



2022-2023 Substitute Guide (v6.0)

Webster Groves School District

400 East Lockwood Avenue
Webster Groves, Missouri 63119

***The Webster Groves School District
community is committed to academic
and personal success for every student.***

SUPERINTENDENT'S INTRODUCTION

Welcome to school year 2022-23! I trust each of you found some time to relax and rejuvenate during the summer break, and stand ready to contribute positively toward the growth and development of students in the Webster Groves School District. The Webster Groves School District is an exemplary public school system, and we're pleased that you've chosen to be a part of this dynamic organization.

Please accept this handbook as a convenient reference and guide to performing the daily routines associated with our schools. It is annually revised to reflect District regulations and practices which most directly affect our instructional/support staff. The complete Webster Groves Board of Education Policy Manual is available online at our district's [website](#).

While this handbook should answer many questions, always feel free to discuss any policy matters with the Substitute Coordinator, or any central office administrator in regard to clarity, interpretation and application. Finally, as with any District program, procedure and/or publication, we invite your suggestions for modification and improvement as we go about the business of implementing our mission statement: "The Webster Groves School District community is committed to academic and personal success for every student."

John Simpson, Ed.D.
Superintendent of Schools

As required by law, it is the policy of the Webster Groves School District to not discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, socioeconomic level, sexual orientation, or disability in the admission or access to, or treatment or employment in, its programs and activities.

Inquiries concerning application or compliance with this policy may be referred to the District's compliance coordinator, the Director of Student Services or Human Resources Administrator, at 400 East Lockwood, Webster Groves, MO 63119, (314) 961-1233.

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WELCOME!

SCHOOL YEAR 2022-2023

Dear Substitute:

It is reassuring to teachers, aides, secretaries and nurses, when they are absent, to know that substitutes will provide continuity in their jobs. Therefore, substitutes are a **vital** part of our educational community, and we welcome you and thank you for your contribution.

This guide has been prepared for you to provide the necessary support for program continuity and coordination with the regular teacher's assignment.

We hope that this guide will define what you can expect administrators, teachers, and others on the staff to do to assist you as a substitute.

Read this Substitute Guide carefully, and it will help you with suggestions, information, and procedures for your job. If we can be of assistance, please contact us at the numbers below.

We appreciate your service to our district and its students.

Sincerely,

Dr. Sandy Wiley Skinner

Asst. Superintendent - HR

314.918.4002

wiley.sandy@wgmail.org

Rei Finneveros

Substitute Coordinator

HR Admin. Assistant

314.918.4120

finneveros.rei@wgmail.org

Carl Davis

Payroll Coordinator

Aesop Operator

314.918.4017

davis.carl@wgmail.org

OVERVIEW

Founded in 1868, the Webster Groves School District has a long tradition of educating and graduating students who are well prepared to lead successful adult lives.

Mission: The Webster Groves School District community is committed to academic and personal success for every student.

Along with a comprehensive K-12 program that is both traditional and innovative, the District offers early childhood education programs. Early childhood education, located at the [Walter Ambrose Family Center](#), encompasses the Family and Community Engagement Program and Preschool programs.

Curriculum covers a broad range of programs, Pre-K-12. Kindergarten options include half-day and full-day programs. The District's elementary K-5 program emphasizes skills of reading, language, writing, spelling, mathematics, social studies and science with regular instruction in art, music, physical education, computer skills, and library and research techniques.

[Avery Elementary](#)
[Bristol Elementary](#)
[Clark Elementary](#)

[Edgar Road Elementary](#)
[Givens Elementary](#)
[Hudson Elementary](#)

[Hixson Middle School](#) for grades 6-8 is organized under a team teaching approach for core curricula of math, science, communication arts, and social studies, with electives in foreign languages, music, art, drama, computer, industrial arts, and family and consumer science.

[Webster Groves High School](#) for grade 9-12 offers a broad range of classes in addition to curriculum for graduation requirements, honors and gifted classes, dual credit options with universities, and advanced placement courses in selected subjects. The academic incentive Renaissance program promotes and recognizes academic achievement. Students participate in a variety of extra-curricular activities including the arts, athletics, community service, debate, and student government.

Webster Groves School District participates in the Voluntary Inter-district Student Transfer program. The District also works in partnership with the Special School District of St. Louis County in the education of children with disabilities.

The Webster Groves School District is the product of a unique community, diverse and stable. A strong bond between the District and the communities it serves reflects the values, traditions, and commitment of the residents to a high-quality education.

DIRECTORY OF SCHOOLS

WALTER AMBROSE FAMILY CENTER (W AFC)

222 West Cedar Avenue, 63119 / [963-6440](tel:963-6440)

Ms. Lauren Bielicki, Director

Ms. Tina Fichter, Registrar

AVERY ELEMENTARY SCHOOL

909 Bompert Avenue, 63119 / [963-6425](tel:963-6425)

Dr. Hannah Peterson, Principal

Ms. Nanci Pollihan, Admin. Assistant

BRISTOL ELEMENTARY SCHOOL

20 Gray Avenue, 63119 / [963-6433](tel:963-6433)

Mr. William Senti, Principal

Ms. Teresa Mueller, Admin. Assistant

CLARK ELEMENTARY SCHOOL

9130 Big Bend, 63119 / [963-6444](tel:963-6444)

Dr. Joe Hays, Principal

Ms. Megan Pribish, Admin. Assistant

EDGAR ROAD ELEMENTARY SCHOOL

1131 Edgar Road, 63119 / [963-6472](tel:963-6472)

Dr. Tracy Nomensen, Principal

Ms. Lisa Eckert, Admin. Assistant

GIVENS ELEMENTARY SCHOOL

701 N. Rock Hill Road, 63119 / [963-6460](tel:963-6460)

Ms. Malissa Beecham, Principal

Ms. Renee Peeples, Admin. Assistant

HUDSON ELEMENTARY SCHOOL

9825 Hudson Avenue, 63119 / [963-6466](tel:963-6466)

Ms. Lisa Hilpert, Principal

Ms. Kyla Croft, Admin. Assistant

HIXSON MIDDLE SCHOOL

630 S. Elm Avenue, 63119 / [963-6450](tel:963-6450)

Dr. Shenita Mayes, Principal

Ms. Sarah Magruder, Admin. Assistant

WEBSTER GROVES HIGH SCHOOL

100 Selma Avenue, 63119 / [963-6400](tel:963-6400)

Dr. Matthew Irvin, Principal

Ms. Mickey Erb, Admin. Assistant

Ms. Gayna Winkelmann, Office Secretary (subs)

ADMINISTRATION OFFICE

WEBSTER GROVES SCHOOL DISTRICT

400 E. Lockwood Avenue, 63119 / [961-1233](tel:961-1233)

Dr. John Simpson, Superintendent

Ms. Shari Meyers, Executive Assistant

to the Superintendent and Board Secretary

**Call Frontline Absence Management
(formerly AESOP)
at**

[1-800-942-3767](tel:1-800-942-3767)

Or

**Use the Web Address:
www.aesoponline.com**

WGSD Substitute Help Email: subhelp@wgmail.org

**WGSD Substitute Coordinator Voicemail:
[314-918-4120](tel:314-918-4120)**

**You may leave a message for the Substitute
Coordinator at this number at any time.**

PAYROLL INFORMATION

The rate of pay for substitute teachers is established by the Board of Education upon the recommendation of the superintendent. Daily rates for 2022-2023 school year follow:

DAY-TO-DAY SUBSTITUTE TEACHER (7.25 hrs per day)	<ul style="list-style-type: none"> • \$116.00 per day (substitute certification); • \$126.00 per day (teacher certification) • Full Day = greater than 4 hours; a job of 4 hours or less is paid as a half day (\$58.00 (sub cert), \$63.00 (teacher cert)). • No more than 4 days per week (29 hours/week)
ASSIGNMENT SUBSTITUTE (8 hrs per day)	<ul style="list-style-type: none"> • <i>A substitute teacher remaining in one classroom for an extended period of time (at least 15 or more consecutive school days)</i> • \$165.00 per day from Day 1 of assignment (substitute certification); • \$175.00 per day from Day 1 of assignment (teacher certification) • Assignment subs are paid ONLY for the days worked.
EVERYDAY (PERMANENT) SUBSTITUTE (8 hrs per day)	<ul style="list-style-type: none"> • <i>A substitute teacher assigned to one building who clocks in and out for hours worked.</i> • \$165.00 per day (substitute certification); • \$175.00 per day (teacher certification)
SUBSTITUTE NURSE (8 hrs per day)	<ul style="list-style-type: none"> • \$116.00 per day (must be a Registered Nurse) • Full Day = greater than 4 hours; a job of 4 hours or less is paid as a half day (\$58.00).
SUBSTITUTE SECRETARY	<ul style="list-style-type: none"> • \$11.15 per hour (8 hrs per day)
SUBSTITUTE INSTRUCTIONAL AIDE	<ul style="list-style-type: none"> • \$11.15 per hour (8 hrs per day)
WAFC DAY-TO-DAY SUBSTITUTE TEACHER	<ul style="list-style-type: none"> • \$129.00 per day (8.5 hrs per day);
WAFC ASSIGNMENT SUBSTITUTE (8.5 hrs per day)	<ul style="list-style-type: none"> • <i>A substitute teacher remaining in one classroom for an extended period of time.</i> • \$178.00 per day from Day 1 of assignment (substitute certification); • \$188.00 per day from Day 1 of assignment (teacher certification) • Assignment subs are paid ONLY for the days worked.

Substitute pay will be directly deposited into your account on the **15th and last working day of each month**. The appropriate federal, city and state tax deductions will be made as well as Social Security. If you are a member of or receiving benefits from the Public School Retirement System of Missouri, please inform the payroll office of your status. The Social Security Administration has determined that certificated employees in non-certificated positions must begin paying Social Security tax beginning July 1, 2010.

Substitute Staff are expected to work the hours indicated on the Aesop job as accepted.

SUBSTITUTE ASSIGNMENTS

Webster Groves School District uses the Frontline Education (formerly Aesop) online- and telephone-based system for recording and filling employee absences. Substitutes are assigned an identification number and a PIN. The ID number (your phone number) and PIN (random) are used by you when logging in to Aesop or calling into the system, accepting jobs, changing personal preferences, or reviewing available jobs.

Using Aesop will give you another avenue to be proactive in securing substitute assignments, and we highly encourage its use. When an absence is posted, whether online or by phone, substitutes who phone into Aesop will have the same access to jobs as substitutes who review jobs through Aesop online.

Aesop will continue to make telephone calls to fill unfilled jobs as well as jobs that are reported at the last minute. For example, an employee may report a sudden personal or family illness, so you may want to check for available jobs very early in the morning, before Aesop begins outbound calling at 5:00 a.m.

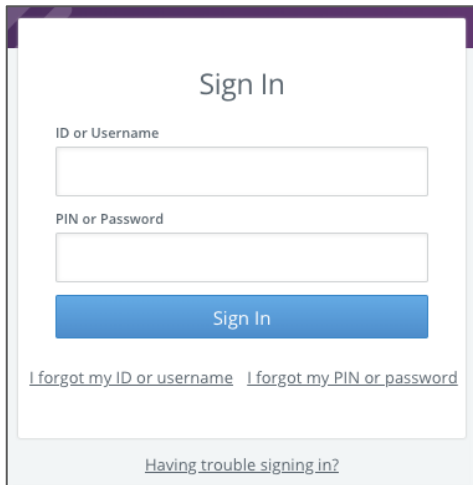
To fill jobs, the Aesop system will call for substitutes between 5 p.m. and 9 p.m., seven days a week, and from 5 a.m. until one hour after the start of the assignment. Pay attention to special instructions, **note the confirmation number**, and plan to arrive well before the start of the job. If an emergency requires you to cancel a job that you have accepted, please call the WGSD Sub Voicemail ([314-918-4120](tel:314-918-4120)), as well as notifying the school. School telephone numbers are listed on Page 4 of this Guide.

Aesop will automatically email you with email notification of job requests or job cancellations. While Aesop does not have an app, it pushes notifications through Jobulator.

Please take a minute to review your Aesop personal information for accuracy and let us know if any changes need to be made.



Absence Management



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

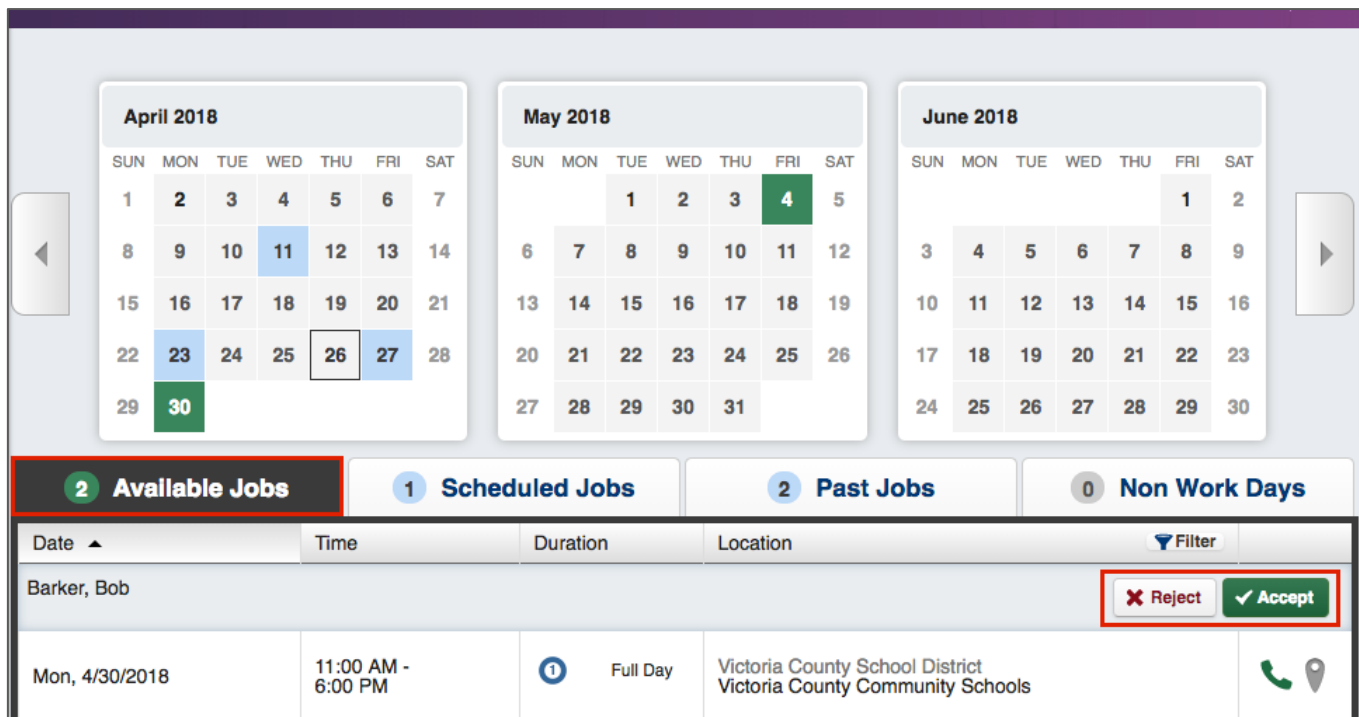
RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

SEARCHING FOR AVAILABLE JOBS

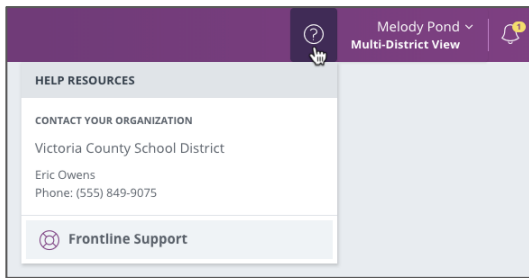
You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



The screenshot shows the Frontline Education Absence Management interface. At the top, there are three calendar views for April 2018, May 2018, and June 2018. Below the calendars, there are four tabs: **2 Available Jobs** (highlighted), **1 Scheduled Jobs**, **2 Past Jobs**, and **0 Non Work Days**. Below the tabs, there is a table with columns: Date, Time, Duration, Location, and a Filter button. The table shows one available job for Bob Barker on Monday, 4/30/2018, from 11:00 AM to 6:00 PM, for a Full Day at Victoria County School District and Victoria County Community Schools. To the right of the job entry, there are **Reject** and **Accept** buttons.

Date	Time	Duration	Location	Filter
Mon, 4/30/2018	11:00 AM - 6:00 PM	① Full Day	Victoria County School District Victoria County Community Schools	Reject Accept



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.



Jobulator: Aesop Notifications for Substitutes

JOBULATOR: *YOU'VE GOT JOBS*



jobulator® you've got jobs.™

Jobulator: Aesop Notifications for Substitutes



Subs Get Jobs Anywhere with Jobulator!

Before Jobulator, many of you were spending hours in front of your computers, constantly hitting the refresh key to find new jobs in Aesop. Substitutes often told us *they felt chained to their computers* and needed an easier way to find and accept jobs through Aesop.

That's why we built Jobulator. Jobulator regularly checks for new jobs in Aesop and then notifies you when jobs become available! The \$39.99 annual subscription *includes a desktop version and an Android and iOS mobile app*, making it easy to find and accept jobs.

WHAT DOES JOBULATOR MEAN FOR SUBS?

- **Get notified** of new jobs in Aesop
- Find jobs **on the go**
- **Accept jobs** right through Jobulator
- and more!

"Jobulator makes getting my assignments so easy! I don't have to keep checking Aesop – Jobulator does the checking for me. I can concentrate on [other things] rather than stopping frequently to check the website for available jobs."

— Ann Marie L.



To learn more about Jobulator, please visit www.Jobulator.com

FRONTLINE
TECHNOLOGIES

www.Jobulator.com

jobulator
you've got jobs.™

Frontline (Aesop) and Substituting FAQs

➤ **Do I need to use a certain Internet Browser to use Aesop?**

Most internet browsers will work when using Aesop. The most common browsers are Internet Explorer, Chrome, Firefox and Safari. Aesop is not compatible with older versions of Internet Explorer (below). A user reported problems using Bing.

Aesop shared the following information in April 2016:

As of the end of the 2015 school year, Frontline Technologies will no longer support Internet Explorer 8 for Aesop.

As Microsoft releases new versions of Internet Explorer, they discontinue technical support, security updates and compatibility fixes for older versions. Because this support is no longer offered for Internet Explorer 8, we will discontinue building Aesop compatibility with this browser version. As we improve Aesop functionality and add new enhancements to the products, those who continue to use Internet Explorer 8 will find that Aesop will not operate on this browser.

➤ **What happens if Aesop calls me and gets my answering machine?**

Please review the Phone section on the Aesop Substitute Quick Start Guide. Aesop may call back later and offer you the job again, or you may want to call and see if a job is available.

➤ **Can an employee request me for their absence?**

An employee can include you in their personal Preference List. You will still need to **confirm** the job before it is yours.

If you do not want the job, please **reject** it so other subs may be offered the job. If the job is not accepted, at some point it will be offered to other qualified and available subs.

➤ **Will I ever be offered jobs in position areas that I did not request?**

Maybe. You may be offered jobs outside your stated position area(s) if: (1) a special request for you has been made, or (2) Aesop has been configured to call substitutes outside the position area after all matching substitutes have been called.

➤ **Can I search for jobs?**

Yes. You are able to log into Aesop, review Jobulator, or call in to access available jobs.

➤ **If I reject a job for a particular day, will Aesop quit calling me for that day?**

No. Aesop may still call you for other jobs if you meet the criteria.

➤ **If I reject or cancel jobs, will I be automatically removed from the substitute list?**

No. You will not be automatically removed for rejecting or canceling jobs.

➤ **Will I have the same job confirmation number for all my jobs?**

No. Every new job you accept will have a different job number. It could also change if there is a modification to the job after you accept it, but Aesop will email you if it happens.

➤ **Can I cancel a previously accepted job in the event of an emergency?**

Yes, but only online through the website—not via the Frontline App. Click the Scheduled Jobs button. You may then view and cancel the job.

NOTE: If you try to cancel a job after the Substitute Cancel Deadline (12 hours prior to the start of the job), you will be instructed to call the administrator. Immediately 1) send an email to subhelp@wgmail.org, 2) leave a message on the Sub Coordinator voicemail (314-918-4120), and 3) call the school where you were to report.

➤ **If I enter a range of Non Work Days (for example: a vacation) and return early, can I begin to pick up jobs early?**

Yes. You will be able to review your current Non Work Days selections and edit it/them as you wish.

➤ **What if the days I am available to work change from week to week?**

We encourage you to keep this information up to date, using Aesop online or by phone. After logging in, click the Non Work Days tab to manage your options.

➤ **I just got a call for a job that started 10 minutes ago –what should I do?**

If you get called for a job at the last minute or one that has already started, it means we need a substitute to cover a last-minute absence.

1- If you want the job and can make it to the building within a reasonable amount of time (10-30 minutes), **ACCEPT** the job and **immediately call the school**. Tell the secretary that you just accepted the job and give your estimated time of arrival.

 ** Be aware that you might be told that the school made other arrangements to cover the vacancy and had not yet canceled the job in Aesop.

2- If you do not want the job, please reject it so Aesop concentrates on other available substitute staff.

➤ **Where can I get more information about using Aesop?**

Access your online Aesop profile.

Click the Help button – you will be redirected to the Frontline Learning Center where you can search the knowledge base on a variety of helpful topics, and review tutorials and videos produced by Frontline.

THE ROLE OF THE SUBSTITUTE TEACHER

Teachers, principals and parents generally perceive the substitute's role as being twofold:

- *To maintain a positive classroom atmosphere and working relationship with students and staff.
- *To implement appropriate instructional activities for students.

Maintaining a positive classroom atmosphere, working relationship and implementing appropriate instructional activities are interrelated.

PREPARING FOR THE FIRST DAY

Satisfaction on the job is important. To increase your confidence about where to go and what to do, you might be sure that you know the location of the school before you begin substituting. Be sure to allow yourself ample time to familiarize yourself with the school on your first morning there. A principal, secretary, or teacher will answer questions concerning the details of such procedures as attendance-taking, discipline, recess, etc. Always check in with the principal or secretary when you arrive at the **WAFC, elementary** school or **middle** school to substitute. This is true for all substitutes: teachers, aides, secretaries and nurses. **High School** substitutes should park in the Staff Parking Lot, entered from Bradford Avenue (due to the safety gates, enter Selma from Big Bend) or on the street unless prohibited, and report to **the Attendance Office, Room 157**, when they arrive.

Preschool Teacher Sub

Preschool programs in the district accommodate students from 2 years to 5 years. Substitute teachers need Early Childhood Education background and/or experience working with preschoolers.

Because the Walter Ambrose Family Center is open from 7:00 a.m. to 6:00 p.m., substitutes will be scheduled to work a portion of the day (up to 8.5 hours). Substitutes must sign in as directed by the Director of the Program.

THE ADMINISTRATIVE ASSISTANT OF EACH SCHOOL WILL VERIFY YOUR ATTENDANCE TO FILL AN ABSENCE – WITHIN AESOP ITSELF – PLEASE BE SURE THEY KNOW OF YOUR ARRIVAL.

ARRIVAL

K-12 Teacher Sub

Plan to arrive at least 30-45 minutes before school begins. This will give you time to sign in with the secretary, locate keys, check the teacher's mailbox, find gradebooks and planning books. The principal's secretary will be able to help you. You will also have time to find out about any special activities: fire drills, money collection, advisory periods, assemblies, etc.

Teacher Aide Sub

Plan to arrive at least 30 minutes before school begins unless you have been told what time to arrive by the Aesop's special instructions. Sign in with the secretary and receive your schedule for the day. Ask about the cafeteria and playground routines. Also confirm the methods of discipline needed for misbehavior in cafeteria or playground. Avoid physically handling a student unless it is for someone's safety. Carefully follow teacher's directions.

Sub Secretary

Plan to arrive at least 30 to 45 minutes before school begins to become familiar with what you need to do. Once the students start arriving you will want to feel prepared. Check with the principal regarding the routine within the office and what needs to be accomplished that day. You will be expected to remain for 30 minutes after school is dismissed.

Sub Nurse

Plan to arrive at least 30 minutes before school begins to become familiar with the nurse's office. Locate ice packs, medicines to be distributed etc. Check with the secretary; they will be able to answer most other questions.

RESPONSIBILITIES OF SUBSTITUTE TEACHERS

* The responsibility of the substitute teacher is to provide continuity of the instructional program as planned by the regular teacher. Effective learning activities and a positive working relationship with students is imperative.

* As a substitute teacher, you will be asked to assume duties as the building administrator directs. You are subject to the same policies and procedures which govern other Webster Groves instructional staff members.

* Your general teaching responsibilities include any supervising or extra duty assignments of the regular teacher (does not include extra-curricular activities after school).

* You must assume responsibility for students under your supervision and maintain observable contact.

PLANNING AND ORGANIZING

Teachers are instructed to provide lesson plans for substitute teachers. These will be available and should be closely followed. The number one comment by teachers about substitutes is that lesson plans were not followed. However, we encourage you to bring your own resource material just in case lesson plans cannot be located or perhaps the lesson did not take as long as the teacher thought.

Student attendance in all Webster Groves schools needs to be taken and sent to the school office.

If a fire drill occurs, take the class grade book (or attendance form) with you in order to check attendance and account for each student.

Be prompt in following the daily schedule and in releasing students for their scheduled activities, pull-out programs, lunch, and dismissal at the end of the class period/school day.

If the need arises, call upon any nearby teacher for assistance with a particular problem, if the principal is not available.

SUPERVISION

Along with providing quality instruction, your primary responsibility is for student safety in the classroom or where you are supervising students in activities outside the classroom.

Being positive and giving encouragement in your relations with students will be very beneficial. Students often want to know if their regular teacher is ill or at a meeting. They need to know that you have been provided with detailed classroom work by their regular teacher. This is a good time to state your expectation for the class. The first minutes of a class are crucial in “setting the tone” or establishing class control.

Be sincere in your efforts. When students realize you are sincerely dedicated to assisting them to learn, but will not tolerate disorder, control problems largely disappear. Use of profanity or swear words in a classroom is not tolerated.

Do not make threats or punishments to individual students or the entire class which will be very difficult to enforce. Check with the administration to determine what alternatives are available to cope with behavior problems.

Under no circumstances should a substitute administer or permit a student to take medication. By Board of Education policy, all medications must be administered by the school nurse. If a

student under your supervision becomes ill or is injured, notify the school nurse immediately. It is best to keep the ill or injured student with you and send a healthy individual for the nurse. Do not move students who are unconscious or appear to be seriously injured.

Students should not be left unattended during the regularly scheduled class period. If emergencies arise, send a student messenger or obtain the assistance of a regular teacher in a nearby room or in the office.

No student is ever excused from school without permission of the principal. Refer parents requesting dismissal of the student to the school office.

END OF THE DAY

As a substitute teacher, you will be asked to make a brief written report at the end of the day to communicate with the teacher: the lessons covered, student work completed or unfinished, and comments related to specific difficulties encountered that day.

Papers and homework collected from students should be organized, labeled and placed with the lesson plans.

Please leave the classroom in neat order, place instructional materials and equipment in their proper storage areas. Close windows, adjust window shades, turn off lights, and lock the door if keys are available.

If you are to substitute for more than two or three days, the regular teacher may contact you by phone to review your daily activities and provide additional help on lesson plans.

Share any concerns, suggestions, ideas and PRAISE with the building administration.

SUCCESSFUL SUBSTITUTE PRACTICES

- Report to the office of the school **at least 30 minutes ahead of starting time.**
- Dress for success; the more professional you look, the easier it will be to command respect. For example: If you accept a job as a P.E. teacher, dress appropriately for that job.
- If new to the school, please check on routine procedures (movement between classes, lunch, dismissal, etc.), how to handle a disruptive student or any special instructions for the day.
- In the classroom you should find a seating chart, lesson plans, and a schedule of the day.

While teaching, remember:

- Follow lesson plans as closely as you can. Leave a note for the teacher to document any situations requiring supplementary action.
- It is wise to bring some resource material with you in the event of early completion of scheduled activities. Before using extra materials, be sure that you have reviewed and reinforced the concepts in the teacher's lesson plans.
- Never leave a class unattended. If you need something, use the classroom phone or send a note with a responsible student to the principal or secretary.
- Never physically handle a child unless it is for their safety.
- NEVER use inappropriate or foul language while teaching; this will lead to dismissal.
- Try to find time to correct the assignments done that day and **leave a note** explaining them.
- Do not keep students after the dismissal bell or dismiss them early.
- Follow any end of the day procedures as instructed to do. This will vary with each school.
- Do not leave the building during the school day. If you are called for an emergency, notify the principal and/or secretary of the circumstances; student supervision will have to be arranged.
- Cell phones, including picture phones, should not be used during the school day.
- Check with the principal before using classroom computer during a class or a plan period.
- Be sure to complete any scheduled non-teaching duties.

Be professional and respectful in your words and actions. Students and teachers will notice!

DEVELOPING A POSITIVE RELATIONSHIP AND CLASSROOM CLIMATE

- √ Introduce yourself and let the students know you are pleased to be their teacher for the day.
- √ Physical punishment, sarcasm, ridicule, hasty decisions are not desirable strategies of behavior management.
- √ Use positive rather than negative requests and suggestions.
- √ Expect respect and cooperation; be respectful of student's opinions.
- √ Have a positive enthusiastic attitude toward your assignment and students.
- √ Become acquainted with the school staff.
- √ Treat all students fairly.
- √ Correct and re-direct students privately.
- √ Establish the rule that students leave their seats only with your permission.
- √ Direct students to accept others' answers without ridicule.
- √ Praise when praise is deserved.
- √ Maintain a quiet speaking voice.
- √ Limit the amount of talking you do.
- √ Be sure the class is supervised at all times.
- √ Deal with any misbehavior immediately.

The Webster Groves School District community is committed to academic and personal **success** for every **student**.

Smarter Adults - Safer Children

Preventing Child Sexual Abuse

Child Sexual Abuse is defined as:

“Any sexual abuse with a child whether in the home by a caretaker, or in a daycare situation, a foster residential setting, or in any other setting including on the street by a person unknown to the child. The abuse may be by an adult, an adolescent, or another older child.”

*National
Resource
Center on
Child Sexual
Abuse*

The Smarter Adults – Safer Children program includes awareness, education, and training programs designed to protect children from wrongdoing, negligence and accidents.

What caring adults can do to prevent child sexual abuse in their workplaces, homes, and communities:

Step 1: Learn more about child sexual abuse

Step 2: Take action to safeguard children from sexual abuse

Step 3: Report any suspicion of child sexual abuse to the proper authorities

Resource: Smarter Adults – Safer Children

You will receive an email requesting that you complete SafeSchools Mandatory Training

Webster Groves School District 2022 – 2023 Calendar



177 Employment Days (K - 5)

8/15/2022 – 5/26/2023

Academic and personal success for every student

JULY - DECEMBER IMPORTANT DATES

July 4	District Closed – Independence Day Holiday
Aug. 8-10	New Teacher Orientation
Aug. 11- 18	Professional Development Days
Aug. 15 - 18	K-5 Jump Start Conferences
Aug. 22	First Day of School
Sept. 5	No School PK-12 Labor Day Holiday
Sept. 16	Early Dismissal K-12 Students - PD Day
Sept. 21 & 29	PK (Ambrose) Family Chats
Oct. 10 – 13	HS Evening Conferences
Oct. 12	Early Dismissal for HS Students Only - PM Teacher Conferences
Oct. 14	PK (Ambrose) No School – PD Day No School HS (due to conferences) K-5 Early Dismissal (PM Teacher PD)
Oct. 17-19	HX Evening Conferences
Oct. 20	No School HX Students Only (All day Teacher Conferences)
Oct. 21	No School HX Students and Staff (due to conference)
Nov. 8	No School PK-12 Students - Records & PD Day *PK-5 Records Day *HX & HS PD Day
Nov. 14-17	K-5 Conferences
Nov. 18	No School PK-5 Only (due to conferences)
Nov. 23 - 25	No School - Thanksgiving Holiday
Dec. 19, 20, 21	HS Exam Days (8:25-11:57)
Dec. 22 - 30	No School PK-12 - Winter Recess

JANUARY - JULY IMPORTANT DATES

Jan. 2	No School PK – 12 - Winter Recess
Jan. 3	No School PK-12 Students – Teachers Records & PD Day *PK-5 PD Day *HX & HS Records Day
Jan. 4	School Resumes
Jan. 16	No School PK - 12 - Dr. MLK Day Holiday
Feb. 17	No School PK-12 Students – Teacher Records & PD Day *PK-5 PD/Records *HX & HS PD Day
Feb. 20	No School PK – 12 - Presidents' Day
Feb. 27 - 28	K-5 Conferences
March 1-2	K-5 Conferences
March 1 & 9	PK (Ambrose) Conferences
March 8	Early Dismissal for HS Students Only (PM Teacher Conferences)
March 6-9	HS Evening Conferences
March 13-16	HX Evening Conferences
March 17	No School PK-12 (due to conferences)
March 20 - 24	No School PK-12 - Spring Break
March 27	School Resumes
May 5	Early Dismissal K-5 Students Only – PM Teacher Records Day
May 5	PK (Ambrose) No School/PD
May 24-26	HS Exam Days * HS Exams 8:25-11:57
May 26	Last Day of School/Early Dismissal PK-12 Students/Teacher Work Day *PK-5 Dismiss - PM Teacher Work Day *HX Dismiss - PM Teacher Work Day
May 29	District Closed - Memorial Day
June 5	Summer School K-12 Starts
June 19	District Closed – Juneteenth Holiday
July 4	District Closed – Independence Day Holiday
July 7	End of Summer School K-12 Students

January '23				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February '23				
M	T	W	T	F
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6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March '23				
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6	7	8	9	10
13	14	15	16	17
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27	28	29	30	31

April '23				
M	T	W	T	F
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10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May '23				
M	T	W	T	F
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8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June '23				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

July '23				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14

Late Start Times

K - 5	9:05 am
6 - 12	9:40 am

Early Dismissal Times

WAFB:	12:15 pm
Elementary:	11:45 am
Middle:	12:32 pm
High School:	12:32 pm

Grades K-5

End of Trimster 1	Oct. 28
End of Trimster 2	Feb. 16
End of Trimster 3	May 26

HX and HS

End of Semester 1	Dec. 21
End of Semester 2	May 26

July '22				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August '22				
M	T	W	T	F
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22	23	24	25	26
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September '22				
M	T	W	T	F
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12	13	14	15	16
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October '22				
M	T	W	T	F
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November '22				
M	T	W	T	F
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December '22				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

193 = Teacher Contract Days
*including 6 holidays

○ = Late Start

/ = Early Dismissal

■ = All Schools Closed or Holiday
■ = Additional Work Days
■ = Paid Unworked Holidays
■ = Half Work Days
■ = Whole Work Days

Everyday Substitutes

Board Approved 2/24/2022

Webster Groves School District 2022 – 2023 Calendar



177 Employment Days (6 – 8)

8/15/2022 – 5/26/2023

Academic and personal success for every student

JULY - DECEMBER IMPORTANT DATES

July 4	District Closed – Independence Day Holiday
Aug. 8-10	New Teacher Orientation
Aug. 11- 18	Professional Development Days
Aug. 15 - 18	K-5 Jump Start Conferences
Aug. 22	First Day of School
Sept. 5	No School PK-12 Labor Day Holiday
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Oct. 20	No School HX Students Only (All day Teacher Conferences)
Oct. 21	No School HX Students and Staff (due to conference)
Nov. 8	No School PK-12 Students - Records & PD Day *PK-5 Records Day *HX & HS PD Day
Nov. 14-17	K-5 Conferences
Nov. 18	No School PK-5 Only (due to conferences)
Nov. 23 - 25	No School - Thanksgiving Holiday
Dec. 19, 20, 21	HS Exam Days (8:25-11:57)
Dec. 22 - 30	No School PK-12 - Winter Recess

JANUARY - JULY IMPORTANT DATES

Jan. 2	No School PK – 12 - Winter Recess
Jan. 3	No School PK-12 Students – Teachers Records & PD Day *PK-5 PD Day *HX & HS Records Day
Jan. 4	School Resumes
Jan. 16	No School PK - 12 - Dr. MLK Day Holiday
Feb. 17	No School PK-12 Students – Teacher Records & PD Day *PK-5 PD/Records *HX & HS PD Day
Feb. 20	No School PK – 12 - Presidents' Day
Feb. 27 - 28	K-5 Conferences
March 1-2	K-5 Conferences
March 1 & 9	PK (Ambrose) Conferences
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January '23				
M	T	W	T	F
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9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February '23				
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27	28			

March '23				
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April '23				
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May '23				
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June '23				
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July '23				
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July '22				
M	T	W	T	F
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18	19	20	21	22
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August '22				
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September '22				
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Everyday Substitutes

Board Approved 2/24/2022

Webster Groves School District 2022 – 2023 Calendar



177 Employment Days (9 - 12)

8/15/2022 – 5/26/2023

Academic and personal success for every student

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4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
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August '22				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September '22				
M	T	W	T	F
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19	20	21	22	23
26	27	28	29	30

October '22				
M	T	W	T	F
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17	18	19	20	21
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31				

November '22				
M	T	W	T	F
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21	22	23	24	25
28	29	30		

December '22				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
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Board Approved 2/24/2022