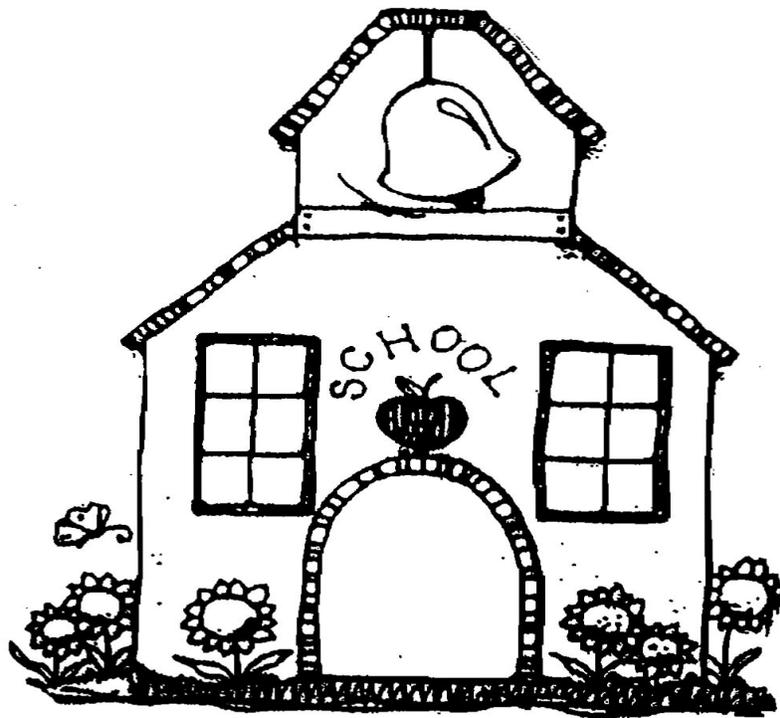


**GUEST TEACHER HANDBOOK
FOR
WINDSOR C-1 SCHOOL DISTRICT**



Revised 6/2017



WINDSOR C-1 SCHOOL DISTRICT

ADMINISTRATIVE OFFICES

6208 HIGHWAY 61-67, IMPERIAL, MO 63052
636-464-4400 | FAX 636-464-4454

Dear Guest Teacher:

The students, faculty and administration of the Windsor C-1 School District wish to thank you for your services in the absence of the regular classroom teacher. As a Guest Teacher you are one of the most vital parts of our school system. It takes a special kind of person to be a successful guest teacher; a person who earnestly cares about children, is patient, creative and versatile.

On various occasions you will be asked to perform a variety of tasks on a very short notice. If you have questions or concerns about such assignments, please do not hesitate to seek administrative help.

We appreciate your dedication, hard work and willingness to serve as a guest teacher. Your work enables the Windsor C-1 School District to provide students the high standard of education they deserve. If, at the end of the day you can furnish us with information that might benefit other guest teachers, we would certainly welcome your input.

Again, thank you for your assistance.

Sincerely,

Windsor C-1 School District

Our Mission:

The Mission of the Windsor C-1 School District is to inspire all students to develop a vision within themselves and become contributing members of society, by providing excellent educational opportunities founded on the fundamentals of a caring family, school and community.

Our Vision:

The Windsor C-1 School District is one in which all stakeholders work collaboratively to be academic leaders in an atmosphere of mutual respect. It is a true learning community where everyone strives to improve our academic excellence through progressive curriculum and instructional practice. The schools of our district exhibit high standards, with the needs of our students as the top priority.

NOTICE OF NONDISCRIMINATION

The Windsor C-1 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated as the District's Compliance Coordinator to handle inquiries or complaints regarding the District's non-discrimination policies:

Jeff Buscher
Assistant Superintendent
6208 Hwy 61-67
Imperial, MO 63052
#636-464-4400
jbuscher@windsor.k12.mo.us

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

INTRODUCTION

As a guest teacher you perform an important role as a member of our teaching staff. Your function is to minimize the interruption of the learning process during the absence of the regular classroom teacher. Your competence as a professional is important to the school district, as you will carry forth the program of the school in a positive manner.

HOW TO BECOME A GUEST TEACHER

1. Complete all required forms:
 - a) Application for Certified Personnel
 - b) Guest Teacher Information Sheet
 - c) Tax Forms (US W-4, MO W-4, and I-9)
 - d) Substitute Certificate – issued by DESE
2. Attach a copy of your most recent transcripts showing 60 hours or more of college credit or a copy of your Teacher's Certificate (if applicable).
3. Supply two forms of identification - see I-9 list of acceptable documents.
4. Send or bring completed forms, transcripts and identification forms to:
Windsor C-1 School District
Attn: Julie Martin
6208 Highway 61-67
Imperial, MO 63052
5. Attend Windsor C-1 Guest Teacher training program and/or Guest Teacher Interview. Call Julie Martin, Guest Teacher Coordinator to schedule. She may be reached at 636-464-4447 or jmartin@windsor.k12.mo.us

The Windsor C-1 School District is an Equal Opportunity Employer

CALLS FOR GUEST TEACHER

All calls are made by the Guest Teacher Coordinator, Julie Martin. The calls are made between 5:30 am and 8:00 am the day the guest teacher is needed. Whenever possible, arrangements for a guest teacher will be made in advance of the day needed.

NO ONE IS TO ACCEPT AN ASSIGNMENT FROM A TEACHER OR PRINCIPAL UNLESS CLEARED THROUGH JULIE MARTIN.

Specific instructions regarding the assignment are given to the guest teacher by the building principal when the guest teacher reports for duty. Regular teachers are fully informed of the responsibilities of preparing their classes for working with a guest teacher.

CLOSING THE DAY'S WORK: The guest teacher is requested to make a brief written report for the regular teacher, secure the classroom and return keys/guest teacher folder/ teacher evaluation form to the office before leaving the building.

CLASSROOM MANAGEMENT TIPS

The following tips, when practiced routinely, may help eliminate classroom problems before they begin.

- Take CONTROL early. Let students know that rules will be enforced. Let the class know that you will try to follow the normal classroom routine/discipline plan; but, also let them know that everyone does things somewhat differently.
- Explain how you intend to manage the classroom through the instructional period/day/lesson.
- Make lessons interesting –this will help keep students' interest. Help students understand your intentions with a lesson.
- Follow the discipline plan left by the teacher - Students are familiar with it.
- IGNORE minor behaviors at first. Students may just be asking a neighbor a simple question. If the problem persists, then start with a positive reminder. Making eye contact can sometimes be reminder to students that you have an idea they are causing a problem. Making eye contact can stop problems very quickly.

- PROXIMITY is effective classroom management strategy. Moving around the room will help keep all students involved in the lesson. Often moving to students who are causing problems will get them to stop acting inappropriately. "Be on your feet, Not your seat!"
- RELOCATING students may be done but should only be done if other requests to stop the undesired behavior fail. Asking students to change seat location may be disruptive and challenging.
- PRIVATE CONFERENCES (one-on-one) is a good option for disruptive students. NEVER degrade or intimidate students when disciplining. Always stick to the rules. Be firm, fair and consistent.
- Common Sense should be used anytime you are working with students. Make the consequence fit the undesired behavior.
- Exercise self-control. Always be in control. As the adult in the room, you are expected to be the authority figure. Treat all students with respect.
- Always consult the school administration for major discipline issues.

CONFIDENTIALITY

Guest teachers have a grave responsibility to treat with confidentiality most matters pertaining to students. Student behavior, performance and achievement levels or other personally identifiable student information you learn as a guest teacher are not subjects of conversation and should not be re-disclosed or discussed outside of the school setting.

CRISIS PLAN

Become familiar with the Crisis Flip Chart procedures, evacuation plans and lockdown codes. These items should be posted in each classroom near the door.

DRESS CODE

All guest teachers are to dress appropriately and professionally. While respecting individuality, certain guidelines must be followed in order to maintain a professional learning environment. Please adhere to the following:

- Dress which is extreme, exhibitionist or of immodest fit or style to the extent that it interferes with the instructional process will not be allowed. This includes, but is not limited to, spaghetti straps, backless shirts, see-through blouses or shirts, or clothing that exposes a bare midriff.

- Reasonable cleanliness of person and wearing apparel is expected as a matter of health and aesthetics.
- Shorts are not permitted during the regular school year. Short skirts should be kept at a modest length.
- Jeans should not be worn to school with the exception of “casual” days and/or field trips or special activities.
- Tennis or running shoes should be reserved for “casual” days and/or field trip or special activities.
- Gentlemen are asked to wear nice pants and collared shirts. NO T-shirts. Suit and tie are not required.
- Tattoos and body piercings although allowed, must not be extreme, exhibitionist or immodest.
- Allowance will be made for classes requiring special dress – Physical Education, Weight Training, Art, Shop.

Please inform the principal of any circumstances that require variation from the dress code.

GENERAL EXPECTATIONS

THE CLASSROOM TEACHER EXPECTS THE GUEST TEACHER TO:

- Arrive early so that you are prepared when the first student walks in the classroom.
- Follow the regular plans and schedule as closely as possible.
- Collect papers, grade or not as indicated by the classroom teacher, and leave in an orderly fashion.
- Keep accurate attendance records.
- Maintain good discipline. Follow classroom/school discipline policies.
- Supervise children at all times. If you must leave the classroom when students are present, please have another teacher supervise them.

- Leave a statement of the work covered with any comments about specific difficulties, or outstanding cooperation, work completed, work unfinished, behavior (good and/or unacceptable) and how it was handled.
- Become familiar with the routines and general policies of the building(s).
- Respect the position being filled and behave accordingly.
- Maintain a neat and orderly environment. Leave equipment in the proper place. Make sure classroom teacher's desk is left in a neat manner (as you found it).
- Respect and protect valuable items. Don't leave keys or purses unattended. Do not allow students to use equipment, including computers unless specifically requested to do so by the teacher.
- Cell phones should be turned off and out of sight during the school day. NO personal calls should be made or received during the instructional day, with the exception of limited personal calls made during planning period or lunch.
- Do NOT allow students to look through teacher's desk drawers, closets, etc.
- Do NOT allow students to take/use items from the teacher's desk or allow access to teaching materials.
- Refrain from discussing teachers' methods in and out of the classroom.
- If at all possible try not to handle classroom moneys. If necessary, keep an accurate accounting of all moneys. Turn moneys into the office.
- Check teacher's mailbox for bulletins, announcements, special arrangements, etc. Save this information for the regular teacher.
- Check about special duties assigned to the teacher for whom you are substituting (playground, bus duty, hall duty, lunchroom, etc.)
- If substituting for a special area/education teacher, inquire about any special rules or procedures that you should be aware of in the classroom.
- Close windows, fix shades, turn off lights, fan and lock door before leaving.
- Call on any teacher(s)/ principal nearby for help on any particular problem.
- Seek guidance from the principal in any unusual situation.

- Report bullying, harassment, and any major disciplinary issue to the building principal (those that interfere with the learning process).
- Classroom computers are OFF limits to guest teachers and students unless classroom teacher indicates otherwise.
- Hall passes should be given to any student leaving the classroom.
- Follow classroom procedures for checking in/out classroom equipment
- (ie. calculators, classroom books, laptops, etc.)
- Guest teachers are not to leave assigned building during the day without the principal's permission.
- Should a guest teacher be assigned to a classroom where a student teacher is responsible for the teaching of the class, the guest teacher is to remain on duty in the classroom and is expected to assist the student teacher in any way possible.

NO Personal Laptops. Check with office for computer access.

THE GUEST TEACHER EXPECTS TO FIND

- A well-organized, well-oriented plan for the day. This should include the name of the text and page numbers.
- Students who have been prepared to accept a guest teacher.
- Up-to-date Classroom roster, including special need students mainstreamed.
- List of students who see the nurse at a designated time each day while they are at school.
- List of students who have IEPs or Section 504 plans in the class who require daily accommodations, medical attention, or reminders regarding behaviors.
- List of students and times they attend special classes (speech, reading /math interventions, etc)
- The daily schedule showing recesses, special classes, and dismissal times. An up-to date, easy to read seating chart.

- Procedures for recess (indoor/outdoors), lunch count, taking/picking up students for lunch, special classes, etc.
- The teacher's guide and manuals on or near the desk.
- Procedures for emergency situations.
- An atmosphere of good will toward the guest teacher.

THE PRINCIPAL EXPECTS THE GUEST TEACHER TO

- Arrive as soon as possible. Windsor C-1 Principals like you to arrive at least 20 minutes before the start of the school day.
- Report to the office immediately upon arrival and inquire about any special directions for the day with regard to the daily schedule. Have payroll sheet signed. Pick up sub folder.
- Check the teacher's mailbox for bulletins, announcements, special arrangements for the day, etc. Save this information for the regular teacher.
- Fulfill ALL duties of the regular teacher as far as practicable, including their supervisory assignments.
- Be familiar with and follow emergency drill procedures.
- Check out at the office at the end of the day. Return Guest Teacher Folder, keys, etc.
- Maintain high standards and ethics in your relationships with other teachers.
- Direct any outsider seeking information about /or permission to take a child from the room to the office.
- Be prompt in releasing your students for their scheduled activities. Learn the bell schedule and lunchroom schedule.
- Notify the nurse or principal immediately in the event of a student's illness, injury or accident. Please complete a HEALTH ROOM REFERRAL FORM for all incidents.
- Supervise the students at ALL times. Use the school's intercom system for request or information.

ID BADGES

You will receive a generic "ID Badge" when you sign in at the beginning of the day. ID Badges should be worn as long as you are on assignment.

LUNCHROOM ACCOUNTING

Guest teachers are welcome to eat at the school cafeteria. Please have your money in an envelope, marked with your name, guest teacher and the amount. You may open a lunch account (good at all buildings) or pay on a daily basis. If you pay on a daily basis please turn your money at the beginning of the day.

MOVIES - Board Policy IIAE

Movies without a direct correlation to the curriculum are not to be shown. The building principal must approve all movies. Please observe the federal and state copyright and viewing laws.

PARKING

Avoid visitor or reserved spots. Use staff parking.

PAYMENTS OF GUEST TEACHERS

RATE OF PAYMENT: Guest teachers will be paid at a rate of Eighty-five dollars (\$85.00) per day. If the guest teacher works for a half day, the rate of pay will be Forty-two dollars and fifty cents (\$42.50).

DEDUCTIONS: The amount withheld is determined by your U.S. Form W-4 and Missouri W-4.

SOCIAL SECURITY: Guest teachers must be covered by Social Security. The law requires payment by the Board of Education.

PAY PERIODS: Guest Teachers are paid on the fifteenth and the thirty-first day of each month. Payroll checks will be in the building office if you are substituting in the district on payday. Checks may be picked up in the Central Office on payday or they will be mailed the following school day. Direct Deposit is available, provide voided check/deposit slip with application if desired.

GUEST TEACHER PAYROLL SHEETS: Guest teachers will maintain a payroll sheet (available from building secretaries, or the Payroll Department). Properly completed and signed payroll sheets are due to the Payroll Office (attention: Cheri Librach) by the 8th and the 23rd of each month for pay on the 15th and 31st.

PAYROLL QUESTIONS should be directed to Cheri Librach at 636-464-4465.

PREPARATION PERIODS

Day to Day Assignments for guest teachers do not include a preparation period. If a guest teacher is requested by the administration of the school to assist in another class, in the office, etc. during the assigned preparation period, the guest teacher is expected to do so as part of his/her assignment at NO additional pay.

SCHOOL CLOSING INFORMATION

If unforeseen conditions should arise which would necessitate the temporary closing of the school, you will be notified through the phone chain as soon as possible. If the school must be closed due to an emergency or inclement weather it will be announced on radio stations KMOX 1120 AM, KTJJ 98.5 FM and KJFF 1400 AM; television channels Fox (Channel 2), KMOV (Channel 4), and KSDK (Channel 5) or internet sites: www.kmov.com and www.ksdk.com.

SURVIVAL KIT “Expect the Unexpected”

Although guest teachers are expected to follow the lesson plans left by the regular teacher, from time to time that may be impossible. Therefore the development of your own teaching “survival kit” will serve you well during your career as a substitute. This kit should include activities you can involve the students in when your day doesn’t go according to plan.

HINTS FOR SUCCESS

- BE PROMPT. IT WILL COMMAND RESPECT FROM THE PUPILS.
- TAKE FIRM CONTROL OF THE CLASS FROM THE BEGINNING.
- SARCASM, RIDICULE OR HASTY DECISIONS ARE NOT DESIREABLE. PHYSICAL PUNISHMENT IS NOT PERMITTED. FAIRNESS AND CAREFUL FOLLOW THROUGH ARE INVALUABLE IN MAINTAINING GOOD CLASSROOM ORDER.
- BE VISIBLE, CIRCULATE, AND BE ATTUNED TO ATTITUDES AND ATMOSPHERE OF THE CLASSROOM.
- HAVE A POSITIVE, ENTHUSIASTIC ATTITUDE TOWARD THE ASSIGNMENT.
- EXPECT RESPECT AND COOPERATION. BE RESPECTFUL OF STUDENT OPINIONS.
- PLAN AN “EMERGENCY KIT” OR BE PREPARED WITH A COLLECTION OF GAMES, STORIES, SONGS, ART WORK OR ANYTHING THAT WOULD BE APPROPRIATE FOR THE GROUP.
- AVOID UNNECESSARY AND IRRELEVANT TALKING. YOUR DISCUSSION SHOULD PERTAIN TO THE ASSIGNED WORK. YOUR LANGUAGE SHOULD BE APPROPRIATE.
- WRITE DIRECTIONS OR LESSON PLANS NEATLY ON THE BOARD. THIS WILL BE A GREAT HELP IN THE ORDERLY BEGINNING OF THE DAY’S WORK.
- BE AN INFORMED GUEST TEACHER; KNOW THE SCHOOL/CLASSROOM RULES.
- USE POSITIVE RATHER THAN NEGATIVE REQUESTS AND SUGGESTIONS.
- HAVE YOUR OWN SUPPLIES – WHISTLE, RED GRADING PEN, ETC. WEAR A WATCH.
- PLACES TO LOOK FOR IDEAS AND OTHER HELPFUL HINTS

Websites:

WWW.NEA.ORG/NEATODAY “WORKS 4 ME”

BUILDING INFORMATION

JAMES E. FREER ELEMENTARY

Principal: Mr. Charles Bouzek
Phone: 636-464-2951
Arrive: 7:45 a.m.
Starts: 8:15 a.m.
Dismissal: 3:20 p.m.

WINDSOR ELEMENTARY

Principal: Mrs. Denise Funston
Phone: 636-464-4408
Arrive: 7:50 a.m.
Starts: 8:20 a.m.
Dismissal: 3:20 p.m.

WINDSOR INTERMEDIATE CENTER

Principal: Dr. Matt Carlton
Assistant Principal: Mr. Michael Holland
Phone: 636-464-4451
Arrive: 7:45 a.m.
Starts: 8:05 a.m.
Dismissal: 3:05 p.m.

WINDSOR MIDDLE SCHOOL

Principal: Mr. Karl Shininger
Assistant Principal: Greg Westermayer
Phone: 636-464-4417
Arrive: 7:00 a.m.
Starts: 7:25 a.m.
Dismissal: 2:25 p.m.

WINDSOR HIGH SCHOOL

Principal: Mr. Jason Nauke
Assistant Principals: Dr. Rachel Montgomery, Ms. Stephanie Thayer
Phone: 636-464-4429
Arrive: 7:00 a.m.
Starts: 7:28 a.m.
Dismissal: 2:25 p.m.

Guest Teacher Coordinator Mrs. Julie Martin 636-464-4447 Freer Elem.
314-677-0108 cell (text/voice)
jmartin@windsor.k12.mo.us

Payroll Questions Mrs. Cheri Librach 636-464-4465

clibrach@windsor.k12.mo.us

GUEST TEACHER REMARKS

Help us to improve. Please tell us what you think.

Teacher subbed for _____ Grade/Subject _____
Date _____

- | | | | |
|----|--|-----|----|
| 1. | Were lesson plans provided for you? | YES | NO |
| 2. | Were you able to follow the lesson plans?
If not, Why? | YES | NO |
| 3. | Were classroom schedules provided for you? | YES | NO |
| 4. | Were materials laid out or easily accessible? | YES | NO |
| 5. | Was a seating chart provided? Roster? | YES | NO |
| 6. | Were student helpers identified? | YES | NO |
| 7. | Was there a list of students with special needs?
Were resources provided to address these needs? | YES | NO |
| 8. | Did you have difficulties with any students?
Comments. (Please leave details in your note to the teacher) | YES | NO |

- | | | | |
|----|--|------------|----------|
| 9. | Were you unclear about any of the Building Procedures?
Were you unclear about any of the Classroom Procedures?
Comments. | YES
YES | NO
NO |
|----|--|------------|----------|

- | | | | |
|-----|---|-----|----|
| 10. | Was there something you feel you needed to succeed
which we did not provide?
Comment. | YES | NO |
|-----|---|-----|----|

THANK YOU for being a guest teacher in our school today. Your thoughtful response to this questionnaire will help us to make your job easier in the future. Please return your completed form to the building principal. THANKS!!

Guest Teacher's Signature _____

GUEST TEACHER EVALUATION FORM - TEACHER INPUT

Please take a moment to help us improve. When giving feedback, please use a letter to indicate the source of your information, in addition to your impressions.

Name of Guest Teacher _____ Date _____

Did you ask your Guest Teacher to TEACH or MONITOR A STUDY HALL?

The guest teacher followed the lesson plans provided.

Yes, and more

Adequate Performance

No, but circumstances were understandable.

No

Source(s) of information:

The guest teacher adhered to stated building and classroom procedures.

Yes, and more

Adequate Performance

No, but circumstances were understandable.

No

Source(s) of information

The guest teacher permitted students access to areas or materials normally considered out of bounds.

YES

NO

Source(s) of information

The guest teacher left a detailed note at the end of the day, indicating attendance, behavior (good/ inappropriate) & how it was handled, lessons covered (problems, concerns)

Yes

No

Source(s) of information

Please add additional comments, as needed.

Source of Information Key:

A Your observations

B Student Feedback

C Other teacher's feedback

D Other

Teacher's Signature _____

Date of absence _____

