Creve Coeur School District # 76

Substitute Folder

Table of Contents

Welcome	3
Duties of Substitute	4
Compensation	5
Assignment Procedures	5
Tentative Listing Activities & Events	6-10
Building Personnel	11
District Telephone Directory	11
Fire and Tornado Procedure	12-13
Student Discipline	13-15

Welcome

Thank you for agreeing to serve as a substitute teacher or classroom assistant in Creve Coeur School District # 76. We appreciate the time you are taking to help educate our children. Your role as a substitute is important to our educational program and, most importantly, to our children. This Substitute Folder contains useful information to help you as a substitute in Creve Coeur School District # 76. We trust it will answer any questions you might have. If you have any questions or need assistance at any time, please feel free Principal Borland (Parkview School), Principal Thompson (LaSalle Elementary School), Special Education Coordinator Admire, or myself.

Sincerely,

Steven K. Johnson
Superintendent

Jennifer Borland
Parkview School Principal

Jason Thompson
LaSalle Elementary School Principal

Teresa Admire
Special Education Coordinator

Duties of Substitute

1. Check in with the office as you report for substitute duties. Check in with the office before leaving to make sure all of your substitute duties have been completed.

2. Keep a status report of lesson plans completed and classroom accomplishments. Please leave a copy of this report for the classroom teacher.

3. Check all papers or work completed by students during the day, but do not grade unless specifically instructed to by the classroom teacher.

4. Follow the classroom teacher's lesson plans and instructions.

5. Check for and assume the classroom teacher's supervision responsibilities as scheduled (such as all purpose room or bus duty).

6. Leave blackboards, dry erase boards, desks and other equipment in order.

7. Leave a note for the classroom teacher reporting any unusual experience with a student.

8. Hold as confidential any information concerning students, parents, student family members or staff.

9. Be consistent in dealing with students. Emphasize the positive, yet be firm and sympathetic.

10. If you need to leave the building for any reason, please report to the Parkview School Office before leaving the building. If you need to leave the classroom for any reason, please notify the office so your classroom can be supervised.

11. Please report any problems or concerns to the Parkview School Principal.

Compensation

1. The rate of pay for substitute teachers is established by the Board of Education. Substitute pay shall be made on a bi-monthly basis following the work performed. The current rate of Substitute Pay is $ 150.00 per day.

2. Substitute teachers are employed and paid for the days actually worked in the building on the substitute assignment. Substitute teachers are not entitled to nor are they paid for holidays, vacation, sick days or in service days.

Assignment Procedures

1. Only teachers who are on the substitute teacher list as compiled and maintained by Regional Office of Education #53 and approved by the Board of Education may be called for substitute work.

2. When possible, substitute teachers will be called in advance of the day they are needed. Creve Coeur School District # 76 uses the Frontline System for contacting substitute teachers.

Creve Coeur School District # 76 2026-2027 Calendar

Tuesday, August 11	Teacher Institute Day
	Pre-K / Kindergarten Roundup; 6:00 PM
Wednesday, August 12	Teacher Institute Day
	Meet the Teacher Night; Grade 1- Grade 4; 6:00 PM
Thursday, August 13	1st Student Attendance Day
	(1) Hour Early Student Dismissal
Wednesday, August 19	**Meet the Teacher Night; Parkview School; 6:00 PM**
Tuesday, August 25	Bus Evacuation Drill; LaSalle / Parkview
Tuesday, September 1	Fire Drill
Monday, September 7	Labor Day; No School
Tuesday, September 8	Fall Benchmark Assessment
Wednesday, September 9	*Data Day; 1 Hr. Early Dismissal*
	Mid-Term – 1st Quarter
Friday, September 18	**In-Service Day**
Tuesday, October 6	Law Enforcement Drill; Active Shooter Drill
Wednesday, October 7	*Data Day ; 1 Hr. Early Dismissal*
Friday, October 9	**In-Service Day**
	1st Quarter Ends
Monday, October 12	Columbus Day; No School

Tuesday, October 13	Fire Drill (Fire Department Observation)
Thursday, October 22	Parent-Teacher Conferences: Noon – 7:00 PM - No Student Attendance
Friday, October 23	Parent-Teacher Conferences: 8:00 AM – Noon Notation: Teachers & Paraprofessionals to work on Mandated Trainings during the afternoon. Regular staff dismissal time to be employed.
Wednesday, November 11	Mid-Term- 2nd Quarter
Thursday, November 12	CLC Meetings; CC 76, EP 86, EP 309, Robein 85
Tuesday, November 17	Severe Weather Drill
Wednesday, November 18	*Data Day; 1 Hr. Early Dismissal*
Wednesday, November 25	Thanksgiving Holiday Break Begins; No School
Thursday, November 26	Thanksgiving Day; No School
Friday, November 27	Thanksgiving Holiday Break Continues; No School
Monday, December 7	Winter Benchmark Assessment
Friday, December 11	**In-Service Day**
Friday, December 18	Holiday Break Begins at end of attendance day. 1 Hour Early Dismissal 2nd Quarter Ends

Saturday, December 19	Holiday Break Begins
Monday, January 4	Teacher Institute Day (Joint Teacher Institute Day CC # 76, EP # 86, EP # 309, Robein # 85)
Tuesday, January 5	Students Return
Monday, January 18	Martin Luther King's Birthday; No School
Wednesday, February 3	Mid-Term- 3rd Quarter
Friday, February 5	**In-Service Day**
Monday, February 15	President's Day; No School
Wednesday, February 24	*Data Day; 1 Hr. Early Dismissal*
Monday, March 1	IAR Assessment Window Opens
	ISA Assessment Window Opens
Friday , March 5	3rd Quarter Ends
Tuesday, March 16	HLS Visit at LaSalle & Parkview
Monday, March 22 –Thursday, March 25	Spring Break
Friday, March 26	Good Friday; No School
Monday, March 29	Easter Holiday; No School
Tuesday, April 13	Fire Drill
Wednesday, April 14	Mid-Term- 4th Quarter
Friday, April 16	IAR Assessment Window Closes
Wednesday, April 21	*Data Day; 1 Hr. Early Dismissal*
Friday, April 30	ISA Assessment Window Closes
Monday, May 3-Friday, May 7	Spring Benchmark Assessment
Wednesday, May 19	Student's Last Day
	4th Quarter Ends

Thursday, May 20	Teacher Institute Day
Friday, May 21	Emergency Day # 1
Tuesday, May 25	Emergency Day # 2
Wednesday, May 26	Emergency Day # 3
Thursday, May 27	Emergency Day # 4
Friday, May 28	Emergency Day # 5
Memorial Day	Monday, May 31

Calendar Components

(3) Teacher Institute Days:

August 11

August 12

January 4

Notation: January 4 is planning to be a Joint In-Service Day including CC 76, Robein 85, EP 86 & EP 309.

May 20- EOY Checkout – Staff Luncheon

Holidays: Labor Day, Columbus Day , Martin Luther King Jr. Day, President's Day, Good Friday, Easter Holiday

(4) In-Service Days:

September 18

October 23

December 11

February 5

Parent-Teacher Conferences:

Thursday, October 22; Noon to 8:00 PM; No Student Attendance

(5) Data Days:

September 9

October 7

November 18

February 24

April 21

Thanksgiving Holiday Break: November 25, November 26, November 27

Christmas Holiday Break: Begins end of day Friday, December 18- through Sunday, January 3.

Spring Break: March 22 – March 29

Assessment / Testing

KIDS Assessment: To be conducted the 1st (40) days of student attendance.

Fall Benchmark: September 8 – September 11

Notation: This allows time for students & staff time to settle in. During previous school years, the Fall Benchmark testing occurs during the 2nd full week of school.

Winter Benchmark: December 7th – December 11

Spring Benchmark: May 3 – May 7

IAR : March 1 – April 16, 2027

ISA: March 1 – April 30, 2027

Building Personnel

LaSalle Elementary School : 309-698-3605

Elementary School Principal- Jason Thompson
Special Education Administrator- Teresa Admire
Secretary- Catherine Wolfe

School Nurse- Annette Kelso

Head Custodian- Kelly Schuster

Parkview School : 309- 698- 3610

Middle School Principal- Jennifer Borland
Special Education Administrator- Teresa Admire
Secretary- Trisha Neumann

School Nurse- Annette Kelso

Head Custodian- Rick Bourlet

District Telephone Director : 309-698-3600

Superintendent - Steven K. Johnson
Administrative Secretary- Stephanie Adams
District Bookkeeper- Amy Oldfield

Fire

Fire Evacuation Plan

The Fire Alarm is one (1) long blast of the fire alarm system.

When the alarm sounds/strobe lights:

1. Students shall form a line quickly , quietly, and in an orderly manner.

2. Teachers or monitors shall close classroom doors; Windows should be closed if it does not cause serious delay.

3. No one shall stop or obtain clothing when the alarm sounds.

4. Occupants shall walk to the nearest unobstructed exit and leave the building in an orderly fashion.

5. Help should be provided by a pre-arranged plan for those students incapable of moving at a reasonable speed.

6. Each class shall proceed to a pre-determined point outside the building and far enough removed so there will be no interference with fire department operations.

7. Each teacher shall make an accurate check of all pupils under his or her authority.

Fire alarm boxes are located throughout the building. It is important that each adult knows where they are located. Most classrooms are equipped with an outside door, which will assist in an orderly and swift evacuation.

The principal, secretary, and custodian will thoroughly check the building to see that all have evacuated.

Tornado

Tornado Warning Plan

Three short continuous blasts of the school bell will be sounded plus an announcement over the P.A. system. Students are to sit along the walls on each side of the hallway. Doors and windows are to be closed.

Never remain in the gym, which is the most dangerous place to be if a tornado should hit the school building.

Student Discipline

EXPECTATIONS

The ultimate objective of education is to enable students to become successful, self-directed learners. This goal can best be achieved in an atmosphere of safety and order. Cooperation and internal responsibility are a must.

Teachers have a responsibility to maintain a positive learning environment in their classrooms. Any student who consistently interferes with the right of others to learn may be removed from the classroom. School staff members will make every effort, individually, collectively, and cooperatively with appropriate available community resources, to help each student gain acceptable self-discipline standards. Therefore, general disciplinary problems or little academic effort will result in disciplinary action by teachers and/or by the principal.

It is becoming increasingly clear that a comprehensive education for all our students will be critically important for our nation's future. It is equally clear that parents and teachers must coordinate their efforts to accomplish this goal. We must start by making sure as much of the school day as possible is used for learning. To effectively reduce the recurrence of school misbehaviors, time taken from teaching to correct misbehaving students must be effective so more time is available to educate students. Clear expectations and rules, and consistently applied consequences for infractions are two areas where parents and teachers can cooperate to

build responsible student behavior and increase productive classroom time. Therefore, the following three rules apply to all students from the time they leave home in the morning until they return home in the afternoon.

1. **Be On Task.** This rule serves as a gentle reminder that we are all in school for a purpose - to be educated. It means to be ready for class with pencils, paper, books and with homework completed; it means to be ready to listen to instructions when the bell rings; it means to be ready to learn!

2. **Follow Directions.** Someone must give directions to accomplish goals and make progress and minimize wasted time. In our system of public school education, we have identified the administration, teachers, and school staff to be the responsible persons to give these directions. Directions may be as simple as "stay in line" or as complex as an algebraic formula. Schools run smoother and more is accomplished when students understand this interaction and respond positively to staff directions. You may wonder why so much time is taken on this obvious point, but a few students refusing to follow directions interfere with many students trying to learn. We want it to be clear to parents and students that students are expected to follow directions at school, during school functions, and while on the school bus.

3. **Do Not Bother Others.** This rule simply emphasizes that respecting the rights and belongings of others is expected behavior at school. No student should be fearful of attending school; it should be a safe place. Students need to know that bothering others includes verbal intimidation as well as physical intimidation, including ridicule and mean remarks about a student's physical appearance, ethnicity, or religious belief or membership.

This is a chart displaying the range of consequences for misbehavior. It begins at the upper left with the least severe consequence and moves to the right ending with expulsion. The chart does not display a required sequence of disciplinary actions.

Warning
Parent Contact
Parent Conference
Detention/Restitution
Social Probation
In-School Suspension
Out of School Suspension
Alternative Education
Expulsion

In the event it is necessary to refer a student to the School Office, a Disciplinary Referral Form must be completed. Please use the following steps in completing this form:

1. Fill in the following information: student's name and grade, date, time and location of incident and your name as substitute staff member.
2. Check the appropriate box or boxes for the referral and write a brief explanation.
3. Check the appropriate box or boxes of actions you took before the referral and write a brief explanation.
4. Send the completed form to the office.