

Creve Coeur School District # 76

Substitute Folder

## Table of Contents

|                                       |       |
|---------------------------------------|-------|
| Welcome                               | 3     |
| Duties of Substitute                  | 4-5   |
| Compensation                          | 5     |
| Tentative Listing Activities & Events | 6-11  |
| Building Personnel                    | 11    |
| Fire Procedure                        | 12    |
| Tornado Procedure                     | 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 to contact Principal Yocum (Parkview School), Principal Thompson (LaSalle Elementary School), Special Education Coordinator Admire, or myself.

Sincerely,



Steven K. Johnson  
Superintendent

Jake Yocum  
Parkview School Principal

Jason Thompson  
LaSalle Elementary School Principal

Teresa Admire  
Special Education Administrator

### 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 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 Building 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 \$ 140.00 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. 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.
  
2. 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.

Creve Coeur School District # 76 2025-2026 Calendar

|                         |                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Tuesday, August 12      | Teacher Institute Day<br>Kindergarten Round-Up – 6:00 – 7:00 PM                                                               |
| Wednesday, August 13    | Teacher Institute Day<br>Meet the Teacher Night- Parkview- 5:00 – 6:00 PM<br>Meet the Teacher Night – LaSalle – 6:00- 7:00 PM |
| Thursday, August 14     | 1 <sup>st</sup> Student Attendance Day<br>(1) Hour Early Student Dismissal                                                    |
| Monday, September 1     | Labor Day; No School                                                                                                          |
| Wednesday, September 10 | <i>Data Day; 1 Hr. Early Dismissal</i><br>Mid-Term – 1 <sup>st</sup> Quarter                                                  |
| Friday, September 19    | <b>In-Service Day</b>                                                                                                         |
| Wednesday, October 8    | <i>Data Day ; 1 Hr. Early Dismissal</i>                                                                                       |
| Friday, October 10      | 1 <sup>st</sup> Quarter Ends                                                                                                  |
| Monday, October 13      | Columbus Day; No School                                                                                                       |
| Thursday, October 23    | Parent-Teacher Conferences: Noon - 7:00 PM<br>- No Student Attendance                                                         |
| Friday, October 24      | <b>In-Service Day</b>                                                                                                         |
| Wednesday, November 12  | Mid-Term- 2 <sup>nd</sup> Quarter                                                                                             |
| Wednesday, November 19  | <i>Data Day; 1 Hr. Early Dismissal</i><br>Preschool Learning Activity; DeWitte Laundry<br>Tour                                |
| Wednesday, November 26  | Thanksgiving Holiday Break Begins; No School                                                                                  |
| Thursday, November 27   | Thanksgiving Day; No School                                                                                                   |

|                        |                                                                                                              |
|------------------------|--------------------------------------------------------------------------------------------------------------|
| Friday, November 28    | Thanksgiving Holiday Break Continues; No School                                                              |
| Thursday, December 11  | Winter Music Concert; LaSalle Elementary School;<br>6:00 PM                                                  |
| Friday, December 12    | <b>In-Service Day</b>                                                                                        |
| Tuesday, December 16   | Parkview School Winter Band Concert; 6:00 PM                                                                 |
| Thursday, December 18  | LaSalle Elementary School & Parkview School<br>Incentive Program; Peoria Rivermen                            |
| Friday, December 19    | Holiday Break Begins at end of attendance day.<br><br>1 Hour Early Dismissal<br>2 <sup>nd</sup> Quarter Ends |
| Saturday, December 20  | Holiday Break Begins                                                                                         |
| Monday, January 5      | Teacher Institute Day                                                                                        |
| Tuesday, January 6     | Students Return                                                                                              |
| Thursday, January 8    | Student Council Attends Teen Conference                                                                      |
| Monday, January 19     | Martin Luther King's Birthday; No School                                                                     |
| Wednesday, February 4  | Mid-Term- 3 <sup>rd</sup> Quarter                                                                            |
| Friday, February 6     | <b>In-Service Day</b>                                                                                        |
| Wednesday, February 11 | Riverfront Museum; Kg. & 1 <sup>st</sup> Grade                                                               |
| Thursday, February 12  | Riverfront Museum; 2 <sup>nd</sup> Grade                                                                     |
| Friday, February 13    | Riverfront Museum; 3 <sup>rd</sup> & 4 <sup>th</sup> Grade                                                   |
| Monday, February 16    | President's Day; No School                                                                                   |
| Tuesday, February 17   | Health Life Safety Visit; LaSalle / Parkview                                                                 |
| Friday, February 20    | Chili Supper ; LaSalle – 5:00 – 7:30 PM                                                                      |
| Wednesday, February 25 | <i>Data Day; 1 Hr. Early Dismissal</i>                                                                       |

|                                     |                                                                                                   |
|-------------------------------------|---------------------------------------------------------------------------------------------------|
| Thursday, February 26               | Spelling Bee                                                                                      |
| Monday, March 2                     | IAR Assessment Window Opens                                                                       |
| Thursday, March 5                   | NAEP Assessment; 8 <sup>th</sup> Grade<br>Reading Night; LaSalle- 5:30 PM – 7:00 PM               |
| Friday , March 6                    | 3 <sup>rd</sup> Quarter Ends                                                                      |
| Monday, March 16                    | IAR Assessment Begins                                                                             |
| Friday, March 20                    | IAR Assessment Ends                                                                               |
| Tuesday, March 24                   | Reading / Art Night; Parkview- 5:30 PM – 7:00 PM                                                  |
| Monday, March 30 –Thursday, April 2 | Spring Break                                                                                      |
| Friday, April 3                     | Good Friday; No School                                                                            |
| Monday, April 6                     | Easter Holiday; No School                                                                         |
| Wednesday, April 15                 | Mid-Term- 4 <sup>th</sup> Quarter                                                                 |
| Friday, April 17                    | IAR Assessment Window Closes                                                                      |
| Wednesday, April 22                 | <i>Data Day; 1 Hr. Early Dismissal</i>                                                            |
| Thursday, April 23                  | Art Night; LaSalle- 5:30 PM – 7:00 PM                                                             |
| Monday, May 4                       | 2 <sup>nd</sup> Grade Field Trip; Glen Oak Park Zoo                                               |
| Tuesday, May 5                      | 7 <sup>th</sup> Grade Field Trip; Mathiessen State Park                                           |
| Thursday, May 7                     | 6 <sup>th</sup> Grade Field Trip; Wildlife Prairie Park                                           |
| Friday, May 8                       | 8 <sup>th</sup> Grade Class Trip to Six Flags<br>4 <sup>th</sup> Grade Field Trip; Lincoln Museum |
| Tuesday, May 12                     | Arts in the Park Celebration; Parkview Band                                                       |
| Wednesday, May 13                   | 5 <sup>th</sup> Grade Field Trip; Sommer Park<br>Kindergarten Promotion ; 1:30 PM                 |
| Thursday, May 14                    | 8 <sup>th</sup> Grade Graduation; 6:30 PM                                                         |

-Eastlight Theatre @East Peoria High School

|                   |                                                    |
|-------------------|----------------------------------------------------|
| Friday, May 15    | 4 <sup>th</sup> Grade Promotion; 1:30 PM           |
| Wednesday, May 20 | Student's Last Day<br>4 <sup>th</sup> Quarter Ends |
| Thursday, May 21  | Teacher Institute Day                              |
| Friday, May 22    | Emergency Day # 1                                  |
| Monday, May 25    | Memorial Day                                       |
| Tuesday, May 26   | Emergency Day # 2                                  |
| Wednesday, May 27 | Emergency Day # 3                                  |
| Thursday, May 28  | Emergency Day # 4                                  |
| Friday, May 29    | Emergency Day # 5                                  |

### Calendar Components

#### **(5) Teacher Institute Days:**

August 11

August 12

August 13

January 5

May 21- EOY Checkout – Staff Luncheon

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

**In-Service Days:**

September 19

October 24

December 12

February 6

**Parent-Teacher Conferences:**

Thursday, October 23; Noon to 7:00 PM; No Student Attendance

**(5) Data Days:**

September 10

October 8

November 19

February 25

April 22

**Thanksgiving Holiday Break:** November 26, November 27, November 28

**Christmas Holiday Break:** Begins end of day Friday, December 19- through Sunday, January 4.

**Spring Break:** March 30 – April 6

Assessment / Testing

Fall Benchmark: August 18- August 22

Winter Benchmark: December 1<sup>st</sup> – December 5

Spring Benchmark: May 4 – May 8

IAR : March 2 – April 17

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 – Jake Yocum

Secretary – Diana McClister

School Nurse – Annette Kelso

Head Custodian – Rick Bourlet

District Telephone Directory: 309-698-3600

Superintendent, Steven K. Johnson  
Administrative Secretary, Stephanie Adams  
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 a 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 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 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.