



2025-2026 Substitute Guide

Webster Groves School District

400 East Lockwood Avenue
Webster Groves, Missouri 63119

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SUPERINTENDENT'S INTRODUCTION

Dear Webster Groves Educators and Staff,

It is with tremendous excitement and deep gratitude that I write to you as your new superintendent. Having had the privilege of calling Webster Groves home, I've witnessed firsthand the exceptional dedication and care that defines our school community.

Each day, you create learning environments where every student can discover their potential, where innovation meets tradition, and where our shared commitment to excellence shines through in countless ways. Your expertise, compassion, and unwavering dedication to our students are the foundation for our district's success.

This handbook serves as your guide to the policies and procedures that support our daily work together. While it provides essential information, please know that my door – and those of all district and building administrators – is always open. We are here to support you, to listen, and to work collaboratively toward our shared goals.

As we begin this journey together, I invite you to share your insights, ideas, and suggestions. Your voice matters, and together we will continue to honor Webster Groves' proud traditions while embracing the innovations that will prepare our students for their bright futures.

Thank you for your commitment to our students and our community. I look forward to the meaningful work ahead as #OneWebster.

With appreciation and excitement,

Dr. Jana Parker
Superintendent

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.



Our Purpose

Inspiring students' lives and communities through learning.

Our Principles

- We ensure academic excellence and continuous growth.
- We promote a safe, inclusive, and equitable environment.
- We nurture trusting and supportive relationships.
- We hear and value diverse voices and multiple perspectives.
- We prioritize personal well-being and the well-being of others.
- We empower lifelong learners to embrace challenges and explore creative solutions.

Our Profile of a Graduate

WGSD students will develop the following knowledge, skills, and traits to flourish as global citizens.

Self-Aware

- Believe in their capacity to learn and grow.
- Understand and appreciate their uniqueness.
- Prioritize care for their physical, social, and emotional well-being.
- Identify and access the necessary support for their needs.
- Demonstrate independence, confidence, and resilience.
- Exemplify personal accountability and effective work habits.

An Effective Communicator

- Listen to understand others with an open mind.
- Interact with all people in an inclusive and respectful manner.
- Articulate well thought-out and clear ideas.

Engaged and Empathetic

- Seek to understand the varied experiences and realities of others.
- Advocate for themselves and others using a lens of equity and inclusion.
- Demonstrate integrity and ethical behavior.
- Stand up for what they believe.
- Show care and compassion for others.

A Creative and Critical Thinker

- Identify and critique sources for credibility when exploring questions and issues.
- Demonstrate curiosity and adaptability when seeking unique solutions to problems.
- Utilize new and existing resources to efficiently solve problems, complete tasks, and accomplish goals.
- Demonstrate a growth mindset and embrace failure as an opportunity to grow.

Knowledgeable

- Demonstrate mastery of core content knowledge.
- Apply knowledge to novel situations.
- Make thoughtful and informed decisions.

A Collaborator

- Invest in shared goals, work, and responsibilities.
- Value, respect, and leverage the diverse thoughts, strengths, and talents of others to achieve common goals.
- Advocate for their ideas and demonstrate willingness to seek and respond to constructive feedback.

WELCOME!

SCHOOL YEAR 2025-2026

Dear Substitute:

You are a **vital** part of our educational community as teachers, aides, secretaries, and nurses rely on you to provide continuity in their jobs during their absence. Given this, we cannot thank you enough for the meaningful contributions you make in our district!

Our hope is that this guide will serve as a quick reference for relevant policies, how-to-guides for using Frontline, best practices, and more helpful information you may need during your time as a substitute. This guide will also define what you can expect administrators, teachers, and other staff members to do to assist you as a substitute.

Please take the time to read through this guide in its entirety and let us know if we can be of assistance.

We appreciate your service to the students of the Webster Groves School District.

Sincerely,

Dr. Sandy Wiley Skinner
Asst. Superintendent - HR
314.918.4002
wiley.sandy@wgmail.org

Catie Larrison Newton
Substitute Coordinator
HR Admin. Assistant
314.918.4120
newton.catherine@wgmail.org

Carl Davis
Payroll Coordinator
Frontline 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.

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 (WAFC)

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

Ms. Amanda Reading, Director

Ms. Tina Fichter, Admin. Assistant

AVERY ELEMENTARY SCHOOL

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

Dr. Hannah Peterson, Principal

Ms. Sophie Shugart, Admin. Assistant

BRISTOL ELEMENTARY SCHOOL

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

Dr. Patrick Dempsey, Principal

Ms. Meg Holliday, Assistant Principal

Ms. Teresa Mueller, Admin. Assistant

CLARK ELEMENTARY SCHOOL

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

Dr. Joe Hays, Principal

Ms. Maura Floretta, Admin. Assistant

EDGAR ROAD ELEMENTARY SCHOOL

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

Ms. Emily Burst, Principal

Dr. Aaron Winkler, Assistant Principal

Ms. Alisa Hot, Admin. Assistant

GIVENS ELEMENTARY SCHOOL

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

Ms. Malissa Beecham, Principal

Ms. Renee Peebles, Admin. Assistant

HUDSON ELEMENTARY SCHOOL

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

Ms. Lisa Hilpert, Principal

Ms. Anya Toler, 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. Anthony Gragnani, Principal

Ms. Mickey Erb, Admin. Assistant

Ms. Julie Walton, Secretary

ADMINISTRATION OFFICE

WEBSTER GROVES SCHOOL DISTRICT

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

Dr. Jana Parker, Superintendent

Ms. Jennifer Davis, Executive Assistant

to the Superintendent and Board Secretary

Substitute Types and Descriptions

Substitute Teachers

- **Day-to-Day Substitute**
 - A substitute teacher who self-selects substitute jobs throughout the district, based on their availability and the needs of the district.
 - Substitute Certification required.
- **Everyday/Permanent Substitute**
 - A substitute teacher assigned to one building who clocks in and out for hours worked.
 - Supports other buildings as needed.
 - These positions are yearly appointments and are determined based on district and school building needs. That is, these positions are not automatically renewed for the next academic year. You will receive a confirmation email should you be asked to return as, or become, an Everyday Substitute.
 - Substitute Certification required.
- **Assignment/Long-Term Substitute**
 - A substitute teacher remaining in one classroom for an extended period of time (at least 15 or more consecutive school days).
 - Substitute Certification required.

Substitute Secretaries

- A substitute who fills in for the secretaries in the district, on an as needed basis.
- Substitute Secretaries may be asked to work day-to-day and long-term assignments.
- Substitute Certification not required.

Substitute Instructional Aides

- A substitute who fills in for instructional aides in the district, on an as needed basis.
- Substitute Instructional Aides may be asked to work day-to-day and long-term assignments.
- Substitute Certification required.

Substitute Nurses

- A substitute who fills in for district nurses, on an as needed basis.
- Substitute Nurses may be asked to work day-to-day and long-term assignments.
- RN preferred, LPN accepted. Substitute Certification not required.

Accessing Frontline Absence Management (Formerly AESOP)

- Call: [1-800-942-3767](tel:1-800-942-3767)
- Website: app.frontlineeducation.com
- Frontline Mobile Application

Need Other Assistance?

- Catie Larrison Newton – Substitute Coordinator
 - Email: newton.catherine@wgmail.org
 - Phone: 314-918-4120
 - You may leave a message at this number at any time.
- Substitute Help Email: subhelp@wgmail.org
- Carl Davis – Payroll Coordinator
 - Email: davis.carl@wgmail.org
 - Phone: 314-918-4017

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 2025-2026 school year follow:

DAY-TO-DAY SUBSTITUTE TEACHER (7.25 hrs. per day)	• \$116.00 per day (substitute certification) • \$126.00 per day (teacher certification) • \$157.00 per day (retiree rate) • <i>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)).</i> • No more than 4 days per week (29 hours/week)
ASSIGNMENT (LONG-TERM) SUBSTITUTE (8 hrs. per day)	• \$165.00 per day from Day 1 of assignment (substitute certification) • \$175.00 per day from Day 1 of assignment (teacher certification) • \$218.00 per day from Day 1 of assignment (retiree rate) • Assignment subs are paid ONLY for the days worked.
EVERYDAY (PERMANENT) SUBSTITUTE (8 hrs. per day)	• \$165.00 per day (substitute certification); • \$175.00 per day (teacher certification) • \$218.00 per day (retiree rate)
SUBSTITUTE NURSE (8 hrs. per day)	• \$116.00 per day (Registered Nurse preferred) • <i>Full Day = greater than 4 hours; a job of 4 hours or less is paid as a half day (\$58.00).</i>
SUBSTITUTE SECRETARY	• \$13.75 per hour (8 hrs. per day)
RETIREE SUBSTITUTE SECRETARY	• \$14.44 per hour (8 hrs. per day)
SUBSTITUTE INSTRUCTIONAL AIDE	• \$13.75 per hour (8 hrs. per day)
RETIREE SUBSTITUTE INSTRUCTIONAL AIDE	• \$14.44 per hour (8 hrs. per day)

Substitute pay will be directly deposited into your account on the **15th and last business 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 assigned to the Frontline job they accept.

2025-2026 Substitute Payroll Schedule

Month	Pay Period Dates	Days in Period	Pay Day	Pay Date
AUG	8/5/2025 - 8/19/2025	2	Fri	08/29/25
SEP	8/20/2025 - 9/4/2025	11	Mon	09/15/25
	9/5/2025 - 9/19/2025	11	Tue	09/30/25
OCT	9/20/2025 - 10/4/2025	10	Wed	10/15/25
	10/5/2025 - 10/19/2025	8	Fri	10/31/25
NOV	10/20/2025 - 11/4/2025	11	Fri	11/14/25
	11/5/2025 - 11/19/2025	11	Tue	11/25/25
DEC	11/20/2025 - 12/4/2025	8	Mon	12/15/25
	12/5/2025 - 12/12/2025*	6	Fri	12/19/25
JAN	12/15/2025 - 1/4/2026*	5	Thu	01/15/26
	1/5/2026 - 1/19/2026	10	Fri	01/30/26
FEB	1/20/2026 - 2/4/2026	12	Fri	02/13/26
	2/5/2026 - 2/19/2026	10	Fri	02/27/26
MAR	2/20/2026 - 3/4/2026	9	Fri	03/13/26
	3/5/2026 - 3/19/2026	6	Tue	03/31/26
APR	3/20/2026 - 4/4/2026	10	Wed	04/15/26
	4/5/2026 - 4/19/2026	10	Thu	04/30/26
MAY	4/20/2026 - 5/4/2026	11	Fri	05/15/26
	5/5/2026 - 5/19/2026	11	Fri	05/29/26
JUN	5/20/2026 - 6/4/2026	3	Mon	06/15/26

*Due to Winter Break, the last payroll in December will only pay out a portion of the period due to the shorten period. The remaining time from that period will be paid out with the first January payroll.

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 (Default PIN: 63119). The ID number (your phone number) and PIN (Default: 63119) are used by you when logging in to Frontline or calling into the system, accepting jobs, changing personal preferences, or reviewing available jobs.

Using Frontline 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 Frontline will have the same access to jobs as substitutes who review jobs through Frontline online or via the Frontline App.

Frontline 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 Frontline begins outbound calling at 5:00 a.m.

To fill jobs, the Frontline 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 Substitute Coordinator to leave a voicemail ([314-918-4120](tel:314-918-4120)), as well as notifying the school. School telephone numbers are listed on Page 6 of this Guide.

Frontline will automatically send you email notifications of job requests or job cancellations. You may also view available jobs on the Frontline Mobile Application.

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



Absence Management

SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.

LOGIN SUPPORT

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

Sign in with a Frontline ID

Frontline Username

Frontline Password

 Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

Having trouble signing in?
[Click here for more information](#)
[Or Sign In with Organization SSO](#)

SEARCHING FOR AVAILABLE JOBS

Review available jobs directly on the homepage or via the “Available Jobs” option in your side navigation. 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).

Absence ManagementVictoria County School District

Melody PondMulti-District View

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
				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	

July 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						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	31					

August 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		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	31		

1 Available Jobs

2 Scheduled Jobs

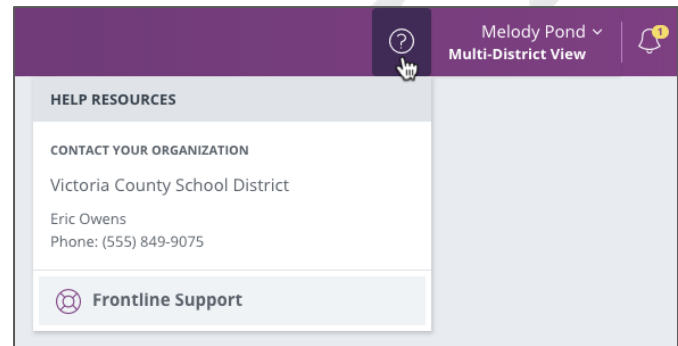
1 Past Jobs

0 Non Work Days

Date	Time	Duration	Location	Filter
Beasley, Pam				
Thu, 6/15/2023	8:00 AM - 5:00 PM	Full Day	Victoria County School District Coal Hill School	Reject Accept

GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search “Frontline Education” via the app store to download it and use your system username and password to sign in.

Call Options for Absence Management

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

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.

When the system calls you, be sure to say a loud and clear “Hello” after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of *all* available jobs.

When You Call into Absence Management

- 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 Absence Management Calls You

- 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 interested in available jobs – **Press 1** and enter PIN, followed by the # sign

ADDITIONAL RESOURCES

Sign in and search for the following topics in the Learning Center for next steps:

• Getting Started	• Popular Questions	• Frontline Mobile App
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Mobile App

Districts that use the Frontline Insights Platform also gain access to the Frontline Education mobile app! The app provides increased accessibility to job alerts and other job acceptance tools.

REQUIREMENTS

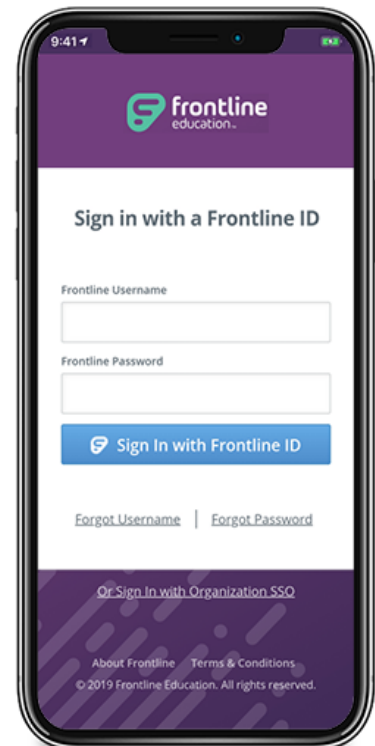
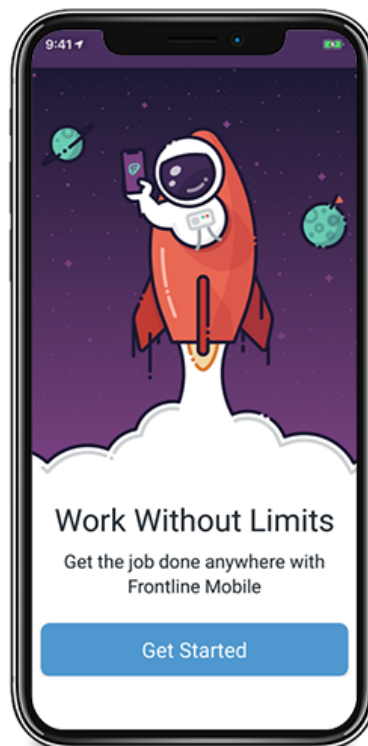
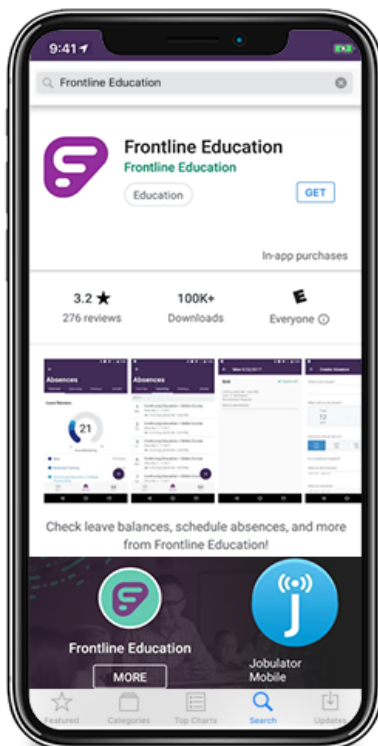
Your district must utilize the Frontline Insights Platform to access the app.

GETTING STARTED

Go to your device's App/Play store or use the following QR code to download the Frontline Education app.

Apple Device	Android Device
	

Once the download is complete, press **Get Started** to proceed to a sign in page. From there, enter your Frontline ID account or use SSO and sign in. *Once signed in, you may be prompted to select an org.



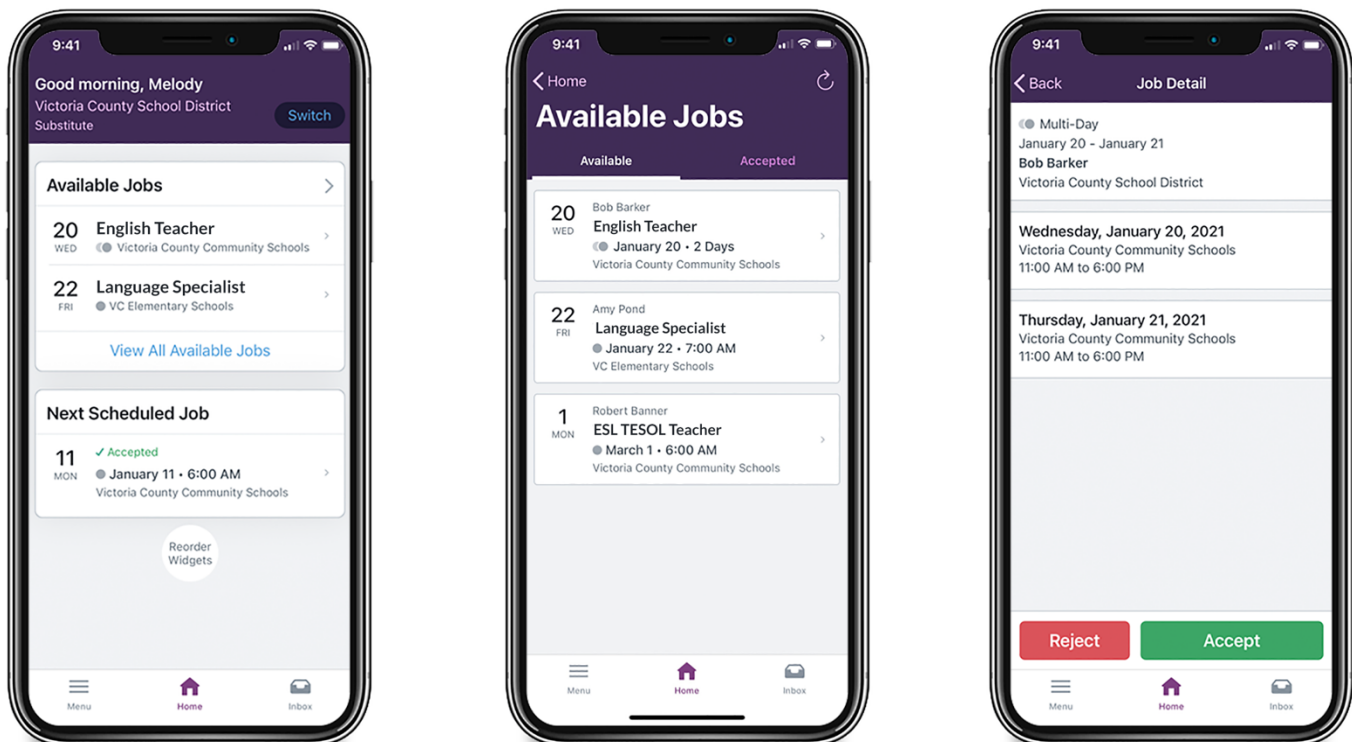
HOMEPAGE

The homepage posts potential job assignment opportunities. From here, you can select the **View all Available Jobs** link to reference a comprehensive list of all potential jobs in your district. *Once an available job is selected, you can then review the job's details and opt to accept the assignment.

MENU/SIDE NAVIGATION

The “Menu” option opens a side navigation bar where you can access current tools and settings.

Available Jobs	Reference all available jobs within your view. (This section includes an “Accepted Jobs” tab where you can view upcoming assignments that you previously accepted.)
Calendar	View the dates for any previously worked assignments, as well as upcoming, accepted jobs. (These dates will be highlighted on Android and dotted on IOS). If you click on the highlighted/dotted dates, you can view the job details for that date.
Inbox	Review any received web alerts from your district.
Help Center	Access online help resources specific to your Frontline mobile app.
Settings	Review your current district details and user preferences, or log out.
Feedback	Please provide feature-related feedback or use this tab to contact Mobile Support with any questions/issues you may have regarding the app.



Frontline (Aesop) and Substituting FAQs

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

Most internet browsers will work when using Frontline. The most common browsers are Chrome, Firefox and Safari.

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

Please review the Phone section on the Frontline Substitute Quick Start Guide. Frontline 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?**

Yes. An employee may 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. An employee, or the school, may also reach out to you directly about jobs.

➤ **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) Frontline 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 Frontline, via the website or mobile application, or call in to access available jobs.

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

No. Frontline 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.

➤ **How do I maintain my active substitute status?**

- Complete Safe Schools training by August 31st or 30 days after cleared to work date.
- Complete a minimum of 3 assignments/semester, a minimum of 6 assignments/year.
- Complete yearly Intent to Return Form to indicate whether you would like to remain a substitute for the upcoming school year.

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

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

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

Yes, you may cancel a previously accepted job online via the website or via the Frontline App. You may cancel the job by accessing your Scheduled Jobs and clicking “Cancel.” You may also cancel the scheduled job by clicking on the date on the calendar and clicking “Cancel Job.” You may also call into Frontline to cancel the job. Please note you will need to know the confirmation number in order to cancel the job over the phone.

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 newton.catherine@wgmail.org or leave a message on the Sub Coordinator voicemail (314-918-4120), and
- 2) 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 may edit your Non-Work Days as you see fit.

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

That is perfectly fine. We encourage you to keep this information up to date, using Frontline online, via the app, or by phone. After logging in online or via the app, click the Non Work Days tab to manage your options.

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

Access your online Frontline 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.

➤ **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 Frontline.

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

➤ **Are Everyday Substitutes the same year-to-year?**

Not necessarily. Everyday Substitute allocations are identified each year. Over the summer, we contact substitutes to verify their intent to return for the upcoming school year as well as their substitute interests. Allocations are based on the needs of the schools, and placement decisions are based on both the school's needs and the substitutes' interests. It is our goal to communicate Everyday Substitute placements to all parties in a timely fashion.

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 Main Office**, 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 FRONTLINE ITSELF – PLEASE BE SURE THEY KNOW OF YOUR ARRIVAL.

ARRIVAL – DAY-TO-DAY SUBSTITUTES

K-12 Teacher Substitute

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 Substitute

Plan to arrive at least 30 minutes before school begins unless you have been told what time to arrive by the Frontline'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.

Substitute 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.

Substitute 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 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.
- Clean up and organize the classroom before leaving for the day. The classroom should be left as you found it.

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

DEVELOPING A POSITIVE RELATIONSHIP AND CLASSROOM CLIMATE

- √ Ask questions. We are here to help!
- √ 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.
- √ Create a positive and safe environment by listening to and helping all students.

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.

To prevent child sexual abuse in their workplaces, homes, and communities, caring adults can:

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

All returning substitutes will receive an email on July 1st requesting their completion of the Annual SafeSchools Mandatory Training by August 31st.

New substitutes hired between July 1st – August 1st, will be assigned an August 31st completion date.

New substitutes hired after August 1st, will have 30 days to complete their training. Please note that by completing the training you are committing to work at least 3x/semester, for a minimum of 6x/academic year.

How to Log in to SafeSchools:

1. Go to <https://webster-mo.safeschools.com/login>
2. Login using your email address as your username. No password is required.

Substitute Policy

In accordance with law, a majority of the whole Board must approve the employment of all employees, which includes substitute employees. The superintendent or designee will present an initial list of substitute employees to the Board for approval. If substitute employees are added to or removed from the list, the superintendent will submit the revised list or the individual changes to the Board for approval.

The Board of Education will, as appropriate, designate daily salary rates for substitute teachers. The schedule will provide two levels, one for day-to-day substitutions, and a different rate for prolonged (30 consecutive working days or more) single-assignment substituting.

A substitute should readily be able to find lesson plans, and teachers should indicate necessary books. Written instructions should include a daily schedule, instructional goals to be taught for the day, a seating chart, supervisory responsibilities, and location of teacher materials, supplies, emergency procedures, food allergies, teacher resource, and names of children who work with specialists or are excused from activities for medical reasons.

[Click here to review the full policy \(Policy GB-1\)](#)

Webster Groves School District Code of Conduct: **Involving Interactions with Children and Youth**

The Webster Groves School District is committed to the safety and protection of children and youth. This Code of Conduct, along with the Webster Groves School District's Board policies ([GBH](#)- Staff/Student Relations and [JHG](#)- Reporting and Investigating Child Abuse and Neglect) and procedures applies to all personnel and volunteers of the Webster Groves School District who interact with students.

The public and private conduct of Webster Groves School District's personnel and volunteers of the Webster Groves School District can inspire and motivate those with whom they interact or can cause great harm if inappropriate. We must always be aware of the responsibilities that accompany our work.

All members of our school district community have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. We should be aware of our own and other persons' vulnerability, especially when working alone with students, and be particularly aware that we are responsible for maintaining physical, emotional, and sexual boundaries in such interactions. We must avoid any covert or overt sexual behaviors with those for whom we have responsibility and care. This includes but is not limited to, manipulation, seductive speech, jokes or gestures as well as physical contact that exploits, abuses, or harasses. We are to provide safe environments for students at all times, regardless of the student's age or the location of the activity.

We must show prudent discretion before touching another person, especially students, and be aware of how physical touch will be perceived or received, and whether it would be an appropriate expression of greeting, care, concern, or celebration. Webster Groves School District personnel and volunteers are prohibited at all times from using corporal punishment ([JGA-2](#)- Corporal Punishment). In times of student physical crisis (when unable to defuse anxious, hostile, or violent behavior through verbal de-escalation techniques), restraints should only be utilized by appropriately trained staff and in alignment with policy ([JGGA](#)- Seclusion and Restraint).

Physical contact with students can be misconstrued both by the recipient and by those who observe it and should occur only when completely nonsexual and otherwise appropriate, and never in private. One-on-one meetings with a student are best held in a public area; in a room where the interaction can be (or is being) observed; or in a room with the door left open, and another Webster Groves School District personnel or supervisor is notified about the meeting. ([GBH](#)- Staff/Student Relations)

We must intervene when there is evidence of, or there is reasonable cause to suspect, that a student is being maltreated in any way. Suspected abuse or neglect must be reported to the Missouri Department of Social Services Children's Division at 1-800-392-3738 as described in the Webster Groves School District's Board policies and District procedures ([JHG](#) Reporting and Investigating Child Abuse and Neglect).

District personnel and volunteers must maintain boundaries as outlined in policy [GBH](#), these include, but are not limited to: refraining from providing, using and/or possessing illegal drugs, nicotine/THC products, and/or alcohol when working with students. In addition, district personnel and volunteers should not accept or give gifts to students without the knowledge of their parents or guardians. ([GBEBA](#)- Drug Free Workplace Policy and [GBH](#)- Student/Staff Relations)

Communication with students by district personnel and volunteers is only allowed for educational purposes. This means a purpose associated with the staff member's duties in the district including, but not limited to: instruction, counseling, the treatment of a student's physical injury, or coordination of an extracurricular activity, depending on the staff member's job description. For the protection of all concerned, the key safety concept that will be applied to these interactions is transparency. The following steps will reduce the risk of private or otherwise inappropriate communication between staff, volunteers, and students:

- Communication between Webster Groves School District Staff/Volunteers and students that is outside the role of educational purposes is prohibited.
- Email exchanges between a student and Webster Groves School District Staff/Volunteers must be made using a Webster Groves School District email address or district approved platforms. Staff and volunteers who use text messaging or any form of online communications, including social media, to communicate with students may only do so for educational purposes through Webster Groves School District accounts.
- Electronic communication that takes place over Webster Groves School District's network may be subject to periodic monitoring.

If a child discloses abuse to you, you observe child abuse or neglect or have reasonable suspicion, you must immediately call the MO Child Abuse and Neglect Hotline at 1-800-392-3738. After you have made a report to the hotline, you will need to notify your supervisor as soon as possible. If a student is in immediate danger, call 911.

The organizational contact for questions or concerns about this Code of Conduct can be directed to:

- Direct Supervisor
- Building Administrator
- Director of Learning Support Services
- Assistant Superintendent for Human Resources
- Assistant Superintendent for Learning



Contact information for these points of contact can be found at:

<https://www.webster.k12.mo.us/Domain/4232>

The Webster Groves School District will not discharge or in any manner retaliate or discriminate against any person who, in good faith, submits a report to the MO Child Abuse and Neglect Hotline, expresses a concern, or reports a breach of any of the behaviors contained in this Code.

All incidents will be reviewed by the Webster Groves School District in coordination with Children's Division and Law Enforcement where a hotline call has been made. Where a breach of this Code has been reported, but no hotline call has been made because there is no reasonable suspicion of child abuse or neglect, the report will be investigated by the Director of Learning Support Services or Assistant Superintendent for Human Resources. The employee/volunteer reporting the incident will be informed of the outcomes within the confines of the law.

Thank you for partnering with the Webster Groves School District to ensure the safety of all of our children.

WGSD



Webster Groves School District

Inspiring students' lives and communities through learning

FIRST SEMESTER IMPORTANT DATES

July 4	District Closed - Independence Day Holiday
Aug. 4 - 6	New Teacher Orientation
Aug. 7 - 15	Professional Development Days
Aug. 7 - 15	K-5 Jump Start Conferences
Aug. 18	First Day of School
Sept. 1	No School PK - 12 Labor Day Holiday
Oct. 13 - 15	HX & HS Conferences
Oct. 13 - 15	WAFC Fall Conferences
Oct. 16	No School PK-5 Students Only - Teacher PD Day
Oct. 16	No School HX & HS Students Only - Full Day Teacher Conferences
Oct. 17	No School PK-12 (due to conferences)
Nov. 4	No School PK-12 Students - Teacher Records & PD Day
Nov. 17 - 20	K-5 Conferences
Nov. 26 - 28	No School PK-12 - Thanksgiving Holiday
Dec. 17 - 19	HS Exam Days (8:25 am - 11:40 am)
Dec. 22 - 31	No School PK-12 - Winter Recess

SECOND SEMESTER IMPORTANT DATES

Jan. 1	No School PK-12 - New Years Day, Winter Recess
Jan. 2	No School PK-12 Students Only - Teacher Records & PD Day
Jan. 5	School Resumes
Jan. 19	No School PK-12 - Dr. MLK Day Holiday
Feb. 13	No School PK - 12 Students - Teacher Records & PD Day
Feb. 16	No School PK-12 - Presidents' Day
Mar. 9 - 12	PK-12 Conferences
Mar. 13	No School PK-12 (due to conferences)
Mar. 16 - 20	No School PK-12 - Spring Break
May 8	Early Dismissal K-5 Students Only - PM Teacher Records Day No School PK (Ambrose) - Professional Development Day
May 20-22	HS Exam Days (8:25 am - 11:40 am)
May 22	Last Day of School/Early Dismissal - PK-12 Students/Teacher Record Day
May 25	District Closed - Memorial Day
May 26	Summer School Begins WGHS 9-12 Program
June 1	Summer School Begins K-8 Students
June 2	Jumpstart to Kindergarten Begins
June 19	District Closed - Juneteenth Holiday
June 26	Summer School Ends K-12 Students

Board Approved January 25, 2024

	End of Semester/Term 1	End of Semester/Term 2	End of Term 3
Grades K-5	October 24	February 13	May 22
HX and HS	December 19	May 22	

	Summer School Start Date	Summer School End Date
Elementary	June 1	June 26
Hixson Middle	June 1	June 26
High School	May 26	June 26

	Summer School Start Date	Summer School End Date
J2K Session 1	June 2	June 12
J2K Session 2	June 15	June 26

July '25				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August '25				
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

September '25				
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			

October '25				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

November '25				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

December '25				
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		

- = Late Start Days
- / = Early Dismissal
- ◇ = Schools Closed & District Offices Open

- = First & Last Day of School
- = District Offices Closed
- = Professional Development
- = Teacher Records & PD Day
- = Records Day
- = No School Ambrose
- = Summer School Dates May 26 - June 26

January '26				
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

February '26				
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

March '26				
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			

April '26				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May '26				
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

June '26				
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			

July '26				
M	T	W	T	F
		1	2	3

Late Start Times

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

Early Dismissal Times

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



174 Employment Days (K-5)

Everyday Substitutes

August 15, 2025 to May 22, 2026

Inspiring students' lives and communities through learning

FIRST SEMESTER IMPORTANT DATES

July 4	District Closed - Independence Day Holiday
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Dec. 22 - 31	No School PK-12 - Winter Recess

SECOND SEMESTER IMPORTANT DATES

Jan. 1	No School PK-12 - New Years Day, Winter Recess
Jan. 2	No School PK-12 Students Only - Teacher Records & PD Day
Jan. 5	School Resumes
Jan. 19	No School PK-12 - Dr. MLK Day Holiday
Feb. 13	No School PK - 12 Students - Teacher Records & PD Day
Feb. 16	No School PK-12 - Presidents' Day
Mar. 9 - 12	PK-12 Conferences
Mar. 13	No School PK-12 (due to conferences)
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June 1	Summer School Begins K-8 Students
June 2	Jumpstart to Kindergarten Begins
June 19	District Closed - Juneteenth Holiday
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Board Approved 01.25.2024

	End of Semester/Term 1	End of Semester/Term 2	End of Term 3
Grades K-5	October 24	February 13	May 22
HX and HS	December 19	May 22	

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High School	May 26	June 26

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January '26				
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

February '26				
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

March '26				
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			

April '26				
M	T	W	T	F
		1	2	3
6	7	8	9	10
(13)	14	15	16	17
20	21	22	23	24
(27)	28	29	30	

May '26				
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

June '26				
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			

July '26				
M	T	W	T	F
		1	2	3

Late Start Times

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

Early Dismissal Times

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

193 = Teacher Contract Days
*including 6 holidays

○ = Late Start Days

/ = Early Dismissal

◇ = Schools Closed & District Offices Open

■ = Closed/Holiday/Non-Report/Unpaid

■ = Additional Work Days

■ = Paid Unworked Holidays

■ = Half Work Days

■ = Whole Work Days



174 Employment Days (6-8)

Everyday Substitutes

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J2K Session 2	June 15	June 26

January '26				
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

February '26				
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

March '26				
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			

April '26				
M	T	W	T	F
		1	2	3
6	7	8	9	10
(13)	14	15	16	17
20	21	22	23	24
(27)	28	29	30	

May '26				
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

June '26				
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			

July '26				
M	T	W	T	F
		1	2	3

Late Start Times

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

Early Dismissal Times

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

193 = Teacher Contract Days
*including 6 holidays

○ = Late Start Days

/ = Early Dismissal

◇ = Schools Closed & District Offices Open

■ = Closed/Holiday/Non-Report/Unpaid

■ = Additional Work Days

■ = Paid Unworked Holidays

■ = Half Work Days

■ = Whole Work Days



174 Employment Days (9-12)

Everyday Substitutes

August 15, 2025 to May 22, 2026

Inspiring students' lives and communities through learning

FIRST SEMESTER IMPORTANT DATES

July 4	District Closed - Independence Day Holiday
Aug. 4 - 6	New Teacher Orientation
Aug. 7 - 15	Professional Development Days
Aug. 7 - 15	K-5 Jump Start Conferences
Aug. 18	First Day of School
Sept. 1	No School PK - 12 Labor Day Holiday
Oct. 13 - 15	HX & HS Conferences
Oct. 13 - 15	WAFC Fall Conferences
Oct. 16	No School PK-5 Students Only - Teacher PD Day
Oct. 16	No School HX & HS Students Only - Full Day Teacher Conferences
Oct. 17	No School PK-12 (due to conferences)
Nov. 4	No School PK-12 Students - Teacher Records & PD Day
Nov. 17 - 20	K-5 Conferences
Nov. 26 - 28	No School PK-12 - Thanksgiving Holiday
Dec. 17 - 19	HS Exam Days (8:25 am - 11:40 am)
Dec. 22 - 31	No School PK-12 - Winter Recess

SECOND SEMESTER IMPORTANT DATES

Jan. 1	No School PK-12 - New Years Day, Winter Recess
Jan. 2	No School PK-12 Students Only - Teacher Records & PD Day
Jan. 5	School Resumes
Jan. 19	No School PK-12 - Dr. MLK Day Holiday
Feb. 13	No School PK - 12 Students - Teacher Records & PD Day
Feb. 16	No School PK-12 - Presidents' Day
Mar. 9 - 12	PK-12 Conferences
Mar. 13	No School PK-12 (due to conferences)
Mar. 16 - 20	No School PK-12 - Spring Break
May 8	Early Dismissal K-5 Students Only - PM Teacher Records Day No School PK (Ambrose) - Professional Development Day
May 20-22	HS Exam Days (8:25 am - 11:40 am)
May 22	Last Day of School/Early Dismissal - PK-12 Students/Teacher Record Day
May 25	District Closed - Memorial Day
May 26	Summer School Begins WGHS 9-12 Program
June 1	Summer School Begins K-8 Students
June 2	Jumpstart to Kindergarten Begins
June 19	District Closed - Juneteenth Holiday
June 26	Summer School Ends K-12 Students

Board Approved 01.25.2024

	End of Semester/Term 1	End of Semester/Term 2	End of Term 3
Grades K-5	October 24	February 13	May 22
HX and HS	December 19	May 22	

	Summer School Start Date	Summer School End Date
Elementary	June 1	June 26
Hixson Middle	June 1	June 26
High School	May 26	June 26

	Summer School Start Date	Summer School End Date
J2K Session 1	June 2	June 12
J2K Session 2	June 15	June 26

January '26				
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

February '26				
M	T	W	T	F
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(13)	14	15	16	17
20	21	22	23	24
(27)	28	29	30	

May '26				
M	T	W	T	F
				1
4	5	6	7	8
(11)	12	13	14	15
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