

Substitute Teacher Handbook

2015-16

ARCHIE R-V SCHOOL DISTRICT

**302 West State Route A
Archie, Missouri 64725**

**816-293-5312
www.archie.k12.mo.us**

WELCOME TO ARCHIE R-V

Substitutes play a vital role in the Archie R-V School District's mission "learning for life". 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. Toward that end, we hope you will enjoy your substitute experience. We have a wide array of resources presented in this handbook to support you. Thank you for your interest in our district and students.

NOTICE OF NONDISCRIMINATION

The Archie R-V School District does not discriminate on the basis of race, color, national origin, age, sex, disability. Any person having inquiries concerning the school district's compliance with the regulations implementing Titles VI and VII of the Civil Rights Act of 1964 (Title VI and VII), Title IX of the Education Amendments of 1972 (Title IX), Section 504 or the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) may contact 816-293-5312, ext. 114

APPLYING FOR SUBSTITUTE TEACHING

Applicants should apply for a Substitute Certificate through the Missouri Department of Elementary and Secondary Education (DESE) at www.dese.mo.gov.

The following steps are required as part of the Substitute Certificate application process:

1. Contact 3M/Cogent Corporation if you have not been fingerprinted by a public school district in the last year. 3M/Cogent is the only agency contracted to serve the Missouri Department of Elementary and Secondary Education. It takes approximately two weeks to receive results. You may schedule fingerprinting appointments with 3M/Cogent at the Missouri Automated Criminal History Site (MACHS) www.machs.mo.gov or (877) 862-2425.

The cost for fingerprinting is **\$44.80**. You will need the following information:

Unique Registration code for Archie R-V School District Substitutes: **0361**
DESE ORI Number: **MO920320Z**

Plan to bring ID with you to your fingerprinting session.

2. If you do not possess a current Missouri teaching certificate, please complete an online application form for a substitute certificate at DESE's website at www.dese.mo.gov.
3. Mail original, official transcripts to DESE, including your Educator ID number from the Substitute Certificate application or your social security number. Photocopies, student copies, degree audits, or unofficial transcripts will not be accepted.

DESE
Attention: Educator Certification
PO Box 480
Jefferson City, MO 65102

4. When DESE has your fingerprint results, original transcripts, and completed application, your qualifications will be reviewed. Processing will require a period of time, and you can check the status of your application on the DESE website. When you have been approved for a Substitute Certificate, please print off the Certificate and return it with your completed Archie R-V School District application for the 2013-14 school year.

If you have questions about substitute certificates, there is a list of responses to "Frequently Asked Questions" on the DESE website at <http://www.dese.mo.gov/divteachqual/teachcert/>.

CURRENT CERTIFIED TEACHERS

If you have a valid, current teaching certificate in Missouri, please submit a copy of your certificate along with your completed Archie R-V School District substitute application packet. You do not need to obtain a Substitute Certificate.

EMPLOYMENT PAPERWORK TO BE COMPLETED FOR ARCHIE R-V SCHOOL DISTRICT

Along with your current Substitute Certificate or Missouri Teaching Certificate, please submit the following completed forms to Rebecca Deardorff, Administrative Assistant to the Superintendent, Archie R-V School District , 302 West State Route A, Archie, Missouri 64725:

1. Substitute application
2. State and federal tax withholding forms
3. Request for Child Abuse or Neglect Criminal Record
4. Direct Deposit Authorization form
5. I-9 Employment Eligibility Verification form and appropriate documents

Please note:

- Substitute teachers should notify the Central Office of a change 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 Rebecca Deardorff at (816) 293-5312, ext. 114.

SCHOOL STARTING AND ENDING TIMES

SECONDARY 8:00 A.M. – 3:10 P.M.

ELEMENTARY 8:00 A.M. - 3:10 P.M.

PREVENTING CHILD SEXUAL ABUSE

All employees, including part-time and substitute teachers, are required to undergo training each school year of employment regarding the identification of child sexual abuse. The Archie R-V School District utilizes Smarter Adults, Safer Children to meet this requirement. All substitutes, prior to being assigned a substitute position, must have verification that they have completed this requirement. Questions regarding Smarter Adults, Safer Children training can be addressed to:

Rebecca Deardorff
Administrative Assistant to the Superintendent
302 West State Route A
Archie, Missouri 64725
816-293-5312, ext. 114

PROHIBITION OF RACIAL/ETHNIC HARASSMENT

It is a violation of Board Policies 2130 and Regulation 2130 for any student or employee of the Archie R-V School District to harass any individual or group of individuals, including another student or any member of the Archie R-V School District staff, through conduct that reduces the dignity of that individual with respect to race or national origin, in all school buildings, on or about school grounds, at all school activities or activities involving Archie R-V staff/students, or in any vehicle when that vehicle is used to transport students for the School District. Any employee who believes that he or she has been, or is being, harassed in any manner shall report the incident to his/her supervisor or Dr. Sean Smith, Superintendent, as set forth more fully in Policy and Regulation 2130. A copy of Policy and Regulation 2130 is available for your review in all buildings, Central Office, and on the District's Web Site,

PROHIBITION OF SEXUAL HARASSMENT

It is a violation of Board Policy 4810 and regulation 4810 for any Archie R-V student or employee to harass another person on the basis of sex, when in any school building, on or about school grounds, at all school activities or activities involving Archie R-V staff/students, or in any vehicle when that vehicle is used to transport staff/students for the School District. Sexual harassment may include, but is not limited to, the following:

Unwanted sexual conduct, such as sexually provocative or explicit speech; publicly expressed sexual fantasies; jokes of a sexual or crude nature; demeaning comments; any unwarranted touching; drawing sexually explicit cartoons, drawings or graffiti; kissing; and/or spreading sexual rumors.

Any person who believes he or she has been the victim of sexual harassment should report the acts immediately to his/her supervisor or, if the complaint involves their supervisor, the report can be made directly to the Superintendent of Schools. The reporting process is set out more fully in Policy 4810 and Regulation 4810 and a copy of both is available for your review in the principal's office, District Office, and on the District's Web Site, www.archie.k12.mo.us

REPORTING OF ACCIDENTS/INJURIES

In the event that a substitute is injured while performing assigned job duties during scheduled work hours, a report should be filed with the supervisor in charge within 72 hours. In the event that medical treatment is required, the substitute should contact the District Business Manager the District Office at 293-5312, who will contact the appropriate entities to schedule medical treatment.

Substitutes choosing to see their own physician for a work related injury will do so at their own expense. Archie R-V is not responsible for payment of any unauthorized medical treatment. A substitute with a compensable injury must strictly follow any and all instructions of the treating physician. Compliance with medical instructions is mandatory on and off the job. A work-related injury or illness must be reported to his/her building administrator immediately. If an injured substitute fails to report an injury within 30 days, the Division of Workers' Compensation may be entitled to deny benefits.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Education 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 Archie R-V School District are expected to maintain confidentiality of student education records as prescribed by law and as prescribed by Policy 2400 and Regulation 2400.

Do not use social media websites to share information or photographs of 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. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.

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.

Release of Student Information

The District has determined that the following student information is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent/guardian or the student (if 18 or older), does not want the District to release the information listed below, they must notify the District in writing within ten (10) days of receiving a written statement from the District regarding the release of directory information.

Student's name, parent's name, address, telephone number, grade level, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, award ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, honors and awards received and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

REPORTING TIME

- A. Substitute teachers should **report for duty at least fifteen (15) minutes before school** is in session or the start of a job. Normally this is included in the stated job start time of a full day assignment.
- B. If you receive a call for a job in progress or starting that same day, please decline the job if you cannot report to the school within **one hour**.
- C. A substitute teacher may be called to work one full day or more, or a minimum of 1/2 day.
- D. Report to the school's office upon arriving at the school and Sign in. You will be given a Substitute Teacher identification badge. If you are not familiar with that particular school, you may want to request a copy of their handbook. Handbooks are also available online at www.archie.k12.mo.us
- E. A substitute teacher is expected to remain on duty until the responsibilities outlined by the principal have been completed. Substitutes are **not** to leave the building during the day.

SPECIAL EDUCATION SERVICES

Special Education services in Archie R-V 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:

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 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.

WHAT IS EXPECTED FROM A SUBSTITUTE TEACHER

- A. Arrive on time. Substitutes are expected to arrive 30 minutes prior to the start of the job.
- B. Substitute teachers have the same responsibilities as a regular teacher. Check the "duty" list to see if the teacher for whom you are substituting is 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.
- D. Take the attendance and carry out the policy of the school in reporting it.
- E. **Keep your students under supervision.** Be attentive to students and be where they are.

- F. Strive to carry out the lesson plans left by the classroom teacher. The substitute should provide an educational experience, not just maintain discipline. You are expected to teach!
- G. 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.
- H. 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.
- I. 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.
- J. Dress professionally. Business casual attire is appropriate. Blue jeans may be worn on Fridays or special designated days. Tee shirts and shorts should not be worn. Sandals are permitted but take into account if you are subbing for PE, Industrial Tech or Ag.
- K. Use only appropriate language.
- L. Be aware of your teacher/student relationship and avoid physical contact, comments, gestures and conversations which violate this relationship.
- M. Refrain from cell phone usage, including texting, while students are under your supervision.
- N. Before checking out, ensure that the room is in order, windows are closed, lights are out, and educational materials are put away.
- O. Leave a written report for the teacher in the teacher’s mailbox. Check papers and leave for the regular teacher, unless otherwise instructed.

WHAT A SUBSTITUTE TEACHER CAN EXPECT TO RECEIVE

FROM THE TEACHER

- A. Class roster and accurate seating chart
- B. Textbooks or learning materials
- C. Up-to-date program schedule for the day and week
- D. Up-to-date and complete lesson plans along with teaching guides
- E. List of pupils taking buses and the manner in which they get to their buses
- F. Special notation on pupils who have individual health, emotional or learning problems
- G. Name of a child to assist you in locating any materials that might be needed

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.
- C. Help in locating materials which you are unable to locate

FROM THE DISTRICT OFFICE

Payroll Office

Questions regarding payroll information may be directed to Kim Shaw at 816-293-5312, ext. 102

USE OF DISTRICT TECHNOLOGY RESOURCES

The use of district technology resources is a privilege, not a right. You are expected to treat district technology resources with care, maintain privacy of students and staff, and refrain from excessive personal use during work hours. The full Technology Use Policy (Board Policy EHB-Critical) can be viewed on the district Intranet and employees are expected to know and follow its directives.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Substitutes 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.

REPORTING BULLYING

The Archie R-V School District prohibits all forms of bullying, intimidation and/or harassment. Policy 2655 specifically states that "district employees are required to report any instance of bullying of which the employee has first-hand knowledge".

REPORTING SUSPECTED ABUSE/NEGLECT

Missouri law and Archie R-V Policy 2710 set mandatory abuse/neglect reporting obligations for all school employees. Policy 2710 provides, in part:

When a substitute has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, the substitute shall immediately report the matter to the guidance counselor, the school social worker, or the building principal.

The guidance counselor, school social worker, or principal has the responsibility of notifying the appropriate school personnel and state agencies. This policy does not preclude staff members or substitutes from reporting suspected abuse or neglect to the appropriate agencies. However, the staff member or substitute must notify his or her principal (or the principal's designee) immediately after making a report.

COMPLAINT PROCEDURE

If you believe that the Archie R-V 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 under Policy and Regulation 4850. 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.archie.k12.mo.us

CONTINUED SERVICE

- A. 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 concludes that it is in the best interest of the district to do so.
- B. Substitutes satisfactorily completing five jobs within the school year 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.

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.

PAY INFORMATION

- A. All substitute teachers must complete a W-4 form and have it on file with the payroll department before payment for substitute services can be made.
- B. DIRECT DEPOSIT is required providing for the electronic transfer of the substitute's pay directly to the substitute's bank or savings account. We suggest that a substitute keep records of the dates worked, teacher's name and if it was a FULL or HALF day.
- C. Substitutes are paid on the 20th of each month, unless the 20th falls on a holiday, Saturday or Sunday, then they are paid the business day preceding the 20th.
- D. It is the substitute's responsibility to "check-in" and "check-out" for each substitute job on the building's Substitute Sign-In Form. A substitute should print her/his name, list her/his job number, the date, and the teacher for whom the substituting is being done. The office assistant will then complete and submit the form to the Central Office and Payroll.

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

\$80.00	Full day teaching sub
\$40.00	Half day teaching sub
\$100.00	Daily rate for long-term assignments after 10 consecutive days, continuing through the duration of that 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. 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>

Additional inquiries regarding payroll may be referred to the Central Office at 816-293-5312, ext. 102.

STUDENT DISCIPLINE

RESPONSIBILITY ASSOCIATED WITH DISCIPLINE

The safety and welfare of our students and staff are paramount to the effectiveness of our schools. The Archie R-V 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

AVOIDING POWER STRUGGLES WITH STUDENTS

1. Use the following phrases to talk with the student:

“I see ...that something is wrong.”
 ...that you are upset.”
 ...that you are having a hard time.”

“Can you ...let me tell you what to do?”
 ...do this work?”
 ...sit in your seat?”
 ...be quiet?”

“...even though you ...are angry and upset?”
 ...don’t want to?”

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

2. If the student answers “no,” respond using these phrases:

“You’re doing a good job of letting me know.”

“This will not be a safe place for you to stay. You will only get in trouble. You will need to go to (insert the safe place here) until you can follow directions, do this work, etc.

3. If the student answers “yes” but does not comply, listen to the student’s behavior as if he/she answered “no.”

TIPS FOR DE-ESCALATING AN ANGRY STUDENT

Begin with intent to lower anxiety:

“I don’t want you to be in trouble.”

Continue with:

“Are you okay?”

“You are not in trouble.”

“I just want to make sure everyone is safe.”

Reinforce calm behavior:

“You are doing a great job of speaking quietly.”

“You are doing a great job of sitting in one place.”

“You are doing a great job of listening to me.”

Ask questions to encourage thinking:

“Am I the right person to help you?”

“Is somebody else better?”

“Is this the best place for you right now?”

“Is another place better?”

Identify emotions and validate feelings:

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

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

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

Begin planning and give hope:

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

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

With 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)

CONDUCT CONSIDERED UNACCEPTABLE BY ARCHIE R-V SCHOOL DISTRICT

The district considers unacceptable, and a serious violation of policy, any conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students. As a result of unacceptable conduct, students may be subjected to disciplinary action, including suspension or expulsion from school and/or school activities.

FINAL REMINDERS

- **Stay for the entire assignment.** Check in at the office if you need additional work. Please do not 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/text messaging, games and headphones) should never be used during your student contact time.
- Please do NOT accept substitute jobs where your child may be a student in your classroom.
- Remember you are the “teacher of record” for your assigned time in regards to: **constant supervision of students, confidentiality, your language and actions.**
- You will NOT be contacted if school has been cancelled due to weather. Please listen to announcements on the TV or radio. If the district has cancelled classes, then your job has also been cancelled.
- Please refrain from personal advertising as a substitute in the district, either for additional substitute jobs or for other commercial ventures.
- Substitutes should arrive no later than 7:50 am, unless you are beginning your assignment mid-day.
- Substitute teachers should maintain an appropriate student/teacher relationship at all times. This includes, but is not limited to providing students personal contact information, providing students access to personal electronic media, websites and providing information about one’s personal life, which might jeopardize the student/teacher relationship.

SUBSTITUTE TEACHER ONLINE RESOURCES

Substitute Teacher Tips – How to Substitute Teach
<http://k6educators.about.com/od/substituteteaching>

Substitute Teaching Division
<http://stedi.org>

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

Substitute Teaching from A to Z
www.substituteteachingatoz/resources.htm

Substitute Teacher Resources
<http://www.suite101.com/content/substitute-teacher-resources-a27310>

Super Substitute Teachers
<http://www.supersubstituteteachers.com>

Substitute Teachers – Secondary Education
http://712educators.about.com/od/substituteteacher/Substitute_Teacher_Sites.htm

The Master Teacher
www.disciplinehelp.com

Receipt and Acknowledgment

I _____ have read the substitute teacher handbook of the Archie R-V School District. I
(Print First and Last Name)
agree to comply with all Board of Education Policies, State and Federal Laws and directives given by the building principal
responsible for the grade/program in which I am assigned. Furthermore, I understand that violation of Board of
Education Policies, State and Federal Laws and directives given by administrators may require that my opportunity to
substitute teach in the Archie R-V School District be revoked.

Name

Date

This page must be signed, dated and returned to the Archie R-V School District Central Office prior to being considered for substitute teaching placement.