

SUBSTITUTE HANDBOOK

2025 - 2026



2420 Woodson Road
St. Louis, Mo. 63114

MISSION: The mission of Ritenour School District is to ensure learning occurs in a supportive environment that enables every student to think critically, solve problems and develop the knowledge and skills necessary for success in our diverse global society.

WELCOME TO OUR SCHOOLS

Welcome to Ritenour! We are pleased that you agreed to substitute as needed to support the teachers of our district. You are a very important part of our educational community and we welcome your efforts to help our students learn.

This handbook has been prepared as a guide for teachers who substitute in the Ritenour District, as well as a reference for Ritenour administrators and teachers. It includes information which is applicable throughout the District. Specific procedures and instructions, which may vary from building to building because of differing circumstances, will be available from the building at which you substitute. Although assignments to buildings are made through FRONTLINE, a substitute teacher is under the direct supervision of the building principal.

All Ritenour schools subscribe to a “Smoke Free” environment for all personnel. The district’s dress code is in effect at all times that staff members are on duty, as are policies which prohibit the possession or use of alcohol, illegal controlled substances and weapons and firearms, concealed or otherwise.

Again, many thanks for your willingness to contribute to the daily academic progress of Ritenour students.

Dr. Chris Kilbride
Superintendent of Schools

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ADMINISTRATIVE CENTER—2420 Woodson Road, St. Louis, Mo. 63114-5499

Dr. Chris KilbrideSuperintendent of Schools
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Dr. Mike LaChance..... Assistant Superintendent-Human Resources
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Wendy Jackson Human Resources Manager
Jamie Sims Human Resources Assistant
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Michael Nobile.....Coordinator of Curriculum & Federal Programs

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Betty SatterleyOffice Professional
Victoria Forgash..... Parent Liason
Matt Schuler.....Director of Data and Student Information System
Audris Campbell.....Student Information Systems Specialist
Robin Kern..... Student Services Support Specialist
Sindy MoralesOffice Professional
Yibeli LopezOffice Professional

Angi Foust..... Director of Special School District

Michael Smith..... Director of Operations
Dionne Gleckler..... Staff Assistant/Support Services
Glenn Taylor.....Maintenance Supervisor
Mark Grady..... Custodial Supervisor
Luz Sanchez.....Administrative Building's Lead Custodian

Deana Hill..... Interim Director of Child Nutrition Services
Brittney Scott..... Nutritionist-Child Nutrition Services

Doug Bray..... Director Communications & Community Services
Margarita Kramer-GuntherOffice Professional
Michelle Mueller..... Communications Coordinator
Paula Meers..... Graphic Artist
Jenna Gandolfo Digital Media Manager

Phillip Pusateri..... Chief Financial Officer
Mary MahnOffice Professional
Bonnie Lessnau..... Payroll & Benefits Specialist
Celia Pearson.....Director of Accounting
Nilsa AvilaAccounts Payable

ADMINISTRATIVE CENTER—2420 Woodson Road, St. Louis, Mo. 63114-5499

Richard WilsonDirector of Technology
Austin Knott.....Information Systems
Samantha Hamilton..... Student Information Specialist
Darrell JonesNetwork Administrator
Charles HillNetwork Technician
Willie Bledsoe.....Help Desk Technician
Joshua YarbroughHelp Desk Technician
Josh HustonHelp Desk Technician
Haleigh McClain.....Help Desk Technician

RITENOUR HIGH SCHOOL (9-12)—9100 St. Charles Rock Road, St. Louis, Mo. 63114-4241

Dr. Bruce Green Assistant Superintendent of Schools
Antorya Sanders..... Office Professional
Anglea Peoples..... Financial Office Professional
Reauna DoddsRegistrar
Greg Jones..... 9th Grade Assistant Principal
Chelah Steed 9th Grade Office Professional
Crystal Spearman 10th Grade Assistant Principal
Darryl Burkes 10th Grade Office Professional
Declan Fitzpatrick 11th Grade Assistant Principal
Rebecca Rodenberg 11th Grade Office Professional
Austin Ferguson 12th Grade Assistant Principal
Coralis Bobe Arce..... 12th Grade Office Professional
Lori Craig..... Dean of Students
Drew Lohnes Director of Athletics & Activities
Lee LaskowskiCoordinator of Athletics & Activities
Cathy Farris..... Office Professional
Joey Bogdajewicz.... Counselor (9th)
Norma Burnett Counselor (10th)
Chermoan Lindsey Jones Counselor (11th)
Victor Seals..... Counselor (12th A-K)
Myshell Luster Counselor (12th L-Z)
Tawana Spencer..... Counselor
Lisa Brougham.....ELL Counselor
Erica Weeks Secretary to Counselors
Karen Coughlin.....Social Worker

HOECH MIDDLE SCHOOL (6-8)—3312 Ashby Road, St. Louis, Mo. 63074-3597

Dr. Alexander Terrance Principal
Nancy Pratt..... Office Professional
Katie Griggs..... Office Professional
Darrica Wilson.....Office Professional
TBD.....Nurse
Ramona Coleman..... Assistant Principal
Dr. Lindsay Hawkins Assistant Principal
Ebony SnowCounselor
Shelly PriceCounselor
Deborah BertishCounselor

RITENOUR MIDDLE SCHOOL (6-8)—2500 Marshall Avenue, St. Louis, Mo. 63114-5012

Angela Chatman..... Principal
LaDonica Miller..... Office Professional
Myiqua Ingram..... Office Professional
Gwendolyn Jones-Townsend..... Office Professional
Kayla Dell.....Nurse
Sam Brotherton Assistant Principal
Seneca Allen Assistant Principal
Michael Thomas.....Dean of Students
Shelly LeeCounselor
Jeremy Kane.....Counselor
Kim Sagakhaneh.....Counselor

BUDER ELEMENTARY (K-5)—10350 Baltimore Avenue, St. Louis, Mo. 63074-3837

Melisha Mack..... Principal
Meriel Curtis Office Professional
Michelle McNabb Office Professional
Debra Schwer.....Nurse
Ramone West..... Assistant Principal
Graci Morris.....Counselor
Angela Wiese.....Counselor

IVELAND ELEMENTARY (K-5)—1836 Dyer Avenue, St. Louis, Mo. 63114-2499

Amanda Connelly Principal
Kaitlyn Tucker Office Professional
Yolanda Smart Office Professional
Rebecca Williams Assistant Principal
Christopher Pearson.....Counselor
Angela Wiese.....Counselor

KRATZ ELEMENTARY (K-5)—4301 Edmundson, St. Louis, Mo. 63134-3909

Meghan McNulty Principal
Carla Cunningham Office Professional
Jennifer Hernandez Office Professional
Maureen Rahenkamp Nurse
Orianna Moccio Assistant Principal
Carla Theiss Counselor
Erin Provaznik Counselor

MARION ELEMENTARY (K-5)—2634 Sims Avenue, St. Louis, Mo. 63114-3199

Lisa Broadbent Principal
Jennifer Morales Office Professional
Jesseca Hankins Office Professional
TBD Nurse
Matt Macko Assistant Principal
Nathan Campo Counselor
Shanell Young-Davis Counselor

MARVIN ELEMENTARY (K-5)—3510 Woodson Road, St. Louis, Mo. 63114-4203

Melissa Crowley Principal
Michelle Gonzalez Office Professional
Melissa Tyson Office Professional
Laamar Cunningham Nurse
Jennifer Nilges Assistant Principal
Demetra Crocker Counselor
Amanda Wilson Counselor

WYLAND ELEMENTARY (K-5)—2200 Brown Road, St. Louis, Mo. 63114-5599

Kelsey Bodie Principal
Terran DeLoach Office Professional
Rochelle Clemons Office Professional
TBD Nurse
Kayla Case Assistant Principal
Tara Schillhahn Counselor
Hannah Vesper Counselor

School for Early Childhood Education—3580 Woodson Road, St. Louis, Mo. 63114-4203

Dr. Jennifer SingletonPrincipal
Pam DollOffice Professional
Michael Aitken.....PAT Educator

Adult Learning Center—8762 St. Charles Rock Road, St. Louis, Mo. 63114-4338

Karen MusemicDirector

Husky Academy—9229 Lackland Road, St. Louis, Mo. 63114

Tavonda Palmer HarveyDirector
Nicholas Olbrich.....ACE

Ritenour Center for Educational Excellence -10901 St. Henry Lane, St. Ann, Mo. 63074

Dr. Jennifer SingletonPrincipal
Caroline Logue..... Interim Coordinator
Carolyn Navarro.....Office Professional

SCHOOL START & END TIMES

School for Early Childhood Education

Full-day Preschool	8:30 a.m. - 3:30 p.m.	Mon. - Fri.—5 days
Half-day Morning	8:25 a.m. - 11:35 a.m.	Mon. - Fri.—5 days
Half-day Afternoon	12:25 p.m. - 3:30 p.m.	Mon. - Fri.—5 days
Before Care	6 - 8:15 a.m.	
After Care	4 - 6 p.m.	

Elementary 8:40 a.m. - 3:35 p.m.

Middle Schools 7:30 a.m. - 2:25 p.m.

Ritenour High 8:05 a.m.— 3 p.m.

Ritenour Center for Educational Excellence 8:10 a.m. - 3:50 pm

- **** Julie Hahn Center for International Learners:** 7:10 a.m. -1:30 p.m.

EARLY DISMISSAL: SCHOOL START TIMES

Elementary: 8:40 a.m. - 1:25 p.m.

Middle Schools: 7:30 a.m. - 12:15 p.m.

Ritenour High/Husky Academy: 8:05 a.m.— 12:50 p.m.

Early Childhood: 8:30 a.m. - 1:25 p.m.

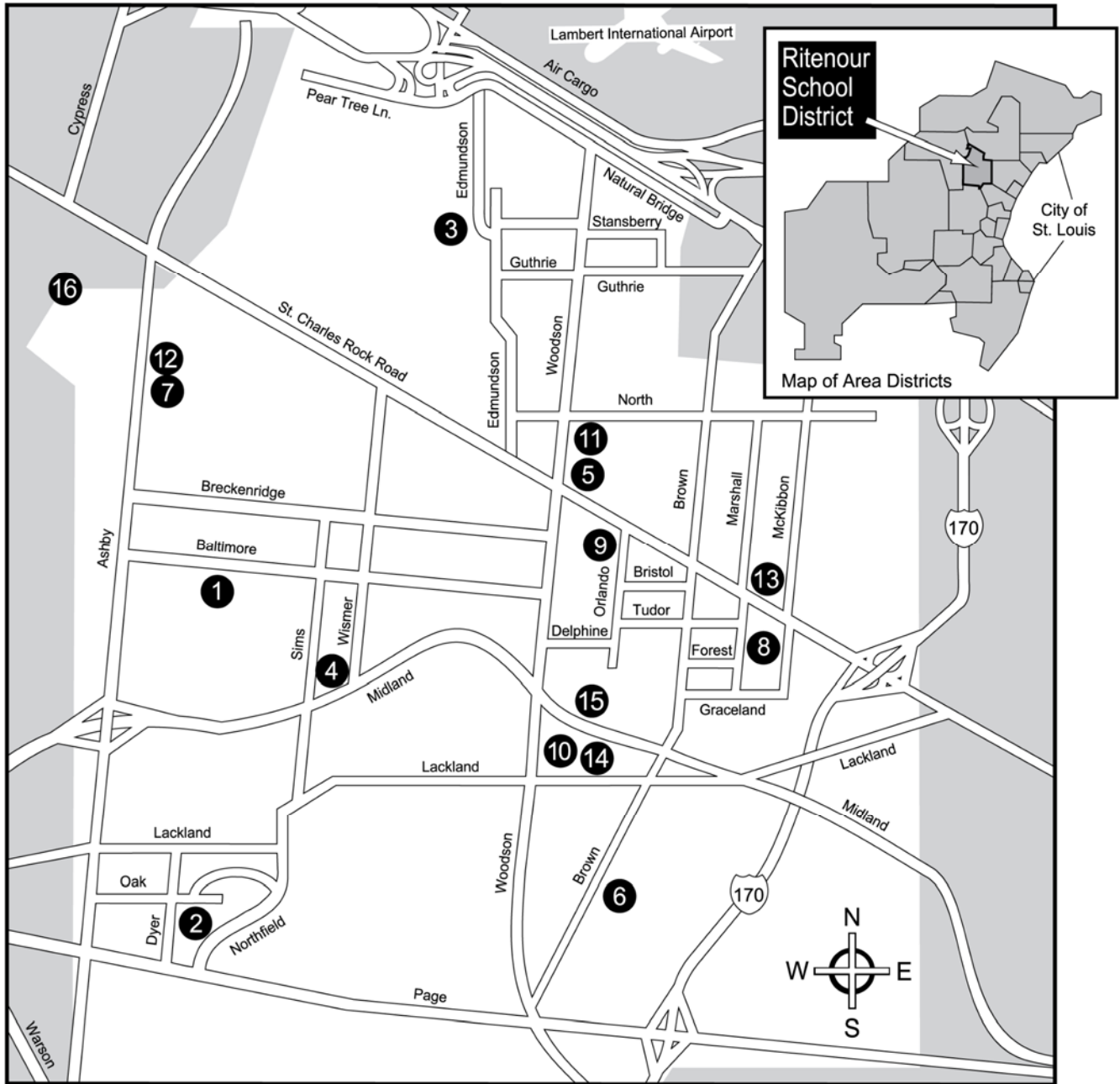
Ritenour Center for Educational Excellence

- **** Julie Hahn Center for International Learners:** 7:10 a.m. -11:20 a.m.

**Substitutes should report to the school's main office
30 minutes prior to their start time to prepare for the
school day.**



District Map



Ritenour School District

Map Legend

1. **Buder Elementary School**
Dr. Melisha Mack, Principal
10350 Baltimore Avenue
St. Ann, MO 63074-3837
493-6300 / Fax 429-6734
2. **Iveland Elementary School**
Amanda Connelly, Principal
1836 Dyer Avenue
St. Louis, MO 63114-2499
493-6330 / Fax 429-6721
3. **Kratz Elementary School**
Dr. Meghan McNulty, Principal
4301 Edmundson Road
St. Louis, MO 63134-3909
493-6360 / Fax 429-6735
4. **Marion Elementary School**
Lisa Broadbent, Principal
2634 Sims Avenue
St. Louis, MO 63114-3199
493-6400 / Fax 429-6720
5. **Marvin Elementary School**
Dr. Melissa Crowley, Principal
3510 Woodson Road
St. Louis, MO 63114-4203
493-6430 / Fax 429-6737
6. **Wyland Elementary School**
Dr. Kelsey Bodie, Principal
2200 Brown Road
St. Louis, MO 63114-5599
493-6460 / Fax 429-6728
7. **Hoech Middle School**
Dr. Alexander Terrance, Principal
3312 Ashby Road
St. Ann, MO 63074-3597
493-6200 / Fax 426-3837
8. **Ritenour Middle School**
Angela Chatman, Principal
2500 Marshall Avenue
St. Louis, MO 63114-5012
493-6250 / Fax 429-6726
9. **Ritenour High School**
Dr. Bruce Green, Assistant Superintendent
of Secondary Education
9100 St. Charles Rock Road
St. Louis, MO 63114-4241
493-6105 / Fax 473-6038
10. **Administrative Center**
Dr. Chris Kilbride, Superintendent
2420 Woodson Road
St. Louis, MO 63114-5499
493-6010 / Fax 426-7144
11. **School for Early Childhood Education**
Dr. Jennifer Singleton, Principal
3580 Woodson Road
St. Louis, MO 63114
493-6240 / Fax 429-3688
12. **Ritenour Adult Ed. & Literacy**
Karen Musemic, Coordinator
3312 Ashby Road (HMS North Wing)
St. Ann, MO 63074-3597
493-6412 / Fax 429-4348
13. **North Athletic Complex**
8775 St. Charles Rock Road
St. John, MO 63114
14. **Husky Academy**
Tavonda Palmer Harvey, Director
9229 Lackland Road
St. Louis, MO 63114
493-6031 / Fax 426-3856
15. **Husky Support Center**
9303 Midland Road
St. Louis, MO 63114
493-6327
16. **Ritenour Center for Educational Excellence**
 - Center for International Learners
 - Center for Gifted Learners10901 St. Henry Lane
St. Louis, MO 63074

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11 (T)	12 (T)	13 (T)	14 (T)	15	16
17	18 ★	19	20	21	22	23
24 31	25	26	27	28	29	30
	1 (D)	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30 (T)	31 (D)	
						1
2	3 (D)	4 (T)	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26 (D)	27 (D)	28 (D)	29
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 (D)	23 (D)	24 (D)	25 (D)	26 (D)	27
28	29 (D)	30 (D)	31 (D)			
				1 (D)	2 (D)	3
4	5 (T)	6 ★	7	8	9	10
11	12	13	14	15	16	17
18	19 (D)	20	21	22	23	24
25	26	27	28	29	30	31



Ritenour
School District
Educational Excellence Since 1867

2025-2026 District Calendar

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

JANUARY

4-8 New Teacher Orientation
11-14 Professional Development/Teacher Workdays & Transition day
15 Teachers–Non-contract day
18 ★ First Day of School (PreK-12)

1 Labor Day (NO SCHOOL PreK-12)
All District Offices and Schools Closed
11 Early Release Day (PreK-12)

16 Early Release Day (PreK-12)
22 End of First Quarter
27 PreK-8 Evening Conferences
28 Grades 9-12 Evening Conferences
29 PreK-12 Evening Conferences
30 PreK-12 AM Conferences/Teachers Off PM (NO SCHOOL PreK-12)
31-11/3 Fall Break (NO SCHOOL PreK-12)
All District Offices and Schools Closed

3 Fall Break (NO SCHOOL PreK-12)
All District Offices and Schools Closed
4 Professional Development/Teacher Workday (NO SCHOOL PreK-12)
20 Early Release Day (PreK-12)
26-28 Thanksgiving Holiday (NO SCHOOL PreK-12)
All District Offices and Schools Closed

22-31 Winter Break (NO SCHOOL PreK-12)
All District Offices and Schools Closed

1-2 Winter Break (NO SCHOOL PreK-12)
All District Offices and Schools Closed
5 Professional Development/Teacher Workday (NO SCHOOL PreK-12)
6 Students Return to School
15-16 RHS Finals (Early Release–High School 9-12 ONLY)
16 End of 2nd Quarter
19 Martin Luther King Jr. Day (NO SCHOOL PreK-12)
All District Offices and Schools Closed

■ No Students Attending Classes

(D) All District Offices & Schools Closed

■ Other Significant Dates

(T) Teacher Work Days

**Calendar Dates Are
Subject to Revision**

Revised 6/1/24

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13 ^(T)	14
15	16 ^(D)	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13 ^(T)	14
15	16 ^(D)	17 ^(D)	18 ^(D)	19 ^(D)	20 ^(D)	21
22	23	24	25	26	27	28
29	30	31				
			1	2	3	4
5	6	7 ^(T)	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 ^(D)	26 ^(T)	27	28	29	30
31						
	1 ^(★)	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 ^(D)	20
21	22	23	24	25	26	27
28	29	30				
			1	2	3 ^(D)	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Ritenour
School District
Educational Excellence Since 1867

2025-2026 District Calendar

FEBRUARY

- 5 Early Release Day (PreK-12)
13 Professional Development/Teacher Workday (NO SCHOOL PreK-12)
16 Presidents' Day (NO SCHOOL PreK-12)
All District Offices and Schools Closed

MARCH

- 10 PreK-8 Evening Conferences
11 Grade 9-12 Evening Conferences
12 PreK-12 Evening Conferences
12 End of Third Quarter
13 PreK-12 AM Conferences/Teachers off PM (NO SCHOOL PreK-12)
16-20 Spring Break (NO SCHOOL PreK-12)
All District Offices and Schools Closed

APRIL

- 7 Professional Development/Teacher Workday (NO SCHOOL PreK-12)
16 Early Release Day (PreK-12)

MAY

- 21-22 *RHS Finals (Early Release-High School 9-12 ONLY)
22 *PreK-12 Last Day of School
25 Memorial Day (NO SCHOOL PreK-12)
All District Offices/Schools Closed
26 *Teacher Work Day

* AMI (Alternative Methods of Instruction) Plan = Virtual Instruction on Inclement Weather Days

JUNE

- 1 **First Day of Summer School K-12
19 Juneteenth
All District Offices/Schools Closed
26 **Last Day of Summer School Grades K-8

** Summer School dates are subject to change.

JULY

- 3 Independence Day (Observed)
All District Offices and Schools Closed
10 **Last Day of Summer School Grades 9-12

** Summer School dates are subject to change.

2025-2026 Calendar Notes

171 Student Contact Days (PreK-12) (>1044 hrs.)
181 Teacher Work Days

*In the event that virtual instruction is not possible for inclement weather days or the number of AMI days exceeds 6 days, attendance days may be added to the end of the school year at the discretion of the Ritenour Board of Education.

SALARY INFORMATION

Substitute teachers are paid semi-monthly. Please see the payday schedule on page 19. To comply with district policy, all district employees are required to complete a Direct Deposit form and submit it to the payroll department, no later than 7-10 business days from hire date. Failure to do this will result in the substitute being removed from the substitute roster until the Direct Deposit form is returned. Your first check will be direct deposit.

Occasional Daily Substitute / Starting Pay Rate

Substitute Teacher hourly rate is \$20.00 per hour for a 7-hour day or \$140.00 per day. Lunch breaks vary by school building and are unpaid for all assignments.

Extended Daily Substitute Pay Rate

This plan seeks to recognize the commitment of exceptionally hard-working substitute teachers for time worked in daily assignments. Any substitute teacher **who reaches 11- 30 full consecutive work-days** will receive \$25.71 per hour or \$180.00 per day. A full day is considered a 7-hour workday. Substitute teachers' assignments do not need to be for the same teacher, grade level, or classroom. The substitute teacher assignments can be for different teachers.

Dedicated Service Daily Substitute Pay Rate

The district will also recognize dedicated substitute teachers **who work 31 or more consecutive work-days**. These individuals will receive \$34.29 per hour or \$240.00 per day. A full day is considered a 7-hour workday. The assignments must be consecutive to earn this higher pay rate. Once again, these substitute assignments can be for different teachers, grade levels, or classrooms.

** Please view the chart on the following page for more information regarding substitute clerical workers and Ritenour retired teachers or staff members.*

ADDITIONAL SALARY INFORMATION

Other Types of Day-to-Day Substitute Teacher Assignments

Shadowing a student hourly rate is \$20.00 for a 7 hour day. Starting the eleventh consecutive day in the same assignment, the rate will increase to \$25.71 per hour.

Teacher Assistant hourly rate is \$20.00 for a 7 hour day and 7.5 hour day at SECE. Starting the eleventh consecutive day in the same assignment, the rate will increase to \$25.71/hour.

Clerical Substitute hourly rate is \$15.00 for a 7.5 hour day.

Type of Assignment	Hourly Rate of Pay	Type of Assignment	Hours Worked
Teacher Assistant PreK-12	\$20.00 changes to \$25.71 after 11-30 full consecutive days. After 31+ consecutive days, pay rate changes to \$34.29.	Teacher Assistant Intervention Assistant PreK-12	7/hour day 7.5/hour day SECE
Classroom Teacher	\$20.00 changes to \$25.71 after 11-30 full days in a pay period. After 31+ consecutive days, pay rate changes to \$34.29.	Taking over a classroom for regular classroom teacher.	7/hour day 7.5/hour day SECE
Shadowing a Student	\$20.00 changes to \$25.71 after 11-30 full days in pay period. After 31+ consecutive days, pay rate changes to \$34.29.	1 to 1 student Observation.	7/hour day
Clerical	\$15.00 per hour	Office Professional	7.5/hour day
Retired Ritenour Substitute Teacher	\$25.71 and increases to \$31.43 after 11-30 full consecutive days. For long-term assignments or those working 31+ consecutive days, they will earn \$37.86.	Retired Ritenour teachers complete assignments for classroom teachers	7/hour day 7.5/hour day SECE

LONG-TERM CLASSROOM TEACHER ASSIGNMENTS

What is a Long-Term Substitute Teacher (LT Sub):

A substitute teacher in a long-term position is taking over the primary teacher's classroom for an extended amount of time. This substitute teacher will be responsible for implementing the regular teacher's lesson plans and assigning appropriate assignments. The substitute teacher might be required to develop lesson plans and participate in supervision duties.

Substitute Teacher assignment starts out as long-term assignment if:

If scheduled, in advance, for *approximately or close to* 31 consecutive 7 hour days, the rate of pay is \$34.29 per hour starting the first day. The exception for the rate of pay is if the substitute does not follow the procedures for a non-district absence. (*see *non-district absences*)

Substitute Teacher assignment turns into a long-term assignment if:

If a substitute teacher serves as the same classroom's primary teacher for the same short-term assignment, it will become a long-term assignment on the 31st consecutive day, and the pay rate will be \$34.29 per hour for the 31st day going forward. The exception for the rate of pay is if the substitute does not follow the procedures for a non-district absence. (*see *non-district absences*)

Non-district Absences during Long-Term Assignments

Substitute teacher's absence during long-term assignments must be approved by both the Principal of the assigned school building and Human Resources. During the absences, the substitute teacher will not receive pay. Once back, the substitute teacher will continue to receive long-term pay. However, if the substitute teacher does not notify anyone of their absence, their pay rate may be reduced to \$20.00 per hour until they work 11 or more consecutive days.

After the completion of the long-term assignment:

After completing their long-term assignment, the substitute teacher will return to their regular day-to-day assignments throughout the district.

- If the substitute teacher worked *less than 31* consecutive days during the long-term assignment and continues to work consecutively, the pay rate will be \$25.71 per hour, as stated under "Extended Pay Rate."
- If the substitute teacher worked *more than 31* consecutive days during the long-term assignment and continues to work consecutively, the pay rate will remain \$34.29, as specified under "Dedicated Service Pay Rate."

What is a Long-Term Building Substitute Teacher:

Long-Term Building Substitute Teachers are established by the Human Resources Department based on specific district needs. Substitute Teachers serving in this role are expected to report to the same assigned school building each day for the duration of the assignment. The Long-Term Building Substitute Teacher must complete various assignments and duties. Filling last-minute absences, implementing lesson plans, managing classroom discipline, preparing instructional materials, and performing other supervision duties that may be required during the substitute teacher's school day parameters. The rate of pay will be \$34.29 per hour at the start of this position. The exception for the rate of pay is if the substitute does not report to assigned school building or follow the procedures provided by Human Resources Assistant. *Those selected for this position must contact Human Resources for more specific details regarding pay, absences, and assignments.*

FINDING ASSIGNMENTS

Ritenour School District utilizes the Frontline Absence Management system (Formerly Aesop). This is an automated absence reporting and substitute finding system. There are two ways to search for and accept assignments in Frontline (Formerly AESOP).

1. Log on to www.frontlineed.com. Using your personal Login ID and PIN number, you will be able to see and accept assignments that become available 24 hours a day, seven days a week, 365 days a year.
2. Using your personal ID and PIN number or by calling 1-(800) 94AESOP (800-942-3767) to hear, view, and accept available assignments .
3. On Absence Management, you can select when and where you will like to accept assignments. You can also decide whether you would or would not like to receive automatic calls from the system notifying you of open assignments or positions. If you decide to accept these calls, then Absence Management will automatically call your phone the night before or the morning of the assignments. These automatic calls will sometimes appear on your phone as “No Caller ID” or as 1-800-942-3767. Along with this, you may receive calls from the Human Resources Department on the morning of the assignments.

Once you have accepted an assignment on a particular day, you will not see any more assignments for that day on your Frontline account.



FINDING ASSIGNMENTS: Continued

Absences:

If you are not able to fulfill an assignment due to an emergency, it is your responsibility to call the school to which you have been assigned to let them know as soon as possible. (*For long-term assignments, please review page 16.*)

If you are unavailable to substitute teach on a given day, please go to your Absence Management website and enter a **Non-Work Day** to your calendar.

Assignments May Change for Day-to-Day Substitute Teachers:

Assignments may change during the day, based on building needs. We ask that you be flexible regarding these changes and work wherever needed (e.g. a different classroom, office help) at the hourly substitute teacher pay rate.

If you are assigned to a building or assignment in error, you may be asked to:

1. substitute in another classroom or building
2. substitute in an office as a secretary, at the substitute teacher hourly rate
3. help in the office (filing, data entry, etc.) at the substitute teacher hourly rate
4. assist certified teachers with supervising additional students from multiple classrooms

If you choose to leave, or there are no open assignments, you will be paid for one hour.

SUBSTITUTE PAY DATES 2025-2026 SCHOOL YEAR

Pay #	Pay Period	Pay Date	Deadline To Payroll
1	August 1-15, 2025	August 29, 2025	8/19/2025
2	August 16-31, 2025	September 15, 2025	9/3/2025
3	September 1-15, 2025	September 30, 2025	9/17/2025
4	September 16-30, 2025	October 15, 2025	10/2/2025
5	October 1-15, 2025	October 31, 2025	10/17/2025
6	October 16-31, 2025	November 14, 2025	11/5/2025
7	November 1-15, 2025	November 28, 2025	11/18/2025
8	November 16-30, 2025	December 15, 2025	12/2/2025
9	December 1-15, 2025	December 31, 2025	12/17/2025
10	December 16-31, 2025	January 15, 2026	1/6/2026
11	January 1-15, 2026	January 30, 2026	1/20/2026
12	January 16-31, 2026	February 13, 2026	2/3/2026
13	February 1-15, 2026	February 27, 2026	2/18/2026
14	February 16-28, 2026	March 13, 2026	3/3/2026
15	March 1-15, 2026	March 31, 2026	3/24/2026
16	March 16-31, 2026	April 15, 2026	4/2/2026
17	April 1-15, 2026	April 30, 2026	4/17/2026
18	April 16-30, 2026	May 15, 2026	5/4/2026
19	May 1-15, 2026	May 29, 2026	5/19/2026
20	May 16-31, 2026	June 15, 2026	6/2/2026
21	June 1-15, 2026	June 30, 2026	6/17/2026

Perks for Working As a Substitute Teacher in Ritenour School District:

- Reimbursement of application expenses after completing 10 full days of substitute teacher assignments:
 - Family Care Safety Registry Background Screening (\$15.25)
 - FBI/Missouri Highway Patrol Background Check (\$41.75)
 - DESE Substitute Teacher Training/Certification (up to \$180)
- District Paid Orientation and Online Training on the district policies and procedures
- Free Lunch for all substitute teachers completing assignments

The reimbursement process became effective in November 2021.



PHONE USAGE

The district map (page 10-11) has the address and direct phone numbers of all of our schools.

Please do not use cell phones while on duty; all classrooms have a phone for emergencies.

If someone must reach you, they may call **(314) 493-6060** or **(314) 493-6061** and we can connect them with the building to which you have been assigned.

CONTACT INFORMATION

Jamie Sims
(314)-493-6060
simsj@ritenourschools.org

Wendy Jackson
(314) 493-6059
jacksonw@ritenourschool.org

Rolanda Dodds-Piggs
(314) 493-6061
piggsr@ritenourschool.org

Ritenour School District website
www.ritenourschools.org

Department of Elementary and Secondary Education (certification)
(573) 751-4212
www.dese.mo.gov

INCLEMENT WEATHER

In the event that schools are closed due to inclement weather, **it is your responsibility** to check Aesop website, Ritenour website or local television or radio announcements about school closings. If you are set up to accept calls from Absence Management (Formerly AESOP), and school is closed, you will get a call or email from Frontline, HR, or the school to inform about your assignment.

PARKING

Parking at all elementary, middle and high schools are first come, first served. You may also park in the visitors parking.

BOARD POLICIES

Substitutes are expected to become familiar with district policies, rules and regulations. Further, they are expected to abide by them in the conduct of their duties. All board policies can be accessed on our website by following these steps:

Log on to www.ritenourschools.org
Click on “About Us” (just under the Ritenour Banner)
Click on Board of Education
Click on “Policies”

Search the policies by clicking on “Search Policies” and then type description in “Search” box.

Some policies you may want to refer to frequently are:

BAA—Vision, Mission, Core Values and Goals
AC—Equal Opportunity/Nondiscrimination/Anti-Harassment
EBBA, EBBA-R—Accident Prevention and Response
ECA—Building and Grounds Security
EGAAA—Reproduction of Copyrighted Materials
EHB, EHB-R—Technology Usage
GBCB—Staff Conduct
GBCB, GBCB-R—Staff Conduct
GBEBA—Drug-free Workplace
GBEC, GBEC-R—Communicable Diseases – Exposure Control Plan
JHCC—Communicable Diseases – Student
JHG—Reporting and Investigating Child Abuse and Neglect

REMOVAL FROM SUBSTITUTE LIST

Unless prior arrangements have been made with Human Resources your name will be removed from the Ritenour substitute list and made inactive in Frontline (Formerly AESOP) if you have not worked in a 6-month period. If you wish to re-apply as a substitute, you will be asked to complete a new substitute application. This does not apply to individuals who are student teaching.

EXPIRED SUBSTITUTE/TEACHING CERTIFICATE

It is the responsibility of the substitute to provide the district with a copy of their valid substitute or teaching certificate. We will remove from active status anyone whose certificate is not current and will reactivate them when proof of a valid certificate is provided.

CONDUCT

Substitutes are expected to conduct themselves in a manner which reflects positively on the district and is conducive to its efficient operation. The district has the sole and absolute discretion to determine what type of conduct is prohibited. Expectations include but are not limited to:

1. Report to work punctually (see page 9);
2. Comply with safety and health requirements;
3. Do not use alcohol on district property or while supervising students as a part of one's assignment at any location;
4. Do not use tobacco products on district property;
5. Dress and groom appropriately for the occasion (see Dress Guidelines, policy GBCB-R)
6. Efficiently and responsibly perform duties;
7. Refrain from offensive, undesirable, immoral, or indecent conduct;
8. Do not use cell phones, including picture phones, during the school day. *Please be aware of the new cell phone policy (see page 25)*
9. Properly use district technology (see Technology Usage, policies EHB and EHB-R).
10. Do not use profanity or abusive language;
11. Do not possess firearms or other weapons on district property;
12. Insubordination – the refusal by an employee to follow management's instructions concerning a job-related matter;
13. Do not assault a fellow employee and/or students;
14. Theft or misuse of district property or of another employee's property is prohibited;
15. Do not gamble on district property;
16. Do not falsify any district record or report, such as an application for employment, or shipping or receiving records or time sheets;
17. Do not possess, sell or use a controlled substance other than a drug prescribed by a physician;
18. Do not engage in a sexual relationship with a district student, regardless of the real or perceived consensual or non-consensual nature of the relationship, the time and location at which the relationship might occur, or the kind of legitimate relationship, if any, which exists between the employee and student in the school setting;
19. Do not engage in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age, veteran status or use of leave protected by the Family and Medical Leave Act.

UNSATISFACTORY PERFORMANCE

- Formal evaluations of substitute teachers are not routinely done, but a teacher, principal, office professional, student, or any staff member in the district may submit a Substitute Complaint form at any time.
- The performance evaluations follow a 3-Strike rule:
 - If **one** unsatisfactory evaluation is received, the substitute will be notified by Human Resources.
 - If the Human Resources team receives two unsatisfactory evaluations, the Human Resources Department will meet with the substitute to discuss the issue, provide feedback, and set clear performance goals.
 - A **third** unsatisfactory evaluation may result in the substitute being permanently removed from service.
 - A substitute can be terminated for a **single incident, or policy violation, based on its severity at the discretion of the Human Resources staff.**
 - A substitute teacher may be removed from any school in the district to rectify any issues that result from the substitute teacher's behavior.

CLASSROOM MANAGEMENT

- New Cell Phone Policy — All Ritenour Staff should not use cell phones or other electronic mobile devices in the presence of students for non-work-related reasons. This includes all substitute teachers and staff members. Staff members who don't follow the expectation will be addressed using progressive discipline. Students are prohibited from displaying or using personal communication devices during the school day.
 - **Exceptions:** Students may display and use a personal communication device during the school day in the following circumstances: 1. In the case of an emergency (weather/life safety) 2. When the district determines that the display or use is legally necessary.
- One of the most important factors in preventing problems, or minimizing their seriousness, is alertness. A teacher who stands while teaching will find that more learning results and that fewer problems arise. Moving about the room during supervised study time permits the teacher to give more help to the students, to be more aware of learning difficulties, and also to decrease the likelihood of misbehavior.
- Never hesitate to call on a nearby teacher or the principal to help. It is better for you to handle your own problems, as much as possible, but when students do not cooperate it is better to let someone help you before there is extreme tension or "loss of cool". **Avoid physically handling a student unless it is for someone's safety. If reason does not help a student control his actions, let the principal restrain or detain the student.**
 - According to District's Board Policy (JGA and JGGA), "A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons...Seclusion and restraint interventions will be used only when necessary and in accordance with this policy, and they will never be used as a form of punishment or for the convenience of district personnel...The board directs the superintendent or designee to train and direct district personnel to use with fidelity measures to proactively address student behaviors, such as positive behavior support techniques, and to identify students who may need behavior intervention plans."
- When the misbehavior involves a few students the teacher should talk to the students individually. In private, the student does not have a peer audience to impress, and is therefore more likely to make the desired response.
- The teacher should keep in mind that the purpose of corrective action is to improve behavior, not to get revenge. Therefore, the least severe action that will achieve the desired results should be utilized.
- Correction should be private, impersonal and unemotional. When it is administered in anger it is difficult to use good judgment, and often causes the student to associate the action with the teacher's anger, rather than with his/her own offense.
- Disciplinary measures should never be a matter for argument between teacher and pupil.
- Once the responsibility of the student has been clearly established, corrective action should be promptly determined and carried out. Care should be taken to avoid false accusations because they frequently have an adverse effect on student-teacher relations. Do not touch a child, even in a caring manner, when you are angry or mad with the child.
- Sarcasm is NEVER appropriate to use.

THE SUBSTITUTE TEACHER EXPECTS TO FIND IN THE CLASSROOM:

- A well organized plan for the day which includes lesson plans, resources, and page numbers.
- The daily schedule showing class periods, recesses, any “extra” classes (i.e. art, music, physical education, library), and dismissal time whenever appropriate.
- An up-to-date, easy to read seating chart.
- Information regarding student passes.
- A listing of any student with medical concerns.
- The teacher’s guides and manuals easily accessible.
- Procedures for emergencies and evacuation map.
- A listing of any special duties (bus, recess, hall, etc.).
- The school discipline policy and procedures for referring students to the office.
- A teacher who does not criticize the work of the substitute teacher in the presence of students or with other teachers.
- An atmosphere of good will toward the substitute teacher. Discussion will have preceded your arrival, concerning the responsibilities of the students to the substitute.

THE CLASSROOM TEACHER EXPECTS THE SUBSTITUTE TEACHER TO:

- Arrive early to be prepared and locate all necessary information.
- Follow the regular plans and schedule as closely as possible.
- Check and correct workbooks and papers which the students have done, as designated by the teacher.
- Try to maintain a neat, orderly, attractive environment.
- Keep accurate attendance records. A photograph of each child is given to the substitute by the office and attendance is kept on those sheets. Long-term substitutes will log in to computers
- Maintain good room discipline. Leave equipment in proper place.
- Refrain from discussing teacher's methods or ideas in or out of the classroom. Keep all student information confidential.
- Relate important messages from parents or staff to regular teacher.
- Check teacher's mailbox for bulletins, announcements, special arrangements, etc.
- Become acquainted with the building rules and regulations.
- Call on any teacher (s) nearby for help on a particular problem. Serious or immediate concerns should be routed to the principal.
- Contact the principal or ask principal if additional lesson plans or assignments are needed.

THE SUBSTITUTE TEACHER EXPECTS THE PRINCIPAL OR DESIGNEE TO:

- Escort the substitute teacher to his/her teaching station if it is their first experience in the school and unlock the door.
- Locate the plan book, seating chart, and daily lesson schedule.
- Explain events, changes in routines, and program – fire drill, special money collections, special events, inclement weather procedure, etc.
- Inform the substitute teacher how to obtain supplies or equipment.
- Relate to the substitute teacher if his/her work is satisfactory; or if unsatisfactory, suggest ways for improvement.
- Explain location of rest rooms, study halls, gym, music, art, library, cafeteria, faculty room, or special building information.
- Give information concerning: fire and emergency drill directions, bathroom privileges, hall permits before, during and after school, and handling irregularities.

PROCEDURE FOR CHECKING IN

Report to the principal's office of the school to which you have been assigned. This may be the first notice the principal has that a teacher is absent. Upon check-in you will be made familiar with that building's operation. Please sign in and out on the substitute sign-in/sign-out form in the school's office to which you have been assigned.

THE PRINCIPAL EXPECTS THE SUBSTITUTE TEACHER TO:

- Dress in a professional manner.
- Arrive as soon as possible on the first day of assignment. Thereafter, arrive 30 minutes before the start of the school day, as is expected of the regular staff (see page 9).
- Report to the office immediately upon arrival and inquire about any special directions for the day with regard to daily schedule, bulletins, lesson plans, reports to be completed, drill procedures, and other pertinent information.
- Check teacher's mailbox and turn in room keys. Money collected should be turned in to the office immediately.
- Be familiar with and follow emergency and fire drill procedures.
- Refer medical concerns to the nurse and take all medications to the nurse's office.
- Not leave the building at any time (including lunch hours) unless an emergency occurs and approval is granted by a principal.
- Report at end of day to inquire if services will be required the following day.
- Maintain high standards of ethics in your relationships with students and staff.
- Report any serious behavior cases to the principal instead of trying to handle them yourself.

CLASSROOM RESPONSIBILITIES:

- Direct any outsider seeking information about – or permission to take a child from the room – to the office.
- Follow the program as outlined by the regular teacher.
- Be prompt in releasing your students for their scheduled activities.
- Notify the nurse and/or office immediately in the event of a student's illness, injury or accident.
- Abide by the seating arrangements or any other parts of the room organization.
- Organize and label completed student work. These papers are to be left on the teacher's desk or mailbox, with appropriate explanation.
- Leave room neat and in order. Close windows, turn off lights, and lock door before leaving.
- Supervise your students at all times.

HINTS FOR SUCCESS

- Be ready when the bell rings to supervise the passing in and out of the classroom, caring for wraps, and getting settled in seats.
- Be an informed substitute teacher; know the school rules.
- Take firm control of the class from the beginning.
- Physical punishment, sarcasm, ridicule, or hasty decisions are not accepted ways to control students.
- Use positive rather than negative requests and suggestions.
- Attend professional meetings which occur during your tour of duty, especially those meetings called to aid you in your work.
- Attend in-service meetings which regular teachers attend, even though not assigned or serving on regular duty.
- Have a book of exciting stories from which to read.
- Accumulate word games that you can copy and have available.
- Have a book of riddles for students to guess as you read them.
- Arrange with the library to have a full set of books, newspapers, or magazines which you can have picked up by a dependable student. Let students read and discuss them.





Revised 08/27/25