

Substitute Handbook

2019-2020



“Home of the Fighting Orioles”

**Concordia High School
117 W 11th St.
Concordia, MO 64020
(660) 463-2246**

Welcome to Concordia High School! Whether this is the first time in our building or you are a seasoned veteran, I wanted to take this opportunity to welcome you and thank you for your help in teaching our students.

In the pages of this handbook is an outline of the daily routines of Concordia High School, procedures to follow in case of an emergency, a list of the materials that should be provided for you, and what is expected of you throughout the day.

I hope that you have a wonderful experience while working in Concordia High School.

Sincerely,
Deanna Jurkowski
Concordia High School Principal

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MISSION STATEMENT

Concordia R-2 School District

The mission of the Concordia R-II School District is to help all students develop their unique talents as well as the critical thinking, technological, and life-long learning skills needed in order to become productive, responsible, citizens in a global community.

Adopted Nov 2001

Concordia R-2 Pillars

1. Strong relationships between students, staff, parents and community.
2. Student success both academically and post high school.
3. Safe and healthy learning environment.
4. Systems of support that meet student needs.

Concordia High School

Mission Statement

Our mission is to create a respectful and trusting atmosphere where students and staff will accomplish academic and vocational goals through teamwork and accountability.

Vision

In accordance with our mission, the students, staff, and community envision a school that promotes and develops the individual growth of all students through these four ideals.

Learning:

Develop a challenging curriculum that differentiates instruction through real world application.

Sustain a high level of expectation for all students.

Co-exist in a safe and orderly environment.

Commitment:

Teach new concepts that allow everyone to develop individual strengths.

Set high standards and expectations for staff and students.

Accountability:

Share responsibilities for the success of the school.

Inspire appropriate behavior among peers.

Provide timely and appropriate feedback.

Teamwork:

Support all members of the community.

Collaborate to maintain professional atmosphere.

Provide open communication among all members of the community.

Respect each other for our individual differences.

CHS Bell Schedules:

2019-2020 Regular Bell Schedule	
7:30 am	Doors Open
7:30 am-7:55 am	Breakfast
8:00 am	Doors Lock
8:00 am -8:53 am	1 st hour
8:57 am -9:50 am	2 nd hour
9:54 am -10:47 am	3 rd hour
10:51 am -12:11 pm	4 th hour
12:15 pm -1:08 pm	5 th hour
1:12 pm -2:05 pm	6 th hour
2:09 pm -3:02 pm	7 th hour
1st Lunch Shift: 10:51 am -11:11 am	
2nd Lunch Shift: 11:21-11:41	
3rd Lunch Shift: 11:51-12:11	

2019-2020 Teacher In-Service Day Schedule	
7:30 am	Doors Open
7:30 am-7:55 am	Breakfast
8:00 am	Doors Lock
8:00 am -8:53 am	1 st hour
8:57 am -9:50 am	2 nd hour
9:54 am -10:47 am	3 rd hour
10:51 am -12:20 pm	4 th hour
1st Lunch Shift: 10:51 am -11:11 am	
2nd Lunch Shift: 11:21-11:41	
3rd Lunch Shift: 11:51-12:11	

2019-2020 Teacher Early Release Schedule	
7:30 am	Doors Open
7:30 am-7:55 am	Breakfast
8:00 am	Doors Lock
8:00 am -8:53 am	1 st hour
8:57 am -9:50 am	2 nd hour
9:54 am -10:47 am	3 rd hour
10:51 am -11:30 am	4 th hour
<i>Lunch will not be served on days students are released at 11:30 am.</i>	

Daily Schedule:

Concordia Jr. / Sr. High School utilizes a seven period schedule. The students have 7 53 minute class periods. The students will get 4 minutes passing periods between classes.

Early Out Days:

Throughout the upcoming school year we will release students at 12:20 so that teachers and staff can collaborate and work on ways of improving student performance. We will run a normal schedule through 4th Hour and then hold students in 4th hour until dismissal at 12:20.

12:20 Dismissal Days:

September 18, October 16, December 4, January 29, February 26, March 25, April 29

Emergency Procedures:In cases of Emergency not listed please ask a teacher from a room next to you. All exit procedures should be posted in your classroom in an area visible when exiting the classroom.

Storm Warning

Storm warnings will be announced over the intercom or with two long blasts from the boat horn. Gym classes go into the shower room in the girl's locker room. Music class will go to the shower in the boy's locker room. Other classes will move to the older sections of the building (see routes posted in each room) in an orderly manner. Assume a kneeling position against the wall and protect your head. Do not get under tables or desks, and stay clear of windows and doors.

Earthquake

If in the event of an earthquake the students will need to take a safety position on the floor next to tables and desks. Do not sit directly under the tables or desks. Once the announcement has been made via intercom or loudspeaker, exit the building according to the fire procedures.

Fire

The fire alarm will sound to signal a fire or fire drill. In the absence of the alarm, three short blasts from the boat horn will be used. Leave everything and file out of the room in an orderly manner. Walk to the nearest exit and continue until all students have reached the football field. Staff should take grade books and conduct roll to account for all students. Directions to the nearest exit are posted in each classroom.

Bomb Threat

Plan of action:

- 1) leave all items and evacuate the building by use of fire drill
- 2) return after search is completed
- 3) in bad weather, return to gym, cafeteria or ag building after those areas are searched
- 4) search team will be made up of principal, safety coordinator and designated teachers

Intruder

If possible, in the event of an intruder, go to the classroom of the nearest regular teacher. You will join them in their room for safety. If it is not possible, please lock your classroom door, shut off the lights, pull the door shade, and make sure window shades are covered.

Teacher Documents:

The teachers should have prepared for you all necessary documents to make it through the day. If at any time you find that you do not have enough copies of materials or are in need of something, you can send a student to the main office for help.

Seating Charts

Teachers will provide you with a copy of their seating charts in the substitute folder. Use the seating charts for attendance purposes.

Instructions

Teachers will provide for you in-depth instructions about the lesson or activities that you will do throughout the day. The instructions will include any necessary descriptions of extra duties that are required for the teacher.

Assignments

Teachers will give you copies of all necessary materials that are needed for each assignment. This would include answer keys and answer books when appropriate. Please make sure and keep these materials in a safe location so that students do not have access, unless the teacher gives instructions of the contrary.

Lunch Time

CHS runs 3 lunch shifts during 4th hour. You should have detailed information regarding your teacher's procedures for lunch time as well as if you are subbing during a week they have lunch duty. Should you have lunch duty, during your lunch you will share supervision of lunch room with your partner, monitor students' behavior and volume, and hopefully enjoy your lunch!

Expectations:

As a substitute teacher, you are responsible for the teaching of students while the regular teacher is not in the room. It is important that we keep the students actively engaged in the learning process. As the substitute teacher, it is expected that you follow the lesson plan of the teacher as closely as possible. It is understood that changes might have to be made. In the event that a change is made, please make notes on the plans what changes were made and why the change was made. Please refrain from using your cell phone during the day. If you need to make a call, please wait until your plan time.

Attendance Procedures

To aid in attendance, please post on your door the attendance for each period. The teachers should provide for you a seating chart for attendance purposes. Please list if the student is absent or tardy from the class. Students are tardy to class if they are not in the classroom when the bell rings. Mrs. Johnson in the office will record the attendance on the computer for the day. The attendance forms should be left for you by the teacher and are in this folder for your convenience.

Plan Time

During the plan time, you may leave the building if necessary. Please let the office know if and when you leave the building and when you return. CHS is a smoke free facility. If you need to smoke, you will need to be in your vehicle to do so.

Student Behavior

It can be a daunting task to enter into a classroom and substitute teach. The students are unfamiliar with your expectations and you with theirs. It is important that from the beginning of each class you discuss your expectations of the students. By being up front about your expectations and consistent when dealing with student behaviors, your day will be easier and less eventful.

Student Discipline

You will have to deal with multiple levels of behavior from the students throughout the day. If at any time you feel that a student's behavior is inappropriate for the situation, send that student(s) to the office. According to board policy it is never appropriate to administer corporal punishment.

Corporal Punishment (Board Policy 2670):

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

If you feel that a situation has escalated to a point that you need assistance, please call the office at any of these extensions for assistance:

- 133 Mrs. Jurkowski
- 137 Mr. Basye
- 130 Mrs. Johnson
- 125 Mr. Cooper
- 135 Mrs. Basye

Office Referral Procedures

If a student's behavior warrants a referral to the office, please fill out one of the office referrals that are in the folder. Please be specific as possible when filling out the form. Send the student to the office with the form.