

North Harrison Substitute Handbook

2026-27

**12023 Fir Street
Eagleville MO 64442**

**www.nhr3.net
www.dese.mo.gov**

**(660) 867-5221 Office
Gayla Pottorff, Substitute Coordinator Extension #118
(660) 868-1306 Cell**

It is the policy of North Harrison R-III School District to provide equal employment, promotion, and education without regard to sex, age, race, color, marital status, religion, national origin, or disabling condition. Concerns or complaints should be directed to the Superintendent of Schools, Title IX Coordinator, Section 504 and ADA Compliance Coordinator at 12023 Fir Street, Eagleville, MO 64442.

WELCOME

Substitutes play a vital role in North Harrison School District's mission of building successful futures for each student, every day. Each substitute is responsible for making sure that learning continues in the absence of a regular staff member. It is vitally important that we make use of every day of learning. Toward that end, we hope you will enjoy your substitute experience. We have a wide array of resources presented in this handbook to support you. Thank you for your interest in our district and students.

APPLYING FOR SUBSTITUTE TEACHING

Applicants should apply for a Substitute Certificate through the Missouri Department of Elementary and Secondary Education (DESE) at www.dese.mo.gov.

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

1. Create a profile in the DESE certification system. Instructions are outlined in the [Help Guide for the Certification System](#). After you have created a profile, click on "New Applications" in the menu on the left-hand side of the screen to bring up a list of application types. Choose "Substitute" from the list to create an online application. Complete and submit the application.
2. ORIGINAL transcripts from ALL institutions you have attended must be mailed to:
DESE
ATTN: Educator Certification
PO Box 480
Jefferson City, MO 65102-0480

Be certain to include your Social Security number or Educator ID number on ALL transcripts. Faxed, scanned, emailed, or photocopied transcripts will NOT be accepted. Transcripts become the property of the department and cannot be returned.

3. A criminal fingerprint/background clearance must be obtained before a certificate can be issued.
 - a. Go to www.machs.mo.gov.
The Missouri Automated Criminal History Site (1-877-862-2425)
 - b. Click on "Click here to register with the Digital Fingerprint Portal".
 - c. Select the option requiring the 4-digit registration number to begin your registration process.
North Harrison Substitutes 0789
 - d. Enter your demographic information.
 - e. Click "Register". At the top of the verification page a UEID number will be visible.
This number is used to track your fingerprints through the check process.
Take this number and your photo id to your chosen fingerprint site. The base cost is payable at your site or on-line by debit or credit card. A listing of locations also has their hours and contact number if you have a question.

When DESE has your fingerprint results, original transcripts, and completed application, your qualifications will be reviewed. Processing will require a period of time, and you can check the status of your application on the DESE website.

If you have questions about substitute certificates, there is a list of responses to “Frequently Asked Questions” on the DESE website at <http://www.dese.mo.gov/divteachqual/teachcert/>.

4. Submit to North Harrison a completed local application.
5. Submit completed W-4 forms.
6. Submit a completed I-9 form AND a copy of your driver’s license and social security card.
7. Submit a signed 2024-25 Acknowledgment Form.

CURRENT CERTIFIED TEACHERS

If you have a valid, current teaching certificate in Missouri, please submit a copy of your certificate along with your completed North Harrison School District substitute application packet. You do not need to obtain a Substitute Certificate.

DAY CARE SUBSTITUTES

1. A criminal fingerprint/background clearance must be obtained through the Department of Health.
Code = 8897

REPORTING TIME

- A. A classroom substitute should report for duty at 7:45 AM or the time the coordinator indicated when you were hired. Please be prompt.
- B. A substitute should be able to report as soon as possible to the school when called the day of a job. **If you receive a call for a job currently in progress, or soon to start, please decline the job if you cannot be at the school within one hour.** Punctuality is especially important.
- C. A substitute teacher may be called to serve one full day or more, as well as a minimum of 1/2 day.
- D. Substitute teachers should report to the school’s office upon arriving at the school. Sign in indicating arrival time. You may pick up a key to the classroom door, if applicable.
- E. A substitute is expected to remain on duty until the responsibilities outlined by the principal or coordinator have been completed. Substitutes are not to leave the building during the day.

SCHOOL STARTING AND ENDING TIMES

North Harrison K-12

8:05am-3:20pm

EATING SCHOOL LUNCHES

Please pay the cashier at the computer in the cafeteria or make arrangements to pay your bill at the end of the month or “term of service”. Your paycheck may be held in lieu of payment.

Some positions may require the substitute to provide supervision during student meal times.

Lunch should be eaten on the school campus, whether in the cafeteria, staff workroom, or classroom, depending on the position being filled. In the event of an emergency, all adults could be needed to assist with students.

North Harrison is a FISH-FREE school due to a student with severe allergies.

WHAT IS EXPECTED FROM A SUBSTITUTE

- A. Substitutes have the same responsibilities as a regular employee. Check the “duty” list to see if the person for whom you are substituting is assigned to the cafeteria, hall, recess, or any other duty. These should be included in your instructions.
- B. Take the attendance and carry out the policy of the school in reporting it.
- C. **Keep students in your room under supervision.** Be attentive to your students and be in the same area as the students. Never leave students unattended. Do not allow students to go to another teacher’s classroom unless you have personally checked with them for approval.
- D. Strive to carry out the lesson plans as written. The substitute should provide an educational experience, not just maintain discipline.
- E. Direct any outsider to the office including those seeking information about a student or requesting permission to take a child from the room. Under **NO** circumstances should a student be released without permission from the appropriate school personnel.
- F. Fire exits, fire drills, severe storm and tornado-warning procedures should be posted in each room. Familiarize yourself with them.
- G. Accept discipline as an important component of the educational experience which requires patience, understanding, and review of all the facts. Good working conditions result from good classroom discipline. Be consistent and emphasize the positive. Maintain a clear, pleasant voice. Remember the three F’s – Friendly, Fair, and Firm. Leave detailed records of student behavior, both good and bad.
- H. Dress professionally. Business casual attire is appropriate. Blue jeans, tee shirts, shorts, hats and flip flops should not be worn. (Gayla will inform you if it is a “casual” or dress-up day because of an event or celebration.)
- I. Use only appropriate language.
- J. Be aware of your adult/student relationship and avoid physical contact, comments, gestures and conversations which violate this relationship.
- K. Refrain from cell phone usage, including texting, while students are under your supervision.
- L. Facebook is blocked at North Harrison and not allowed during the school day.

Special Education Services

Special Education services in North Harrison School District are designed to facilitate instruction to children with developmental delays who have met criteria for assistance based on assessments of cognitive, communication, or physical skills and behavior. If you serve as a substitute in a Special Education classroom, you will be facing multi-faceted responsibilities in both the special education setting and regular education setting.

The role of the Special Education instructor varies, depending upon the level of the student's disability, the student's age, and the type of classroom assigned. Learning for Special Education students may be facilitated in a number of ways:

- a. Regular classroom: The most independent students with disabilities spend the majority of the day in the regular education environment receiving instruction from the classroom teacher with support from either a special education teacher and/or special education teacher assistant;
- b. Functional classrooms: Some students with disabilities spend a portion of their day in the special education environment moving back and forth between a regular and special education classroom. Students in this type of special education placement may receive some of their individualized instruction in the special education classroom from a teacher or teacher assistant. Some students may have limited language skills, significant behaviors, or require assistance with daily living skills;
- c. Individual Aide: Services are provided for students in need of a more individualized environment. Ratios of students to staff are low to allow for individualized attention. Substitutes in this environment will work with students that display a wide array of developmental or psychosocial disorders, supported by a highly qualified team of teachers, social workers and therapists.

The responsibilities listed below are not all inclusive; however, they help to identify the roles of the Substitute for the Special Education Teacher.

Substitute Staff

- ♦ Support the premise that all children belong and are an essential component of the school community.
- ♦ Follow the daily lessons, activities, tests, assignments, etc. with appropriate levels of differentiation to meet the needs of all students within the classroom environment.
- ♦ Most students have an IEP with special needs. Follow all modification requirements.
- ♦ Follow classroom policies developed by the classroom teachers.
- ♦ Facilitate learning opportunities for individuals and groups of students; provide assistance to all students.
- ♦ Communicate with classroom and special education teachers about the student. Ask questions if you are unsure. Provide appropriate input to support the learning environment of the student.
- ♦ Encourage the independence of the student throughout the school environment and during the school day.
- ♦ Remember you are a contributing member of the school community. Maintain a professional attitude with students, staff, and parents at all times.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights & Privacy Act (FERPA) provides for the privacy of Educational records and ensures access to educational records by parents and students. All employees of the North Harrison School District are expected to maintain confidentiality of student education records as prescribed by law and as prescribed by Policy JO and Regulation JO-R.

Do not use social media websites to share information on a student.

Private and identifiable information covered by FERPA may be shared among/with teachers, administrators, and substitute teachers for specific educational reasons. Unless a statutory exception applies, this information may not be shared for other purposes.

Hold as confidential any material or knowledge concerning the school (teachers, pupils, parents, principal, etc.) you gain while in a particular building. Student records that are available to school personnel are personal in nature and their contents must be treated as privileged communication. Student "records" are not to be discussed outside the confines of the school.

Release of Student Information

The District has determined that the following student information is not harmful or an invasion of privacy, and therefore will release this information without first obtaining parental consent. If a parent/guardian or the student (if 18 or older), does not want the District to release the information listed below, they must notify the District in writing within ten (10) days of receiving a written statement from the District regarding the release of directory information.

Student's name, parent's name, address, telephone number, grade level, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, award ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, honors and awards received and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

WHAT A SUBSTITUTE CAN EXPECT TO RECEIVE

FROM THE TEACHER

- A. Class attendance roster
- B. Up-to-date program schedule for the day and week
- C. Plan book with up-to-date and complete lesson plans
- D. Accurate seating chart
- E. Special notation on pupils who have individual health, emotional or learning problems
- F. Name of student to assist you in locating any materials that might be needed

FROM THE OFFICE

- A. Help in locating the nurse or the person/aide in charge to take care of illness or emergencies
- B. Help in solving any problem, which you do not feel able to handle. If you have any questions or need advice, please seek help from the building administrator. Your employment is valued.
- C. Help in locating materials which you are unable to locate

SMOKE-FREE and FISH-FREE ENVIRONMENT

North Harrison School is a smoke free facility. This includes the restrooms and grounds. Due to a student allergy fish, shrimp, shellfish, are NOT allowed.

BEFORE CHECKING OUT

- A. Be sure the room is in order, windows are closed, lights are out, and educational materials are put away.
- B. Leave a written report for the teacher on the teacher's desk.
- C. Check papers done during the day and leave for the regular teacher, unless otherwise instructed.
- D. Lock and close the classroom door.
- E. Return classroom key to the office area.
- F. Sign out indicating the time.

INFORMATION FROM THE MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

- A. State law provides that no teacher shall enter a public school classroom to teach, govern, and discipline, unless the person is certified as a Missouri teacher. Designating a person as a substitute teacher, and/or paying them out of the incidental fund, does not relieve the legal necessity for their being properly certified.
- B. A policy governing the issuance of a substitute teacher's certificate was approved by the Missouri State Board of Education. The policy states that an applicant who has successfully completed 60 semesters hours or more from an academic degree granting institution which is contained within the United States Department of Education's *Directory of Post-Secondary Institutions*, or approved by the Commissioner of Education and possesses good moral character and passes the necessary background checks, shall be issued a Missouri substitute teachers certificate for the period August 1st to July 31st of that school year.
- C. Substitute certificates must be obtained through the Missouri Department of Elementary and Secondary Education and presented to the Substitute Office.
- D. Each certificate is issued to the substitute teacher and should be readily available when substituting. A copy is also kept at our district office.
- E. A teacher retired from the Missouri Public School Retirement System (PSRS) is limited to a total of 550 clock hours of substitute teaching each year, and classification standards require the person filling a teaching position on a continuing basis to be appropriately certificated for the area of service.

PAY INFORMATION

- A. All substitutes must complete a Missouri and Federal W-4 and I-9 form and have them on file with the payroll department before payment for substitute services can be made.
- B. We suggest that a substitute keep records of the dates worked, teacher's name and if it was a FULL or HALF day.

- C. The rate of pay currently set by the Board of Education is as follows:

Food Service, Day Care Providers \$15 per hour

Certified and Special Education para-professional positions

\$110.00 per full day,

\$120.00 per full day on the 11th consecutive day,

\$120.00 per full day on the 16th non-consecutive day.

- D. Substitutes are paid once a month. They are paid at the same time regular employees are paid, generally on the 21st of the month. Substitute paychecks will be placed in the mail on the 19th or may be picked up in the Central Office if requested in advance.
- E. All buildings will use the same SUBSTITUTE SIGN-IN FORM. It is the substitute's responsibility to "check-in" on this form. If a substitute is working long term, it is necessary to sign in each day. A substitute should print her/his name, the date, the teacher/staff for whom the substituting is being done and the time checking in and out indicated to the nearest quarter-hour.

STUDENT DISCIPLINE

RESPONSIBILITY ASSOCIATED WITH DISCIPLINE

The safety and welfare of our students and staff are paramount to the effectiveness of our schools. The North Harrison Board of Education supports programs which promote the socialization and well-being of all students that result in a positive atmosphere within its schools for the purpose of providing optimum learning opportunities, maintaining good order and discipline, and promoting good conduct of students.

Leave detailed notes to the teacher about student's behavior.

Ask building administrators for help if needed.

AVOIDING POWER STRUGGLES WITH STUDENTS

THINGS TO DO WHEN TALKING WITH STUDENTS ABOUT BEHAVIOR:

Stay relaxed

Place yourself at or below the student's eye level

Speak privately with the student

Keep your voice calm, low, and unemotional

Stay out of student's personal space

THINGS TO AVOID WHEN TALKING WITH STUDENTS ABOUT BEHAVIOR:

Eye rolling
Sarcasm
Giving answers – ask questions instead
Lecturing
Escalating your behavior – stay in control and be respectful

FINAL REMINDERS

- **Stay entire assignment.** Jobs are for a whole or half day. Check in at the office if you need additional work. If the job is for a whole day you are required to stay for lunch and planning time, if applicable.
- **Please be prompt.** When you are hired you will be informed of the time to be at North Harrison.
- Electronic devices (i.e., cell phones/text messaging, games and headphones) should never be used during your student contact time.
- Keep close track of substitute jobs.
- Remember you are the “teacher of record” for your assigned time and you should keep that in mind in regards to: **constant supervision of students, confidentiality, your language and actions.**
- If you need to cancel an assignment, please contact Gayla Pottorff as soon as possible.
- Announcements for school cancellation, late start, or early dismissal are communicated through the North Harrison textcaster, the school website (www.nhr3.net), and the North Harrison Facebook page. Register for North Harrison textcaster by selecting the “Shamrock Alerts” quick link on the school website.

ACKNOWLEDGMENT FORM

2026-27 SUBSTITUTE HANDBOOK

NORTH HARRISON SCHOOL DISTRICT

I, _____ on _____
Name Date

received a copy of the current NORTH HARRISON SUBSTITUTE HANDBOOK. I have read and fully understand the contents of these instructions. I am aware I must follow these procedures and guidelines while substituting for NORTH HARRISON SCHOOL DISTRICT. I further understand that the District may change, add to or delete any policies or provisions in this Handbook from time to time, in its sole discretion, with or without prior notice.

I understand that this Handbook is not intended as either an express or implied contract of any kind and does not constitute a contract of employment between the District and me or any of the District's employees for any specific or fixed duration of employment.

I understand that every SUBSTITUTE employee has an at-will as needed relationship with the District. I understand that I am free to accept or refuse any substitute assignment at any time, for any reason, just as the School District is free to discontinue offering me substitute assignments at any time, with or without cause and with or without prior notice.

Substitute Signature