

Concordia R-2 SUBSTITUTE HANDBOOK 2026-2027

Concordia R-I 204 SW 11th St. Concordia, Missouri 660-463-7235 concordia.k12.mo.us
Approved by The Board of Education July 22, 2026



Introduction and District Information

Welcome to the Concordia R-2 School District. We have an outstanding district where children truly come first. The Handbook for Substitute Teachers was created to provide you with information about becoming a substitute teacher at Concordia R-2. In this handbook, you will find information regarding required qualifications, pay information and specific guidelines and policies that apply to substitutes at Concordia R-2.

District Information

School Calendar-  26-27 Calendar.pdf

The approved school calendar is published annually and can be found on the District website: www.concordia.k12.mo.us

APPLYING FOR SUBSTITUTE TEACHING

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

Step 1:

Complete your Substitute Application process by following the links on our District page at [Employment Opportunities at Concordia R-2](#).

Step 2:

Provide either a copy of your DESE Substitute Certificate, or your Missouri Teachers Certificate. If you are needing to obtain a Substitute Certificate you can visit [DESE](#) and scroll down to the Frontline Education Link. Currently, there is no limit on hours that Retired Teachers can work as a substitute at this time.

Typically, the rule for Retired Teachers is;

Retired teachers from the Missouri Public School Retirement System (PSRS) members are limited to a total of 550 clock hours of substitute teaching each year based on a 7 hour work day and 50% of the salary rate you would be on our Salary Schedule. 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.

Step 3:

Complete a background check. The following information will assist you with this step. This document is emailed to each applicant once we receive your application. The fee for the background check is not reimbursed by the district. This is an out of pocket expense for the substitute applicant. Please note that CR2 can accept a background check that is verified through DESE's certification system that is less than one year old.

Step 4:

Potential substitutes will need to obtain and complete payroll documentation from the central office. Once these documents are returned along with two forms of identification or a passport, the substitute will officially be on the substitute list!

Concordia R-2 School District FINGERPRINTING/BACKGROUND CHECK

FINGERPRINTING/BACKGROUND CHECK

~~DO NOT DELAY~~

All substitutes must have fingerprinting completed prior to employment at the Concordia R-2 School District. All substitute employees must pre-register at the Missouri Automated Criminal History Site (MACHS) www.machs.mo.gov for a fingerprint-based background check. The background check is performed by both the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI). After pre-registration, all Missouri-based applicants must visit one of the IdentoGo office locations for fingerprinting (please see list below).

You MUST pre-register by calling (844) 543-9712 or you can register on-line at www.machs.mo.gov. You may choose a location nearest to you by inserting your zip code into the box on the [IdentoGO website](http://IdentoGO.com).

Please use the four digit registration code 1157 that is required for registration. This will ensure that the correct results are returned in a timely manner. The fee for this process is \$44.80, payments can be made to IdentoGo via check, money order or credit card. You MUST bring a valid photo ID to the site.

When you go to have your fingerprinting performed please email Stefany Lovercamp at slovercamp@concordia.k12.mo.us so that we may check your results and clear you for employment.

Please note:

- Substitute teachers should notify Human Resources 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 would like to be removed permanently from the substitute list, a letter or email should be sent to Stefany Lovercamp.

Contact information for Stefany is:

Phone: (660) 463-7235 ext 124

Email: slovercamp@concordia.k12.mo.us

Substitute Duty Hours

A full day would require substitutes to arrive at 7:45 am and depart at 3:30 pm (after all students have left the building). A half day would require substitutes to arrive at 7:45-11:30 or 11:30- 3:30 pm. Substitutes shall fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty, hall duty, or other special duties assigned by the administrator. If needed, substitutes may also be reassigned to a different classroom.

Substitute Pay Information

- Substitutes are paid once a month.
- Pay day is the 20th of each month.
- The W-4 form must be completed to be used for payment purposes.
- In the event a paycheck or other information is mailed, addresses must be correct.
- Substitute Pay is as follows: \$115/day. However, after 10 days of substituting for one teacher or committing to a long-term substituting position for a specific teacher, the pay is \$130/day due to the added work of planning and grading.

The School Day:

You will check in with the building secretary upon arrival. The secretary will let you know where your assigned room is and any other information you might need for the day.

Students should be under your supervision at all times. If you have any questions, the nearest classroom teacher, principal, or school secretary will be pleased to help.

Substitute Expectations

- Go over lesson plans prior to the beginning of class

- Teachers expect lesson plans to be followed and completed.
- Locate all needed materials including:
 - Lesson plans, rosters, teacher manuals, procedures, seating charts
- Check the wall for posted emergency drills, routes
- Welcome students at the door when they arrive
- Establish your rules and expectations clearly and concise
- Try to learn as many students names as possible
- **Never leave student unattended**
- Follow lesson plans as closely as possible
- Assume extra duties (lunch, recess, playground, etc.) if noted
- Maintain good discipline-notify the office if assistance is needed
- Do not administer any medications-send students to the nurse
- Demand respect and give respect
- Get to know a neighboring teacher and feel free to ask them questions
- Leave a brief report for the teacher updating them on any needed information and how the students were
- Confidentiality is a must
- Avoid controversial topics of conversation. Remain neutral
- You set the tone...A positive attitude is critical for success!

Except for an unplanned absence, the regular classroom teacher should supply the following for the substitute:

- Lesson plans
- Materials necessary to teach lesson plans
- Class schedule and teacher schedule when it deviates from the class
- Class roll
- Seating Chart
- List of students with special needs or disabilities
- Location of supplies materials
- Name of nearby teachers who can be of assistance

In most cases, there will be a lesson plan you will be expected to follow; however, it is not always possible for adequate plans to have been made by the regular teacher ahead of time. If you are substituting for an unplanned absence, the classroom teacher may not have had an opportunity to prepare all of the above listed information. In these cases, please consult with the nearest classroom teacher, principal, or school secretary to locate emergency lesson plans appropriate for the grade level or subject you are substituting. Please, do NOT make something up or try to "wing it." Bringing in your own teaching material or videos is also prohibited.

The Beginning of the Day:

Immediately after the first hour bell rings take attendance. Call (ext. 221, elem or 130, HS) or e-mail with attendance by 8:10 am. At the high school, please call or e-mail at the beginning of the hour to report absent students. Sub log-in information will be provided to you. Students may access the internet for instructional purposes only. Student use should be closely monitored.

- Review lesson plans prepared by the regular teacher and locate materials for carrying out the assignment.
- As a means of creating the appropriate classroom climate, the substitute teacher should introduce himself/herself to each new group of students with whom he/she has contact throughout the day.
- Maintain a professional attitude toward your work. Substitute teachers are expected to observe the same ethical codes as regular teachers. Your attitude and professionalism will have a great deal to do with your acceptance by the faculty and the students.
- Do not leave your cell phone on during duty hours.
- It is important that the regular teacher be informed of the material covered during his/her absence. Prepare a summary of the day and include information about material covered/not covered.
- At the end of the day, leave the room neat and orderly.
- Substitute teachers are to follow the lesson plans and the instructions provided by the regular teacher.
- Substitute teachers are responsible for the pupils, equipment, and materials assigned to their care.
- Substitute teachers should review the student handbook to become familiar with policies and regulations of the school.
- A SUBSTITUTE TEACHER MUST NEVER ADMINISTER CORPORAL PUNISHMENT TO ANY CHILD.
- A SUBSTITUTE TEACHER SHOULD NEVER PHYSICALLY HANDLE A STUDENT. IF THE SITUATION REACHES THIS LEVEL OF INTENSITY, A SUBSTITUTE TEACHER SHOULD CALL FOR ASSISTANCE OF AN ADMINISTRATOR.
- When individual pupils cause behavior problems which are disruptive to the learning environment, the substitute teacher should refer those students to the administrator via phone call or note explaining the circumstances.
- The substitute should never leave the classroom unattended.
- Firm, fair treatment of all students, combined with explicit explanations and directions will prevent many disciplinary problems.

- The substitute teacher should leave the regular teacher a brief summary of the day's activities. The brief summary may explain student attendance and/or behavior or any other information that may be helpful to the teacher.
- A substitute teacher should not permit a student to leave the classroom without good reason.

The End of the Day:

You are asked to stay a minimum of 15 minutes after the students are dismissed. Please check each building's dismissal procedures and what you are expected to do when dismissing the students.

Releasing a Student:

If a person not connected with the school needs information about a child or permission to take the child from the room, refer that person directly to the office. The principal or principal's secretary will then determine whether or not the child should be excused. He/She will notify you of the decision.

Under NO circumstances should a child be released without permission from the office.

Once the students have been dismissed, take a few moments to leave a note concerning what you have accomplished, including comments on subjects and students for the regular classroom teacher. Include information and/or lessons that were/were not completed and why; any behavior problems that occurred and any exceptional behavior that was noted. Be fair in your evaluation. Always leave good comments along with the bad.

After ensuring the classroom is in order, please check out through the main office before leaving the building. Be sure to turn in keys, sub folder and completed survey form.

Letting Effective Instruction Work for You:

Students will be more likely to perform as you expect if you incorporate motivation and reinforcement principles into your daily routine. Motivation involves building success, interest, feedback, and accountability into your lessons. Positive reinforcement involves encouraging students to maintain appropriate behavior. When students are on task as expected, make sure they are positively reinforced so that on task behavior will continue. Appropriate behavior, as well as inappropriate behavior that is positively reinforced, will continue to increase in frequency, so be careful of what you positively reinforce. For example, if you continue to give your attention/time to a student who is

talking or misbehaving and that student wants your attention, you are positively reinforcing that student's behavior. As a result, the student may continue acting in the same way in order to get your attention.

Some strategies to help students remain on task and engage include:

- Direct your questions and activities to all students, not just those who raise their hands in order to keep students actively involved in the learning process.
- Move around the classroom and position yourself near students so you can make sure they are on task or provide support as needed.
- Relate the content you are teaching to the students' personal lives, experiences, and interests.
- By following the regular teacher's lesson plans, you can follow established classroom routines.

Safety/Evacuation Procedures

- Familiarize yourself with your surroundings so that you know how to evacuate the class in the event of a fire drill or other emergency -- Fire/weather drill routes are posted in all classrooms.
- Know where the nearest exits are located.
- Take the class roster with you if you must evacuate the building.

Handling Accidents/Illnesses

- Do not touch a student where he/she is bleeding, even if you use gloves.
- If needed, provide the student with a tissue or paper towels, instructing them to hold it on their wound.
- If appropriate, send the student to the nurse's office for further care.
- Do not administer any type of medication to students (no aspirin, cough medicine, prescription or non-prescription drugs).

Inclement Weather

- Listen to local radio/television stations for instructions on reporting times or cancellations.
- Know the procedures for dismissing students early.
- Inquire about extra duties during times of inclement weather.

Student Pick-Up

Know procedures for escorting students to bus pick-up/parent pick-up.

Professional Ethics:

Confidentiality

All school records and reports should be handled with care. Many records are of a confidential nature. They are maintained in order to provide information on a child's development for the professional staff. It is essential that, as a substitute teacher, you are careful not to divulge any confidential information that has been received from contact with children and other people in the profession.

Understanding

As a substitute teacher traveling from school to school, you will observe many situations and modes of operations. Rather than disparage the teachers for whom you substitute, we hope you will keep in mind that all teachers do not all work in the same way. Understanding, not criticizing, will go far to make your teaching assignment more pleasant for you and others around you. Instead of expressing comparisons among classrooms, teachers and schools, you should make every effort to carry on the program of the regular teacher and to fit in with the existing schedule.

Physical Demand/Requirements

Duties performed typically in school settings include: classrooms, gymnasium, cafeteria, auditorium, and recreational areas. Frequent walking, standing, stooping, lifting up to approximately 30 pounds may be required. Other physical activities may be required. Occasional travel with students on field trips may be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is subject to inside and outside environmental conditions, noise and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required on assigned days. Regular contact with other staff members and building administrator(s) is required on assigned days as a substitute.

Cell Phone Use

Substitute teachers must not make or accept cell phone calls when they are on duty with students. Substitutes may make personal calls on break times when they are not supervising students. Cell phones should be placed on a silent or vibration tone in the schools so as not to disturb the learning environment.

Computer Usage

Computer usage should only occur if it is assigned in the lesson plans left by the classroom teacher. Each building has a unique substitute login and password. You

should get this password from the office. Substitutes should not use the classroom computer to check their personal emails or to access the Internet. Be actively involved in teaching your students during regular class hours. Personal matters should be attended to when class is not in session.

Teacher Attire

As teachers, we are examples to our students. Concordia R-2 does allow our staff to wear work appropriate jeans, t-shirts, and Oriole apparel. If you are filling in for a PE teacher you are allowed to wear work appropriate shorts for that position. Our employee handbook states, "Dress in a manner that is professional and appropriate for the staff member's job duties."

Standards of Conduct

All District substitutes shall recognize and respect the rights of students, parents, other employees and members of the community and shall work cooperatively with others to serve the best interests of the District. Substitutes shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines of the school district. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

As a substitute employee, you are accountable for the job you do.

- Personal appearance and attitude should be professional.
- Be on time.
- Be a good role model.
- Keep students in the classroom for the full period of class time.
- DO NOT put your feet on the desk.
- DO NOT read the paper or a book while you are supervising students.
- DO NOT take unscheduled breaks; students must be supervised at all times.
- Show videos only if the lesson plans indicate.
- DO NOT leave the building to attend to personal business.
- DO NOT leave the building before your assignment is complete.

Discipline

If you follow the three F's – Friendly, Fair, and Firm, there should be little problem with discipline. If the students are engaged in meaningful learning activities, discipline problems are minimal. If you know the subject being taught and present it in an appropriate manner, students will be more likely to be attentive. Naturally, there are exceptions and problems may occasionally arise. If a discipline problem occurs that you are unable to handle, contact the office or neighboring classroom for assistance.

NEVER ADMINISTER CORPORAL PUNISHMENT

Discipline problems generally occur for one of three reasons. From the student's viewpoint, these reasons include:

- The student can't do it - so why even try?
- The student can already do it – so why bother?
- It won't make any difference if I do it or not – so why bother?

To help students stay on task, make sure that what you are asking of them is appropriate. If they are bored, you are more likely to get misbehavior. At the other end of the spectrum, if students feel there is no way they can do what is being asked, you are also likely to get misbehavior. Many students would prefer to be known as troublemakers than to be seen as “dumb” by their peers

Important Concordia R-2 Employee handbook policies

Cell Phone Policy- *Policy on Student Display or Use of Electronic Personal Communications Devices*

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

The school is not responsible if devices brought by the student are lost, stolen, or broken.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

Employee-Student Relations E-185-E

All staff members of the District are expected to communicate with students in a professional manner and maintain appropriate boundaries and relationships with students. The standards set forth below apply to any interactions staff members may have with students of the District or students of other schools. These rules are not comprehensive, therefore any inappropriate interaction a staff member has with a child may result in disciplinary action against the staff member. Staff members are required to avoid interactions or situations which may lead to an appearance of impropriety or which could give rise to allegations of an inappropriate relationship.

Interactions and communications with students should be related to the educational relationship between a staff member and a student. It is common for employees to have contact with students in appropriate settings outside of the school environment and context through familial ties, community groups and activities, and commercial endeavors. Even in such settings, employees must comply with the rules provided herein and otherwise maintain appropriate boundaries and relationships.

Employees are strictly prohibited from engaging in certain conduct, which includes, but is not limited to:

1. Making sexual advances toward a student.
2. Touching students in a sexual manner.
3. Communicating with students regarding topics that are sexual or romantic in nature outside of the District's approved curriculum unless such communication is part of an administrator's or designee's investigation into sexual harassment, sexual abuse, or violations of the District's disciplinary code.
4. Communicating with students regarding the employee's own sex life or love life.
5. Engaging in or planning a romantic relationship with a student or former student of the District.
 - a. For the purposes of these rules, the District considers any relationship that occurs within 180 days of graduation or of a student leaving the District as indicative of a failure to maintain appropriate boundaries during the period of time the individual would have been a student of the District.
6. Engaging in conduct that would violate District Policy C-130-P.
7. Associating with students in any setting where students are provided or are consuming alcohol, tobacco, or drugs.

The following conduct is prohibited unless there is, in the discretion of the Superintendent, an educational reason, an emergency reason, or an appropriate familial relationship in place, for such conduct to occur:

1. Allowing a student to drive a staff member's vehicle.
2. Directing students to run personal errands for the staff member.
3. Inviting students to a staff member's residence or private property.
4. Being alone in a vehicle with a student without prior authorization from the staff member's supervisor.
5. Being present when students are in any state of undress.
6. Being in a room with a student with the door closed, a door locked, or the lights off.
7. Giving gifts, including but not limited to money, to individual student.

Electronic Communication with Students

The maintenance of professional boundaries between staff and students extends to all modes of electronic communication. The District may provide or prescribe certain methods of or platforms for communication for staff members to reach students and may restrict/prohibit other methods. Prior to using a particular method of electronic communication with a student or group of students, a staff member must seek authorization from his or her supervisor regarding the method/platform and the intended

purpose. Once a method of communication is approved, the staff member should only use electronic communication as often as required in order to achieve the approved purpose. Staff members may be required to include his or her supervisor on communications if directed to do so. Regardless of the mode, all communication must be for an educational reason. Unless otherwise approved the employee's supervisor for educational purposes, electronic communication must occur between the hours of 6:00 a.m. and 10:00 p.m. Staff members who communicate with students via electronic methods either on District-owned or personally owned devices, may be required to provide copies of all communications with students immediately if so directed by a supervisor.

Any employee who is aware of a fellow employee's failure to maintain appropriate boundaries with a student is required to immediately report any such concern to the Superintendent, and if applicable, comply with mandatory reporting requirements under the law. The District will provide annual training to staff members to ensure staff members are aware of these rules, signs of possible abuse, and reporting requirements under the law.

ACKNOWLEDGEMENT OF UNDERSTANDING I have received and read a copy of the Concordia R-2 Substitute Handbook. I understand the booklet I received contains specific information, rules and consequences that are extremely important to me and by signing this form I acknowledge that I understand the district guidelines. I also understand any changes to district policy or law could cause changes to the content.

Substitute's Name (print): _____

Substitute's Signature: _____ Date _____