  
Kansas City, MO 64153  
(816) 359-4110 (fax: 4119)  
Principal: Dr. Brad Kincheloe

**Park Hill South High School**

4500 NW River Park Dr.  
Riverside, MO 64150  
(816) 359-4120 (fax: 4129)  
Principal: Dr. Dale Longenecker

**Russell Jones Education Center**

7642 N. Green Hills Road  
Kansas City, MO 64151  
(816) 359-4510 (fax: 4519)  
Principal: Dr. Lance Miller

**Gerner Family Early Education Center**

8100 N. Congress  
Kansas City, MO 64152  
(816) 359-4600 (fax:  
Coordinator: Amanda Boyce

**District Central Office**

7703 NW Barry Rd.  
Kansas City, MO 64153  
(816) 359-4000  
Interim Superintendent:  
Dr. Jeanette Cowherd

**Community Services**

7703 NW Barry Rd.  
Kansas City, MO 64153  
(816) 359-4060  
Coordinator: Lisa McLaughlin

**Support Services**

8500 NW Riverpark Drive, Pillar 116  
Parkville, MO 64152  
(816) 359-4100  
Director of Operations: Jim Rich  
Director of Food Service:  
Ronda McCullick

**Centralized Processing**

6501 NW 72nd St., Rm # 205  
Kansas City, MO 64151  
(816) 359-4150 (fax: 4158)  
Media Coordinator: Vicki Hansen

**Aquatic Center**

8152 N. Congress  
Kansas City, MO 64152  
(816) 359-4080  
Coordinator: Steven Cooper