

Substitute Teachers' HANDBOOK



THE SCHOOL DISTRICT OF
UNIVERSITY CITY

Transform the Life of Every Student Every Day!

Office of Human Resources
8136 Groby Road • University City, Missouri 63130
www.ucityschools.org

Teresa Jones, *Human Resources Generalist:*
(314) 290-4022
teresajones@ucityschools.org

AESOP Contact Information:
1-800-942-3767 • www.AesopOnline.com

SCHOOL DISTRICT of UNIVERSITY CITY

2018-2019 SCHOOL CALENDAR

- 4 Independence Day/
District Closed
- 16 11-Month Employees
Return
- 30-31 New Teacher/Staff
Orientation

| JULY 2018 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| JANUARY 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

- 1-4 Winter Break
- 7 No School/Staff PD
- 8 Classes Resume
- 21 M.L. King Day

T-18 S-17

- 1-3 New Teacher/Staff
Orientation
- 6 Building Level PD
- Staff Opening Day (pm)
- 7-8 District PD
- 9-10 Teacher Work Day
- 13 Teacher Work Day (.5)
- Freshman Orientation (.5)
- 14 First day of school

| AUGUST 2018 | | | | | | |
|-------------|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

T-19.5 S-14

| FEBRUARY 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

- 15 Early Release/ District PD
- 18 Presidents' Day
- 21 Parent Teacher
Conference
- 22 Parent Teacher
Conference (.5)

T-18.5 S-17

- 3 Labor Day
- 26 No School/Staff PD
- 27 Parent Teacher
Conference
- 28 Parent Teacher
Conference (.5)

| SEPTEMBER 2018 | | | | | | |
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T-18.5 S-16

| MARCH 2019 | | | | | | |
|------------|----|----|----|----|----|----|
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

- 15 Early Release/
Recordkeeping Day
- 15 Quarter Ends (46 days)
- 18-22 Spring Break
- 22 Schools and Offices
Closed
- 25 Classes Resume

T-16 S-16

- 19 Early Release/
Recordkeeping Day
- 19 Quarter Ends (45 days)
- 22 No School/Staff PD

| OCTOBER 2018 | | | | | | |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

T-23 S-22

| APRIL 2019 | | | | | | |
|------------|----|----|----|----|----|----|
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

- 19 Early Release/ District PD
(.5)

T-22 S-22

- 20 Early Release/District PD
- 21-23 Thanksgiving Break

| NOVEMBER 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
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T-19 S-19

| MAY 2019 | | | | | | |
|----------|----|----|----|----|----|----|
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- 21 Early Release HS Exam
- 22 Early Release/
Recordkeeping (.5)
Last Day of School
- 22 Quarter/22 Ends
(43 days)
- 23 Teacher Work Day
- 27 Memorial Day

T-17 S-16

- 20 Early Release for HS
Exams
- 21 Early Release/
Recordkeeping (.5)
- 21 Quarter/S1 Ends
(41 days)
- 22-31 Winter Break

| DECEMBER 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

T-15 S-15

| JUNE 2019 | | | | | | |
|-----------|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

- 14 Last Day of work for
11-month employees

**T-186.5 (plus 3 Holidays)
S-174
PD-7.5**

Schools Closed

District Closed

First or Last Day of School

Early Release Day

Snow Days



THE SCHOOL DISTRICT OF
UNIVERSITY CITY

Transform the Life of Every Student Every Day!

Human Resource Office

McNair Administration Building
8136 Groby Road
University City, Missouri 63130
(314) 290-4022 / Fax: (314) 290-4030

Dear Substitute Teacher:

Welcome to The School District of University City. We are pleased that you have joined the outstanding cadre of men and women who are employed as substitutes in our district. Your position is extremely important because you are the person who is entrusted with the academic and social wellness of our students in the absence of their regular teachers.

Your acceptance of the role of Substitute Teacher is an indication of your dedication to ensure that the youth in our schools have continuity in their education programs. The dedication will be reflected in professional behavior as evidenced by your promptness, appearance, speech, preparation and respect for all students. Holding high expectations for every student; being firm, but fair; gathering and using information from communicating with the staff about your accomplishments and concerns, on a timely basis, will ensure you and the students have a productive and enjoyable experience.

Although students are our first concern, we are also interested in your success and continued achievement. The position of Substitute Teacher can be a major factor in your career development. Many of our Substitute Teachers go on to become full-time certified or support employees in our district. When openings become available, Substitute Teachers are often the first people the schools recommend for consideration. You can be sure that your performance will be noted by the principal and teachers, and reported to parents by their children. Therefore, we hold very high expectations of you and want you to view your work as rewarding and developmental.

Whenever you have any questions, concerns and even good news that you would like to share, please give us a call.

Sincerely yours,
Tiffany E. Slater, Ed.D.
Assistant Superintendent for Human Resources

Teresa Jones
Human Resources Generalist

NOTICE OF NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment and all professional organizations that have entered into agreements with The School District of University City are hereby notified that the District does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, at One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106 or 816-268-0550.

Employee Compliance Coordinator:

Dr. Tiffany Slater, Assistant Superintendent for Human Resources
Ronald E. McNair Administrative Building, The School District of University City,
8136 Groby Road,
University City, MO 63130
314-290-4021

Student Compliance Coordinator:

Gary Spiller, Executive Director for Student Services and Innovations
Ronald E. McNair Administrative Building, The School District of University City,
8136 Groby Road,
University City, MO 63130
314-290-4045

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MAP OF DISTRICT

GUIDELINES FOR SUBSTITUTE TEACHER ASSIGNMENTS

As a Substitute Teacher, you will be contacted by Aesop (an automated substitute calling system). Aesop will attempt to offer you job assignments. You can also access Aesop over the internet or telephone to search for job assignments.

Aesop will attempt to contact you during the period of time listed:

In the evening during the hours of 5:00 p.m. to 10:00 p.m.

In the morning during the hours of 5:00 a.m. to 10:00 a.m.

Aesop contact information:

1-800-942-3767

or

www.AesopOnline.com

Substitute Teachers are not to contact teachers unless they have been authorized to do so by the principal, or The Office of Human Resources. Contact from teachers must be only after the building principal or The Office of Human Resources has been apprised of the teacher's absence and has directed the teacher to discuss lesson plans with the Substitute Teacher.

Substitute Teachers should arrive at the assigned school 15 minutes before school begins, unless instructed otherwise. It is very important to arrive on time, if you continue to be late, you will be removed from the Substitute Teacher Pool. (See inside back cover for schools hours and locations.)

PRIMARY ROLE

When on duty, Substitute Teachers must conform to the school district's rules and regulations. Substitute Teachers work under the direct supervision of the building principal or designee. It is your responsibility to determine the rules and regulations at the school assigned. When in doubt, ask the principal, or the building secretary for assistance.

SUBSTITUTE RESPONSIBILITIES

Upon accepting a job from Aesop, you should report to the main office of the assigned school building. Immediately upon arrival at the school, you should "sign in" in order to be given credit for the day.

You may expect to find the following ready for you when your report for duty:

1. An up-to-date lesson plan
2. A daily schedule
3. A seating Chart

If these items are not available, notify the building office and seek assistance in preparing for the day's activities.

You should attempt to follow the lesson plan as closely as possible so that the instructional program of the regular teacher may proceed as effectively as possible under the circumstances. Avoid changing the regular classroom routine; it will make your day easier.

Please turn in any reports to the building office, along with any keys or other items given to you for the day. You are also expected to "sign out" before leaving the building.

COMPENSATION

Substitute Teachers in The School District of University City are covered by Social Security. Deductions will be made for Social Security along with Federal and State Tax withholding. The amount of the tax withholding deduction is determined by your Federal and Missouri Form W-4 which you completed in the human resources office.

You will be paid on the 15th and the 31st (or the last day) of the month following the semi-month in which you substitute. When you substitute teach the 1st thru the 15th of the month, those days will be paid two weeks later, the last day of the month. When you substitute teach the 16th thru the last day of the month, those days will be paid on the 15th of the upcoming month. The Finance Department can be reached at (314) 290-4034.

ALL paychecks, including those for substitutes, will be directly deposited.

Regular Rate for classroom substitute teaching is \$95.00 per day.

Rate for long-term classroom substitute teaching is \$105.00 per day.

Rate for substitute teaching on early release days is \$65.00 per day.

Rate for replacing aides and assistants is \$90.00 per day.

LONG TERM ASSIGNMENTS

Substitute Teachers assigned to a classroom on a long term basis (i.e., 21 or more consecutive days in the same assignment) rate of pay will be \$105.00 per day. There will be no cumulative benefits for long-term substitutes.

EXPECTATIONS

- You are expected to conduct yourself in a professional manner at all times. You are a role model to the students. You are expected to comply with reasonable requests and work cooperatively with the school and District administrative staff.
- Notify the principal, nurse or head secretary immediately in the event of a student's illness, injury or accident.
- Familiarize yourself with the school's fire and tornado emergency procedures. They should be posted in each classroom, near the door.
- Never leave your students unsupervised, if you must be out, contact the office for supervision while you leave.
- Check for scheduled teacher supervisory duties such as recess, cafeteria, etc., and be prompt in reporting for the duty.
- Adhere to the seating arrangements and other phases of the established room organization. Take attendance and report absences promptly.
- Direct any outsider seeking information about or permission to take a child from the room to the principal's office.
- Leave a note to the regular teacher outlining what you covered during the day and add any special comments that you feel would be useful.
- Refer any serious behavior to the principal instead of trying to handle them yourself. Corporal punishment or profanity by teachers is not to be used.
- Avoid criticism of the regular teacher or other school personnel in class discussions.
- Release children from class only in accordance with the building policy. (It is generally expected that children will stay in the classroom.)
- Adhere to plans left by the classroom teacher, but be prepared to teach should plans be unavailable. Seek the assistance of the building administration to prepare for the class. Plans that you may have could be used to start the day while you get assistance.

PROFESSIONAL ETHICS

- Maintain high standards of ethics in your relationship with students, parents, and teacher.
- Be respectful of student opinions but discourage students from discussing personal family problems with the class.

TEN SUBSTITUTE TROUBLE SPOTS

- Use of inappropriate language/profanity
- Touching children while disciplining or redirecting behavior
- Inappropriate use of the computer or cell phone (or using cell phone while on duty)
- Disclosing too much personal information
- Leaving substitute job assignment early or reporting late
- Failing to leave a written summary
- Late cancellations
- Not reporting to substitute job assignment
- Poor classroom management skills
- Failing to follow procedures
- Failing to ask questions about the building's expectations

10 TIPS TO SUCCESSFUL SUBSTITUTE TEACHING

1. Arrive Early and Ask Questions

- **What are the job times?**
Be on time. If you are going to be delayed, call the Substitute Office 314-290-4022, first, then contact building.
- **Who am I subbing for?**
Know the teacher's name, job position and the Aesop job number.
- **Where is the substitute folder? Where is the classroom?**
Check in the classroom or online attached to the job number. Pick up the substitute folder from the Building's Lead Office Professional. Be in the classroom when the students arrive.
- **How do I handle an emergency?**
Emergency Procedures are posted on the wall in every classroom. Secure a who to call for what, for each building. Who are your neighboring teachers?
- **What extra duties are required?**
Recess or bus duty for elementary schools. Hall or study hall duty in middle or high schools. Extra class coverage. Free periods. Study Labs. If you are not sure ask in the main office.
- **What are the classroom and building policies?**
Restroom breaks for students and staff. Sending students to offices, locker and library. Dismissal of students.

2. Organize Your Day's Activities

- Review the substitute folder and lesson plans for the day.
- Familiarize yourself with the classroom environment.
- Introduce yourself to the neighboring teachers and any co-teachers or classroom aides.

3. Positive Introductions

- Introduce yourself to the students.
- Share with students the lesson plans for the day.
- Inform students that you will be sharing with their regular teacher what was accomplished during the class time.
- Highlight that you are there to help and work with them whenever appropriate.

4. Implement Teacher's Lesson Plan

- Follow the plan as written.
- If you have questions regarding the plan contact another teacher in the department or grade level.
- If you need to deviate from the lesson plans leave a note for the teacher with the reason for the deviation. (fire drill, weather or computer issues)

5. Manage Discipline Effectively

- Emphasize that the classroom rules still apply.
- Actively engage the students in the learning process.
- Move around the classroom.
- Remind students that you will be communicating with the regular classroom teacher of any discipline issues.

6. Follow The Building's Emergency Procedures

- Blood Borne Pathogens-Wear Latex gloves when touching bodily fluids and contact nurse and custodians for cleanup.
- Fire or Evacuation-Familiarize yourself with the closest emergency exit routes for your students in case of a fire or emergency.
- Intruder and Lockdown
 - Close and Lock any classroom doors and windows.
 - Close any blinds and turn off all lights.
 - Relocate students to a corner of the classroom out of the line of sight from all windows and doors.
- **Do Not Open** door for anyone. You will be notified when all is clear.

7. Know Special Circumstances and Situations

- **Co-Teachers and Paraeducators**
 - May be assigned to assist the entire class or individual
 - There to aid in the classroom environment
 - Valuable resource
- **Confidentiality of student information**
 - IEP and 504 Plans
 - Allergies

8. Leave Detailed Substitute Notes for Teachers

- How the lessons went and what was and was not covered.
- Class behavior noting any difficult students.
- Any situations which occurred during the day.
- Location of assignments, quizzes, and test.

9. Remember to be Confidential

- Remember that as a substitute you may have access to confidential information on students and colleagues which cannot be shared with others
- Follow districts student confidentiality policies and procedures
- No not humiliate or embarrass students
- No not use sarcasm, tease, humiliate or threaten students

10. Take Pride in Your Work

- Remember that substitute teachers are an integral component of the education system.
- Dress professional and appropriate for your substitute assignment.
- Keep a positive attitude.

Note: If there are complaints as to your performance, discipline, language, attendance or dress, you could be removed from the substitute rolls.

PROHIBITED DISCRIMINATION/HARASSMENT

SEXUAL HARASSMENT: POLICY 1501

Following is an excerpt from policy 1501.

Freedom from Harassment and Unlawful Discrimination

It is the policy of the District to maintain a learning and working environment that is free from harassment or unlawful discrimination because of an individual's age, race, color, national origin, disability, or sex. Further, our School District does not discriminate on the basis of religion or sexual orientation in admission or access to, or treatment or employment in, its programs and activities. The School District prohibits any and all forms of harassment and unlawful discrimination against any protected category listed above.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against any student or school personnel through conduct of a sexual nature, or regarding any protected category as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment or unlawful discrimination against any protected category of a student or employee, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District.

For purposes of this Policy, the term "school personnel" includes school board members, District employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

Approved by The School District of University City Board of Education 07/17/08

The entire policy can be reviewed by visiting our website at www.ucityschools.org.

ON-THE-JOB INJURIES

If you are injured on the job, report the injury to the Building Principal or Lead Office Professional as soon as possible, preferably on the date of the injury, if possible.

If medical attention is needed, Human Resources must be notified in order to authorize treatment. Only those staff members referred by Human Resources will be treated by the District Medical Centers.

Staff members should complete a Report of Injury Form within 24 hours of the work related injury or as soon as possible.

If you have any questions, please contact the Office of Human Resources.

DRUG AND ALCOHOL FREE WORKPLACE

GENERAL ADMINISTRATION: Policy 1521

Assurances

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees.

Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

The District will institute a drug-free awareness program to inform employees of:

1. The dangers of drug and alcohol abuse in the workplace.
2. This policy of maintaining a drug-free workplace.
3. Available counseling and rehabilitation.
4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

Upon the request of the Department of Elementary and Secondary Education or an agency of the United States, the District shall certify that it has adopted and implemented the drug prevention program described in this policy, in the form required by such agency. The District shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes, and to ensure that the disciplinary sanctions are consistently enforced.

This policy shall be distributed in writing to all present and future employees.

Approved by The School District of University City Board of Education Revised: November 4, 1999

TOBACCO-FREE SCHOOLS AND WORKPLACE

GENERAL ADMINISTRATION: Policy 1525

Assurances

The Board of Education recognizes that smoking represents a health and safety hazard which can have serious consequences for the smoker and the non-smoker alike. The Surgeon General of the United States has repeatedly warned against the hazards of second-hand smoke to non-smokers and further states that tobacco is a gateway drug that may encourage subsequent illegal drug use by young people. Thus, the Board sees the use of tobacco as a serious health and safety issue and believes it has the obligation to protect students, staff, employees, visitors, and guests of the District from an environmental hazard which may be harmful to them.

It is hereby declared that all buildings, grounds and vehicles of the District are to be smoke-free, and the use, sale, transfer and/or possession of tobacco products on school property and at any and all school activities is expressly prohibited.

For the purposes of this policy, smoking will mean all uses of tobacco, including cigars, cigarettes, pipes and smokeless tobacco items.

Approved by The School District of University City Board of Education Revised: March 18, 1999

INCLEMENT WEATHER PROTOCOL

When schools are closed due to inclement weather, Substitutes are not required to report for duty.

The School District of University City uses several methods to notify staff of inclement weather closings, including SchoolReach calls, television news stations (Channels 2, 4, and 5), radio station (KMOX) and posting to the District website (www.ucityschools.org) and Facebook page.

In most cases, the decision to close schools is made by 5 a.m. and notifications are broadcast beginning at 5:30 a.m. to ensure all staff receives adequate notice of cancellations.

Please ensure you have submitted an active, direct phone number to the Office of Human Resources.

The SchoolReach call retrieval phone number is 855-955-8500 Ext. 1.

ACCEPTABLE USE OF THE INTERNET

INSTRUCTIONAL SERVICES: Policy 6531

Library, Media and Technology Services

The Internet is a collection of interconnected computer networks owned by commercial, research, governmental and educational organizations around the world which makes it possible to share data between users and each information supplier. The Internet expands classroom and library media center resources by making information, images and even computer software from places otherwise inaccessible available to students, teachers, librarians and media specialists. Access to these resources can yield individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes contact with people all over the world, bringing into the classroom experts in every content area.

The Board of Education recognizes that technology affects the manner in which information may be accessed, communicated and transferred by members of society. It also recognizes that changes may in turn alter instruction and student learning. Telecommunications, electronic information services and networked services significantly alter the information landscape by opening schools, classrooms and library media centers to a broader array of resources. The Board of Education supports Internet access by students and directs the development by staff of appropriate skills to analyze and evaluate such resources.

In making decisions regarding student access to telecommunications and networked information resources, the Board of Education considers its own stated educational mission, goals and objectives. This policy requires that all instructional and library media materials support and enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

The District will employ appropriate administrative and supervisory personnel at the central office and building level to manage and direct technology instruction and network services for students and staff.

The Board of Education authorizes the Superintendent or designee to prepare appropriate regulations for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement. Both the Policy and the Regulation shall be available for review by parents, guardians, students, staff and other members of the community and amendments may be recommended, from time to time, by the Superintendent to reflect current circumstances and best possible practices. All provisions of both Policy and Regulation are subordinate to local, state and federal statute.

Approved by The School District of University City Board of Education Revised: June 5, 2008

PROCESS FOR SUBSTITUTE CERTIFICATE RENEWAL

To renew a substitute certificate, the applicant must submit an online Substitute Application, copies of transcripts (if not already on file) and complete a background check. If a district verifies the sub in the district Substitute Verification Log as working during the previous school year, then the background check is waived. Additional information regarding this process may be viewed at the following website: <http://dese.mo.gov/educator-quality/certification/substitute-teachers>

NOTES

SCHOOLS, ADMINISTRATORS AND SCHOOL HOURS *

Julia Goldstein

Early Childhood Education Center

Crystal Cauley, *Principal*

Barbara Dickerson, *Secretary*

8:20 a.m. - 3:45 p.m.

737 Kingsland Avenue (30)

314/721-2965

Barbara C. Jordan Elementary

Paula Sams, *Interim Principal*

Darlene Holliday, *Secretary*

8:20 a.m. - 3:45 p.m.

1500 North 82nd Blvd. (32)

314/290-4360

University City High

Michael Peoples, *Principal*

Britini Ward, *Secretary*

7:10 a.m. - 2:30 p.m.

7401 Balson Avenue (30)

314/290-4100

Flynn Park Elementary

Nicalee Stephens, *Principal*

Portia House, *Secretary*

8:20 a.m. - 3:45 p.m.

7220 Waterman Avenue (30)

314/290-4420

Lieberman Learning Center

Christopher Blumenhorst, *Principal*

7:35 a.m. - 3:00 p.m.

8136 Groby Road (30)

314/290-4330

Jackson Park Elementary

Dr. Rebecca O'Connell, *Principal*

Milinda Coleman, *Secretary*

8:20 a.m. - 3:45 p.m.

7400 Balson Avenue (30)

314/290-4450

Brittany Woods Middle

Elliott Shostak, *Principal*

Kimberly Walker, *Secretary*

7:35 a.m. - 3:00 p.m.

8125 Groby Road (30)

314/290-4280

Pershing Accelerated Elementary

Herbert Buie, *Principal*

Tamara Wilson, *Secretary*

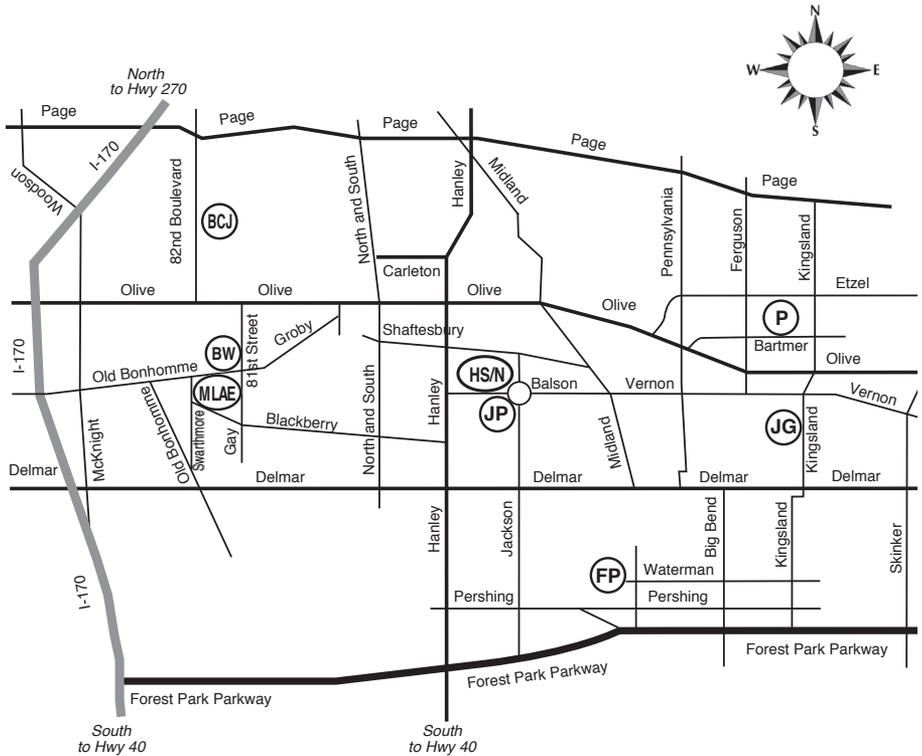
8:20 a.m. - 3:45 p.m.

6761 Bartmer (30)

314/290-4150

* *The school secretary usually acts as the contact person for Substitute Teachers.*

Subs are expected to report a half hour before students report and remain available up to a half an hour after the students are dismissed for the day.



SCHOOL DISTRICT of UNIVERSITY CITY, MISSOURI

M Ronald E. McNair Administrative Building

JG Julia Goldstein Early Childhood Education Center

BCJ Barbara C. Jordan Elementary School

FP Flynn Park Elementary School

JP Jackson Park Elementary School

P Pershing Elementary School

BW Brittany Woods Middle School

HS/N University City High School / Natatorium

L Lieberman Learning Center

AE Adult Education and Literacy Program