

Raytown C-2 School
District Substitute
Handbook
2022-2023



Human Resources Department
6608 Raytown Road
Raytown, MO 64133

Email hinfo@raytownschools.org
Phone No. 816-268-7067
Fax No. 816-268-7062

The intent of this handbook is to provide information for all Raytown substitutes that will help with questions and pave the way for a successful year. Not all district policies and procedures

are included, and those that are included have been summarized.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to, and it does not, alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to substituting for the Raytown School District. The policies stated in this handbook are reviewed and revised as needed by the Office of Human Resources. They can change at any time and will be incorporated in the handbook on a continuing basis (when they become effective as approved by the Raytown Board of Education). These changes shall supersede any handbook provisions that are not compatible with the change. Although it is expected that this handbook will align with the district policies, to the extent any discrepancy is identified, the district policies are prevailing. To the extent this handbook varies from any other District handbook created by a specific school, department, or other Raytown school district entity, this handbook and district policies are prevailing. If you have any questions, please feel free to contact the Office of Human Resources.

Corrections or suggested clarifications are welcome and should be submitted in writing to the Office of Human Resources. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the Office of Human Resources. District policies can be accessed on line at www.raytownschools.org and Board of Education and Board Policies.



**RAYTOWN
QUALITY
SCHOOLS**
Expect the Exceptional

MISSION: Our mission is to equip each student with knowledge, understanding, and skills to reach their full potential and realize meaningful and successful lives.

VISION: Our aim is to engage and empower our entire community to become lifelong learners, by providing courteous and welcoming culture for all that will lead individuals to achieve the exceptional.



Continuous growth towards mastery and improvement for every student through relevant and rigorous curriculum and instruction

- Providing a safe and clean environment
- Early success through early childhood education
- Technology Plan improving virtual technology and social networking
- Project based Learning (STEAM)



Attract, Recruit, and Retain High Quality Staff

- Provide market competitive salaries
- Maintain appropriate class size and case-loads
- Promotion of continuous training and advanced degrees
- Racial Equity among staff
- Workplace satisfaction and Value



Parent/ Community Engagement by encouraging involvement of every person in our community

- Providing equitable policies, systems, and practices
- Exhibit shared leadership through committees
- Build shared ownership and responsibility



Financial Responsibility

- Maintain a healthy Operational Fund
- Identify Partners to support schools and programs
- Facility Management and Capital Improvement Program
- Compare and compete with similar school districts



RAYTOWN C-2 SCHOOL DISTRICT BOARD OF EDUCATION | APPROVED OCTOBER 11, 2021

**RAYTOWN C-2 SCHOOL DISTRICT
BOARD OF EDUCATION MEMBERS**

Mr. Alonzo Burton - Board President

Mrs. Beth Plank - Board Vice president

Mr. Terry E. Landers - Director

Mr. Rick Moore - Director

Ms. Donna Peyton - Director

Mrs. Bobbie Salsberry - Director

Mrs. Natalie Johnson-Berry - Director

Mrs. Rachel Johnston - Board of Education Secretary

Dr. Penelope Martin Knox - Superintendent of Schools

Dr. Chris Greiner - Associate Superintendent of Curriculum and Instruction

Mr. Terry Gibson, CPA-Chief Executive Financial Officer Of Operations

Dr. Andrea Mixon - Assistant Superintendent of Instructional Leadership

Dr. Anthony Moore - Assistant Superintendent of Instructional Leadership

Dr. Carl Calcara - Assistant Superintendent of Human Resources

Mrs. Melissa Tebbenkamp - Chief Information Officer

Mrs. Marissa Cleaver Wamble - Chief Communication Officer

Mr. Josh Hustad - Director of Facility Operations

Mr. Michael Deen - Director of Wellness Center

Mrs. Tonya Crompton - Director of Great Expectations Before and After School Care

Mrs. Amy Cusumano - Director of Special Education

Ms. Shirley Earley Director of Administrative Services/Residency

Mr. Kevin Easley - Director of Transportation

Dr. Tim Young - Director of Food Service

ELEMENTARY SCHOOLS

<p>Blue Ridge Elementary (Grades K-5) 6410 Blue Ridge Boulevard Raytown, MO 64133-4827 Mrs. Krista Phillips, Principal 816-268-7200</p>	<p>Norfleet Elementary (Grades K-5) 6140 Norfleet Road Kansas City, MO 64133-4529 Mrs. Lori Kang, Principal 816-268-7240</p>
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<p>Eastwood Hills Elementary (Grades K-5) 5290 Sycamore Kansas City, MO 64129-2365 Mrs. Amanda Coleman, Principal 816-268-7210</p> <p>Fleetridge Elementary (Grades K-5) 13001 E 55th Street Kansas City, MO 64133-3101 Melissa Glasco, Principal 816-268-7220</p>	<p>Robinson Elementary (Grades K-5) 6707 Woodson Road Kansas City, MO 64133-6101 Dr. Jamie Washington, Principal 816-268-7260</p> <p>Southwood Elementary (Grades K-5) 8015 Raytown Road Raytown, MO 64138-2106 Claire Quinn, Principal 816-268-7280</p>
<p>Laurel Hills Elementary (Grades K-5) 5401 Lane Raytown, MO 64133-2740 Mr. Tyler Britt, Principal 816-268-7230</p>	<p>Spring Valley Elementary (Grades K-5) 8838 E 83rd Street Raytown, MO 64138-3167 Ms. Melissa Ann Gabbert, Principal 816-268-7270</p>
<p>Little Blue Elementary (Grades K-5) 13900 E 61st Street Kansas City, MO 64133-4529 Dr. Julie Schmidli, Principal 816-268-7740</p>	<p>Westridge Elementary (Grades K-5) 8500 E 77th Street Kansas City, MO 64138-1207 Dr. Matt Jones, Principal 816-268-7290</p>

MIDDLE SCHOOLS

<p>Raytown Middle (Grades 6-8) 4900 Pittman Road Kansas City, MO 64133-2259 Dr. Kimberly Alonzo, Principal 816-268-7360</p>	<p>Raytown Central Middle (Grades 6-8) 10601 E 59th Street Raytown, MO 64133-3429 Mrs. Toni Davis, Principal 816-268-7400</p>
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Raytown South Middle (Grades 6-8)

8401 E 83rd Street
Raytown, MO 64138-3006
Kimberly Alonzo, Principal
816-268-7380

HIGH SCHOOLS

Raytown High (Grades 9-12)

6019 Blue Ridge Boulevard
Raytown, MO 64133-3934
Dr. Chad Bruton, Principal
816-268-7300

Raytown South High (Grades

9-12) 8211 Sterling Avenue
Raytown, MO 64138-2647
Mr. Shunton Hammond, Principal
816-268-7330

SPECIAL PROGRAM SCHOOLS

Northwood School (Grades K-12)

4400 Sterling Avenue
Kansas City, MO 64133-1855
Mrs. Marybeth Sprecher, Principal
816-268-7250

**Raytown Success Academy
Education Center (Grades 1-12)**

9020 E. 51st Terr.
Kansas City, MO 64133-1855
Dr. Brad Drace, Principal
816-268-7180

**Herndon Career Center (Grades
11-12)**

11501 E 350 Highway
Raytown, MO 64138-2695
Dr. Cheryl Reichert, Principal
816-268-7140

Three Trails Preschool

8812 E Gregory Blvd
Raytown, MO 64133
Mrs. Tara Baker, Principal
816-268-7145

New Trails Early Learning Center (PK)

6325 Hunter Avenue
Raytown, MO 64133-3429
Mrs. Donna Denney, Principal
816-268-7430

Great Expectations (Before and After School Daycare)

6608 Raytown Road
Raytown, MO 64133
Mrs. Tonya Crompton
816-268-7086

Legal Notices

Drug Free Workplace

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by district employees on any district property; on any district approved vehicle used to transport students to and from school or district activities; off district property at any district sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on district

property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. The employee must make such notification to the superintendent or designee in writing no later than five (5) calendar days after conviction. The superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the superintendent or

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designee receives such notification if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE). The district will take appropriate disciplinary action within 30 days.

The district will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

Upon the request of DESE 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. The district shall conduct a biennial review of this policy to determine its effectiveness, implement necessary changes and ensure that the disciplinary sanctions are consistently enforced.

This policy shall be communicated in writing to all present and future employees. Compliance with this policy is mandatory.

Board Policy GBEB A

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Tobacco –Free District (Tobacco or Tobacco Products)

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals' dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

Board Policy AH

Equal Opportunity Employment

The Raytown C-2 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Raytown C-2 School District is an equal opportunity employer. The Board designated compliance coordinator is the Director of Administrative Services, 816-268-7000 Board

Policy AC

HIPAA – Health Insurance Portability and Accountability Act

As part of the implementation of the Health Insurance Portability and Accountability Act of 1996

("HIPAA"), the Department of Health and Human Services ("HHS") has adopted standards for protecting personal health information. These regulations address the security and privacy of health data. The regulations set forth comprehensive compliance requirements that will affect both the provision of health benefits to employees and health-related services provided by school systems to their students, for which the school systems are reimbursed by Medicaid.

Discrimination and Harassment

Anti-Discrimination Law Compliance

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

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Collateral Prohibitions

As part of this obligation, the Board is also prohibited from, and declares a policy against:

1. Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
2. Aiding, abetting, inciting, compelling or coercing discrimination; and
3. Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

Compliance Officer Appointment

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent

informed of the state of compliance with this policy district-wide:

Director of Administrative Services
10750 E. 350 Hwy, Raytown, MO 64133-5265
Phone: 816-268-7000/Fax: 816-268-7079

Reporting Complaints

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to: Associate Superintendent of Operations, 6608 Raytown Road, Raytown, MO 64133-5265, Phone: 816-268-7000/Fax: 816-268-7079, who will assume the coordinator's duties for the purpose of that complaint.

Grievance Procedure and Resolution of Complaints

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

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Confidentiality and Records

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution; only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

Public Notice and Dissemination

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or

guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district-wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

Limitations

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

Board Policy AC

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PROFESSIONAL AND PERSONAL CONDUCT

Staff Conduct

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, and other directions given by district administrators and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, other district employees and the public, which shall include the timely response to phone calls and emails as shall be set forth in administrative procedure. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
3. All communications with students shall be professional, appropriate and in accordance with state law.

This includes electronic forms of communications such as e-mail, texts, social media and other user-generated media, as well as conferencing with students.

4. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
5. Conduct all official business in a professional and timely manner. Meet deadlines set by the district, administrative staff and supervisors. Conduct business with the appropriate designated person or department.
6. Care for, properly use and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or district property.
7. Attend all meetings called by supervisors or the district administration unless excused. Arrive at work and leave work at the time specified by the district or as directed by a supervisor, and follow district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from the supervisor prior to working overtime.
8. Maintain records as required by law, Board policy and procedure, and do not destroy records unless authorized to do so. Keep all student records, medical information and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.

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9. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
10. Obey all safety rules, including rules protecting the safety and welfare of students.
11. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Written communication must be grammatically correct. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
12. Dress in a professional manner that does not interfere with the educational environment and is directed by administrators or supervisors.
13. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
14. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
15. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.

16. Unless otherwise allowed by law, employees may not engage in political campaigning during the working day or during times when they are performing their official duties.

17. Employees will not represent their personal opinions as the opinions of the district and, to avoid confusion, are required to clearly indicate when they are speaking or writing as an individual and not a representative of the district.

Board Policy GBCB

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Staff Conduct – Staff Dress Code

The Board of Education expects that each professional and support staff member shall dress professionally and in a manner that will not interfere with the educational environment. District staff are involved in the profession of education, and should strive for a level of dress consistent with the position and type of work the staff member performs. Although "good taste" is often a matter of individual opinion, each staff member should dress to convey a professional image of the school district to all members of the community. Recognizing that there is a range of appropriate and professional dress for educational staff, the following guidelines will assist staff and administrators in determining appropriateness:

1. Clothing and footwear should be clean and in good condition.
2. Clothing should not attract inappropriate attention to the staff member; i.e., clothing that is too tight, too loose and/or too revealing.
3. Logos, designs and other writing on clothing should be appropriate to the school setting; i.e., no advertising for alcohol, tobacco, drugs; not sexually suggestive or provocative.

4. Footwear that is professional and deemed appropriate by district administration.
5. Casual pants, slacks, skirts and collared shirts are acceptable.
6. Blue jeans may be worn as approved by the district administration.
7. Spaghetti straps; short shorts; low riding pants; shirts, blouses and dresses that do not cover the front, back, waist or midriff are not acceptable.
8. Jewelry affixed to the nose, tongue, cheek, lip or eyebrow is not appropriate.
9. Staff members are expected to choose the highest level of professional dress for formal occasions of interaction with parents and community members (e.g., commencement, parent teacher conferences, and other occasions as deemed appropriate by district administrators).

The above examples, while not all inclusive, serve as a guide to appropriate attire. Exceptions for appropriate attire may differ in different school situations. Any questions should be directed to the principal who is responsible for maintaining the standard of appropriate school attire. The principal will make the final decision on the appropriateness of any staff member's attire.

The district will make reasonable accommodations for persons with disabilities or to accommodate an employee's religion in accordance with law.

Board Policy CBCB-AP

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Staff Dispute Resolution – Conflict Resolution Procedure

It is the intent of the Board of Education to address staff complaints and grievances at the earliest possible time and at the lowest level of supervision. Therefore, the Board directs the superintendent or designee to create a procedure detailing how employees may bring complaints and receive responses to their complaints.

If a complaint has been made to the employee's immediate supervisor, building-level supervisor, and the superintendent or his/her designee and the employee has received responses from these persons, the employee may appeal to the Board of Education. The employee must submit a written request for an appeal within five (5) workdays after receiving a decision from the superintendent. The decision of the Board will be final.

Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated

against nor will reprisal be attempted against an employee because a complaint was filed.

I. Definition

Complaint and/or Grievance -- An employee's assertion that he or she is adversely affected by a violation, misinterpretation or misapplication of a published district policy, procedure or regulation, or of an employee handbook, employee contract or existing law. Complaints relating to discrimination or harassment will be resolved in accordance with policy AC and Regulation AC-R.

II. Exclusions

This regulation shall not apply to complaints for which state law establishes a procedure for obtaining a Board hearing. In addition, complaints about non-renewal of a probationary teacher's contract, or about any other official Board action, shall be directed to the Board; and a hearing on the same, unless required by state law, shall be discretionary with the Board. Complaints concerning evaluations, except those, which lead to a loss of pay, will be excluded.

Board Policy GBM

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EXPECTATIONS

- Stay off your cell phone when you are with students. Review board policy regarding use of cell phones.
- Work at least 2 days per month to stay on the active substitute list.
- Board Policy GBCB:
 - Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the District and all patrons of the District...
 - All communication with students shall be professional, appropriate and in accordance with state law...(do **NOT** share personal views about politics, religion, etc.)
 - Keep all student records, medical information and other sensitive information confidential as directed by law, board policy, district procedures and the employee's supervisor. (do **Not** talk about students outside of the school setting.)
 - Properly supervise all students. The Board requires all students to be under assigned adult supervision at all times during school and during any school activity. Except in an

emergency, no employee will leave an assigned group unsupervised. (If on hall duty, for example, stay off your phone.)

- Dress professionally and in a manner that will not interfere with the educational environment. (jeans day-school shirt or “dressy” shirt.)
- Come to work and leave work at the time specified by the substitute handbook or by the employee’s supervisor.
- Administrators/Directors have the right to block a substitute from their school. Here are some examples of why you might be blocked:
 - Leaving students unattended
 - Speaking to students inappropriately
 - Treating staff members disrespectfully
 - Arriving for an assignment late on a continuous basis
 - Being on your phone
- If you are blocked from **5 schools** you may be removed from our substitute list. 18 | Page

ATTENDANCE REQUIREMENTS

*****Substitute Teachers must arrive by the Teacher arrival time*****

Raytown High School		Raytown South High	
7:00am	Teacher Arrival	7:00am	Teacher Arrival
2:35pm	Teacher Dismissal	2:35pm	Teacher Dismissal
Early Elementary Schools		Late Elementary Schools	
Blue Ridge; Eastwood Hills; <u>Fleetridge</u> ; Norfleet; Spring Valley		Little Blue; Laurel Hills; Robinson; <u>Southwood</u> ; <u>Westridge</u>	
8:15am	Teacher Arrival	8:50am	Teacher Arrival
3:50pm	Teacher Dismissal	4:25pm	Teacher Dismissal
Raytown Success Academy		Northwood School	
6:55am	Teacher Arrival	8:50am	Teacher Arrival
2:30pm	Teacher Dismissal	4:25pm	Teacher Dismissal
Middle Schools		Three Trails Preschool	
Raytown Middle; South Middle; Central Middle		7:40am	Teacher Arrival
		3:20pm	Teacher Dismissal
7:30am	Teacher Arrival		
3:05pm	Teacher Dismissal		
Herndon Career Center			
7:15am	Teacher Arrival	NOTE: On Early release Days There Are No Afternoon Classes	
7:40am	Classes Begin		
10:10am	Morning Classes End		
11:30am	Afternoon Classes Begin		
2:10pm	Student Dismissal		
2:50pm	Teacher Dismissal		
New Trails Early Childhood			
3 Year Olds		4 Year Olds	
8:15am	Teacher Arrival	8:15am	Teacher Arrival
3:50pm	Teacher Dismissal	3:50pm	Teacher Dismissal
NOTE: On early dismissal day – there is no school for 3 year olds			

PREPARATIONS FOR CLASSROOM SUBSTITUTE TEACHERS

Teachers should leave the following materials ready for substitutes.

1. Daily lesson plans that are clear, meaningful and easily located.
2. An up-to-date substitute folder of materials that contains the following:
 - a. Daily schedule
 - b. Routine procedures and explanation; attendance, tardy, clinic, lunch count, etc.
 - c. Emergency procedures; fire, tornado, etc.
 - d. Seating charts
 - e. Discipline procedures and forms
 - f. Names of coworkers who can assist
 - g. Names of students who can assist
 - h. List of the teacher's duty assignments

Credentials

Substitute Certificates and Transcripts

Substitute Teachers, in the public schools of Missouri, are required to have at least one of the following:

- Current Missouri Teaching Certificate
- Current Substitute Content Certificate
 - DESE has a 20 hour training to become a substitute teacher. This link will take you to that information:
<https://dese.mo.gov/educator-quality/certification/substitute-teachers>.

Substitute Interventionists, in the public schools of Missouri, are required to have at least one of the following:

- Teaching Certificate
- Substitute Content Certificate

Substitute Instructional Assistants, in the public schools of Missouri, are required to have at least one of the following:

- Have passed the ParaPro assessment **OR**
- Have at least 60 credit hours **OR** (Must provide copy of transcripts)
- Have a Substitute Content Certificate

Any person retired and currently receiving a retirement allowance other than for disability may be employed in any capacity on either a part-time or temporary-substitute basis not to exceed a total of 550 hours in any one (1) school year. It is the responsibility of each person to keep track of their hours. These hours will include working for other districts that participate in the Public School Retirement System (PSRS) or the Public Education Employee Retirement System (PEERS) of the State of Missouri. Please contact PSRS/PEERS at 573-634-5290 or go to their website at <https://psrs-peers.org> for a full explanation .

COMPENSATION

Direct Deposit

All employees are required to have direct deposit of their salary to the banking institution of their choice. If you wish to change accounts or banking institutions, the Payroll Office must be notified by the 5th of the month. You can view your pay stub online at www.raytownschools.org **Substitute Resources** and scroll down to find the link for pay stubs.

If you believe or suspect that your direct deposit is not accurate, it is your responsibility to notify the Payroll Office, at 816-268-7066 or email them at payroll_staff@raytownschools.org within 30 days of the pay date to notify them of the error. Please include the date of deposit and a description of the error.

Paydays

All employees are paid on the 10th and 25th of the month or the last working day before the 10th or 25th of the month. You may view the payroll schedule on the Substitute Resources webpage. Board Policy

DLB/DBLA-F1

2022-2023 Semi-Monthly Payroll Processing Schedule

<i>PAY MONTH AND DAY</i>	<i>CHANGES EFFECTIVE DATES WITHIN PAYROLL PERIOD</i>	
	<i>BEGINNING</i>	<i>ENDING</i>
July 8, 2022	06/12/22	06/30/22
July 25, 2022	07/01/22	07/09/22
August 10, 2022	07/10/22	07/23/22
August 25, 2022	07/24/22	08/06/22
September 9, 2022	08/07/22	08/20/22
September 23, 2022	08/21/22	09/03/22
October 10, 2022	09/04/22	09/17/22
October 25, 2022	09/18/22	10/01/22
November 10, 2022	10/02/22	10/22/22
November 18, 2022	10/23/22	11/05/22
December 9, 2022	11/06/22	11/19/22
December 20, 2022	11/20/22	12/03/22
January 10, 2023	12/04/22	12/24/22
January 25, 2023	12/25/22	01/07/23
February 10, 2023	01/08/23	01/21/23
February 24, 2023	01/22/23	02/04/23
March 10, 2023	02/05/23	02/18/23
March 24, 2023	02/19/23	03/04/23
April 10, 2023	03/05/23	03/18/23
April 25, 2023	03/19/23	04/01/23
May 10, 2023	04/02/23	04/22/23
May 25, 2023	04/23/23	05/06/23
June 9, 2023	05/07/23	05/27/23
June 23, 2023	05/28/23	06/10/23

POSITION PAY RATE INFORMATION FOR SUBSTITUTES

Certified substitute teachers – Hourly rate of pay is \$17.34 or \$130.05 per day. A

full workday equals 7.50 hours. Long-term pay rate is \$20.00 or \$150.00 per day

A substitute teacher is considered a long term substitute after working 10 consecutive days for the same assignment. Starting with the eleventh (11th) day, the substitute's pay is retroactive to the first day at the long-term rate of pay.

Classified substitutes can find hourly rates on our website, www.raytownschools.org and click on **Substitute Resources**. You will find a link to the classified hourly rates of pay. **NOTE:** Classified substitutes do not receive a long-term rate of pay. They are paid based on step one of the current position in the current salary schedule).

***The Classified sub pay hours are based on the start and end times of the employee that was absent, less any non-service time of the employee (i.e. lunch, breaks, classroom transition, etc.) Any hours worked beyond the limitations above must be approved by the building Administrator or Director of the department.**

SUBSTITUTE BONUS

All substitutes will earn a \$100 bonus for working **5 or more days** in a calendar month. Bonuses will be paid the following month on the 25th.

Frontline Absence Management

Frontline Absence Management is the absence and substitute management system used by RQS. It is an automated service that simplifies and streamlines the process of recording and managing absences and [finding substitutes](#).

The Frontline Absence Management service is available to you 24 hours a day, 7 days a week and can be accessed via internet and phone. You will be able to view available substitute assignments, accept substitute assignments, and view your assignment schedule.

Click on the link below to access the Substitute Quick Start Guide:

[https://help.frontlinek12.com/WebNav/Docs/SubstituteQuickStartGuide\(English\).pdf](https://help.frontlinek12.com/WebNav/Docs/SubstituteQuickStartGuide(English).pdf)

2022-2023 ACADEMIC CALENDAR

<https://www.raytownschools.org/Page/2001>

If you have any questions, concerns, or comments, please contact Millie Purtle, HR Coordinator at millie.purtle@raytownschools.org