



Substitute Teacher Handbook



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Welcome to Rapid City Christian School!

We are thankful that you have decided to bless our school with your commitment to being a substitute teacher. Your influence in the lives of our students impacts their journey to glorifying God in their learning and interacting with others. We consider you an important member of the instructional staff, and we value your services as a substitute teacher.

When a teacher is absent, it is our desire that high quality instruction continues. Each new day may feel like the first day of school, however creativity and resourcefulness on your part can help to make this a rewarding experience for you and the students.

While it is our expectation that lesson plans are followed as written by the classroom teacher, we respect your wisdom and life experiences. Please feel free to enrich lessons with your own personal experiences and expertise.

This handbook is a guide to answer questions about your employment and expectations as a substitute teacher. We hope this information will prove valuable and that it will enable you to approach your assignments with increased confidence and ease. If any information is incomplete or unclear, we would appreciate your feedback to assist us in providing the best possible experience for you and our students.

We wish you much success in substitute teaching. Thank you for listening to God's calling to serve and thank you for your willingness to accept this important role at Rapid City Christian School.

In His Service,

Elizabeth Breed
Principal

Mission Statement

Our mission is to equip children of Christian families with a sound liberal arts education framed within a biblical understanding of God and His creation, and to help nurture them in an active commitment to the Lord Jesus Christ.

Core Values - Truth, Excellence, & Virtue

Vision Statement

Our vision is that students at Rapid City Christian School will be grounded in God's Word and challenged to achieve academic excellence. They will be equipped with knowledge, a Biblical worldview, and critical thinking and reasoning skills in order to influence their culture for Christ. Their influence will be evident through a lifestyle of worship, service, stewardship, and leadership.

Statement of Faith

The following doctrinal statement sets forth the inter-denominational position of Rapid City Christian School and provides a basis for doctrinal agreement among those associated with the school. Each member of the Board of Trustees, each member of the faculty and staff, and each school family subscribes to this statement.

We believe the Bible is the only infallible, inspired, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21). We believe there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit (Genesis 1:1 Matthew 28:19; John 10:30).

We believe in the creation of the heavens, the earth, and man by a direct act of God in six days. (Genesis 1:1, 1:26). We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His power to forgive sins, in His vicarious atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (John 10:33; Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15, 7:26; John 2:11; 1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9; John 11:25; 1 Corinthians 15:4; Mark 16:19; Acts 1:11; Revelation 19:11).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith we are saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:9-10; Titus 3:5).

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, distinct from the ways of the world (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18; Romans 12:1-2; Galatians 5:22-23).

We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29; Revelation 20:10; John 8:44; II Corinthians 4:4).

We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

Scheduling Substitute Teachers

Mrs. Breed will call or text to schedule substitutes. These calls or texts may be made in advance or the morning the substitute is needed.

Payment Schedule

- New hire paperwork must be completed with Nikki Terry before payment can be given. These documents include a general employee form, I-9 (provide 2 forms of citizenship documentation), W-4 form, direct deposit form, etc.
- Payments are dispersed on the 15th of each month (a payroll period runs from the 11th of one month to the 10th of the next month).
- For questions regarding payments, please contact Nikki Terry at ext. 107 or by e-mail at nterry@rcchristian.org.

Substitute Teacher Expectations

1. Honor the RCCS dress code which states: Teachers are to be neat, clean, and professional in appearance (no sleeveless tops or dresses). Women may wear dress slacks. It is preferred that men wear slacks with dress shirts and ties. Collared shirts are acceptable. No jeans or shorts are allowed unless approved by the administrator. PE teachers may wear jeans provided they are not faded or color-coordinated warm up suits. Teachers may wear jeans on Fridays.
2. Arrive approximately 20-30 minutes prior to the first assigned class period to familiarize yourself with the lesson plans, class rosters, classroom layout, etc.
3. Report to the front office to let the staff know you are present and receive any pertinent information for your day at RCCS.
4. Please wear your "guest" name badge for the duration of the time you are in the building.
5. Model Christ-like character in your teaching and interactions with students and staff.
6. Please, follow the classroom teacher's lesson plans. However, the classroom environment provides many opportunities for teachable moments; feel free to share your own experiences to enhance the lesson or student understanding.
7. Leave feedback for the teacher per class period to include any pertinent information on the lesson implementation or student issues.
8. Private cell phone use (including texting and email messaging) should be restricted to employee break and lunch time.
9. Additional assignments may be given throughout the day as needed.
10. Teachers also expect to come back to a classroom the way that they left it. Make sure the teacher's desk, books, shelves, and resources are in proper order before leaving at the end of the day.
11. Confidentiality: when you are on campus as a substitute, you are considered an employee of the school. If you come across any confidential or sensitive information about a student, please remember that it is confidential.
12. Do not release a student for the day without approval from the office.
13. Always keep all assigned students under your supervision.

Overall, we hope you enjoy your day interacting with our students and strengthening them with the love of Christ!

Classroom Procedures:

1. Announcements and Pledges are said at the beginning of 1st period. Students should stand and state:

Pledge of Allegiance: *I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

Christian Pledge: *I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.*

2. Prayer

Teachers are invited to open the first period class with a word of prayer and may choose to open the following class periods with a word of prayer.

3. Logging Into a Laptop

Using Rapid City Christian School's staff or student laptop in the classroom, you can log in by using:

- ✧ Logging in as a **guest**:
 - Login: guestuser
 - Password: ReadyPlayer1
- ✧ Wifi Password (for staff): Almighty1!

4. To take attendance:

- ✧ Sign into the FACTS website at <https://factsmgt.com/>. Click on the blue "School Login" icon at the top right corner of the screen. Then choose "School Information System (SIS)".
 - District Code: rc-sd
 - Username: substitute
 - Password: gocomet1
- ✧ Click on the 3 lines in the top left corner of the screen (menu) and then "Classroom".
- ✧ You can then search for the class/teacher/period you are subbing for.
- ✧ Attendance Codes to use:
 - P – present
 - AU – absent unexcused
 - TU – tardy unexcused (when a student comes in without a pass)
 - TE – tardy excused (when a student comes in with a pass)

5. Teacher Duties

Each teacher in the building serves either lunch or after school duty (or both). Please ensure that you report for a lunch duty that may be assigned as part of the substitute workday. Refer to the teacher's lesson plans for specific instructions.

6. Leave Feedback

Please leave detailed notes about the lesson implemented (what was finished/not finished and why) or any student issues experienced.

7. Hallways

Being present outside the classroom door is an excellent way to maintain order in the hallways before school, between classes, and after school. Please be present outside the classroom door at these times. This is also a great way to greet students on their way into the classroom.

8. End of Day

Please make sure the room is left in an orderly manner, windows are closed/locked, student papers are easily located for the teacher, and your notes are left on the teacher's desk.

*If at any time you need assistance, please use the black Call Button next to the classroom door. Someone from the front desk will respond via intercom to tend to your need.

Classroom Policies

- ◇ No food is allowed in classrooms.
- ◇ Drinks must be in a screw top container
- ◇ No cell phones/smart watches are allowed or visible anywhere in the building (exception: senior lounge). If a student has a cell phone in use, please confiscate it and turn it over to the main office.

Student Dress Policy - Christian young people should dress in a way consistent with Biblical principles of decency. Decency in dress implies that others are not embarrassed, distracted, or tempted. We are instructed in 1 Timothy 2:9 and I Peter 3:3 to refrain from extremes which call attention to ourselves. Clothing should be neat, clean, and appropriate for the classroom atmosphere.

Examples of unacceptable school attire for any student include:

- ◇ Unacceptable school attire:
 - Clothing with slogans or pictures that are inconsistent with the philosophy of RCCS. This would include, but not limited to clothing with alcoholic beverage ads, suggestive slogans, or promoting movies, products, or music groups that promote a philosophy contrary to Scripture.
 - Ragged shirts or undershirts
 - Pajamas or lounge pants
 - Mesh, sheer, or cutoff shirts
 - Exposed mid-riff
 - Sleeveless shirts or tank tops
 - Sweatpants or warm-up suits (Fridays only, must pay \$1 during first period)
 - Pants, shorts, and skirts should be free of holes (without backing) and free of frays (without backing) above the acceptable length for shorts (beyond the wearer's fingertips).
 - Overly baggy or overly tight-fitting extremes in any type of clothing.
 - Blankets being worn around the school
- ◇ Shorts:
 - Must not be gym shorts or athletic shorts
 - Must be no shorter than beyond the wearer's fingertips
- ◇ Skirts and Dresses:
 - Without leggings, they must be no shorter than 4 inches above the knee
 - With leggings, they must be at least fingertip length
- ◇ Pants and shorts must be worn on or above the waist
- ◇ Shoes or sandals must be always worn.
- ◇ Hats (Fridays only, must pay \$1 during first period) and sunglasses are not permitted in classrooms or chapel.
- ◇ Boys may not wear earrings at school or school events.
- ◇ Jewelry worn in pierced body parts will not be allowed except for girls' ears.

- ◇ Rapid City Christian does not endorse tattoos; we require that any bodily marking which is inconsistent with the philosophy of Rapid City Christian be kept covered while on school grounds.
- ◇ Hair:
 - Must be kept out of the eyes
 - Dyed hair must be a natural-looking color.
 - Length of hair for boys must be above the shoulders.
- ◇ If boys have facial hair, it must be trimmed and neat.

If a student is not in dress code, please notify the front office.

Study Hall Protocol

Purpose:

- ◇ Study Hall is a time for students to work on homework, prepare for tests/quizzes, catch up on missed assignments, and even read/journal/sketch.
- ◇ Doing nothing is not acceptable. We are a school of academic rigor, and our study halls should be used in an academic efficient manner.

Atmosphere:

- ◇ Study hall noise should be kept to a minimum.
- ◇ Some study hall classes may have assigned seats.

Attendance:

- ◇ Students are assigned to their study hall room and need to be present and remain in that room unless otherwise authorized.
- ◇ Students may sign out for the entire period to go to the Learning Center or to another teacher if they are available. A pass from that teacher or the LC is needed **prior** to going to that class.
- ◇ If students have no homework and no tests/quizzes to study for, they are encouraged to read a book.

Expectations:

- ◇ Students should bring all supplies they need for the period with them, including necessary passes from teachers or the LC.
- ◇ Students may ask to go to their locker prior to the starting bell.
- ◇ Electronic devices (i.e.: Phones, iPod, smart watches, etc.) are not allowed. In some cases, study guides, Quizlet, or using other quiz apps students may use computers under the supervision of the study hall teacher.
- ◇ Students should sit in their assigned seats (if they have one).
- ◇ Students should work independently for the first 25 minutes of study hall.
- ◇ After the first 25 minutes students may ask to work in pairs or small groups. Permission is given at the discretion of the teacher.
- ◇ Students must ask permission to use the bathroom and should sign out and take the pass.
- ◇ If you arrive late, you must have a pass.
- ◇ **Be prepared with a book if you have no work to complete. If you do not have a book, one will be provided for you.**

Student Discipline

The classroom teacher can do much to prevent the development of discipline problems. Generally, students who are kept on task and actively engaged in a lesson will not create discipline problems. The suggestions given below may be helpful to teachers in creating and maintaining an academic environment.

- ◇ Teachers should portray a positive and joyful spirit toward all students.
- ◇ Keeping students engaged in the lesson tends to decrease or eliminate behavior issues. Avoid “down time.”
- ◇ Deal with any unacceptable behavior immediately. Don’t assume that students will improve their behavior later. Follow the teacher’s discipline plan, if available, or the steps listed below.
- ◇ Students should be corrected quietly and calmly. Do not publicly “shame” a student, which only degrades the student and amplifies the situation.
- ◇ Threats should be avoided. These may serve only as a challenge to some students to see how far they can go before being punished.

If a student is behaving in an unruly or disrespectful manner, please follow the teacher’s discipline plan in his/her substitute teacher notes OR follow the steps below:

1. Use corrective strategies such as physical proximity, giving a *private* verbal warning, or making a seat change.
2. Once a verbal warning has been made and the student’s misbehavior continues as disruptive or disrespectful, send the student to the front office. Please notify the front office that a student is being sent to the office by pressing the black call button next to the classroom door.
3. An administrator may request more information from you on the incident.
4. Please leave a detailed explanation of the event (student’s name, description of the event, and any pertinent details) with the teacher before you leave.

Lunch Areas/Break Rooms

Please enjoy the teacher’s lounge next to the main office which includes a refrigerator, microwave, and coffee. You may also enjoy a quiet workspace in room 730 upstairs in the teacher workroom / office space.

Chapel Service Protocols

All teachers, including our substitute teachers, attend our weekly Chapel service on Thursdays. Please follow the classroom teacher’s sub plans for instructions on where to go, when to go, and which students to sit with.

If needed, the classroom teacher will provide the names of students in his/her small group.

All Emergency Protocols can be found in each teacher's classroom in an ORANGE folder.

Fire Alarm Protocol

The substitute folder left by the classroom teacher has a copy of the fire alarm exit plan. This exit plan is also posted in the classroom with the main and alternate routes clearly indicated.

1. Take the ORANGE folder with you at the time of any fire or tornado alarm.
2. The teacher should supervise the exit of the group of students and make certain that it is done in an orderly manner with as little commotion as possible. It is not necessary for the teacher to be at the front of the line. Maximum control is to be desired, and the position from which this can best be maintained should be taken.
3. The teacher should see that the group goes to its assigned position on the grounds after which attendance should be called to make sure all members of the class are present. Teachers must remain with the class.
4. Make sure you are the last person out of the classroom.

Tornado Alarm Protocol

The tornado alarm will be indicated by the intermittent ringing of the bell. When this alarm sounds:

1. Take your class roster and dismiss students from the room quietly.
2. Keep students in a single file line.
3. When at the assigned area, students kneel facing the wall with head down and hands covering head.
4. Insist on quiet and order.
5. Do not return to the classroom until the return signal is given.

Accidents, Injuries, and Safety

In the event of injury on school premises, employees shall not make statements to persons other than authorized personnel of the Rapid City Christian School regarding the events leading to the injury without first consulting with the Senior Administrator or her designee.

An accident report shall be completed within 24 hours. If possible, this shall be done by the injured employee, but if impossible, their supervisor shall complete it.

In the event of a child injury, the employee on duty in that area at that time shall complete the Accident Report.

Bell Schedules 2024-2024

M, T, W, F

1st 8:00 a.m. - 8:50 a.m.
2nd 8:55 a.m. - 9:40 a.m.
3rd 9:45 a.m. - 10:30 a.m.
4th 10:35 a.m. - 11:20 a.m.
HS 5th 11:25 a.m.-12:10 p.m. /
MS Lunch 11:25 p.m.-11:55 p.m.
MS 5th 12:00 p.m. -12:45 p.m. /
HS Lunch 12:15 p.m. -12:45 p.m.
6th 12:50 p.m. - 1:35 p.m.
7th 1:40 p.m. - 2:25 p.m.
8th 2:30 p.m. - 3:15 p.m.

Th (Chapel Schedule)

1st 8:00 a.m. - 8:45 a.m.
2nd 8:50 a.m. - 9:30 a.m.
3rd 9:35 a.m. - 10:15 a.m.
4th A Chapel 10:20 a.m. -11:00 a.m.
4th B Chapel 11:05 a.m. - 11:45 a.m.
HS 5th 11:50 a.m. -12:30 p.m. /
MS Lunch 11:50 a.m. -12:20 p.m.
MS 5th 12:20 p.m. -1:00 p.m. /
HS Lunch 12:30 p.m. - 1:00 p.m.
6th 1:05 p.m. - 1:45 p.m.
7th 1:50 p.m. - 2:30 p.m.
8th 2:35 p.m. - 3:15 p.m.

Assembly Schedule

1st 8:00 a.m. – 8:45 a.m.
2nd 8:50 a.m. – 9:30 a.m.
3rd 9:35 a.m. – 10:15 a.m.
4th 10:20 a.m. – 11:00 a.m.
HS 5th 11:05-11:45/ MS Lunch 11:00 – 11:30
MS 5th 11:35-12:15/ HS Lunch 11:45 – 12:15
6th 12:20 p.m. – 1:00 p.m.
7th 1:05 p.m. – 1:45 p.m.
8th 1:50 p.m. – 2:30 p.m.

On Assembly Days:

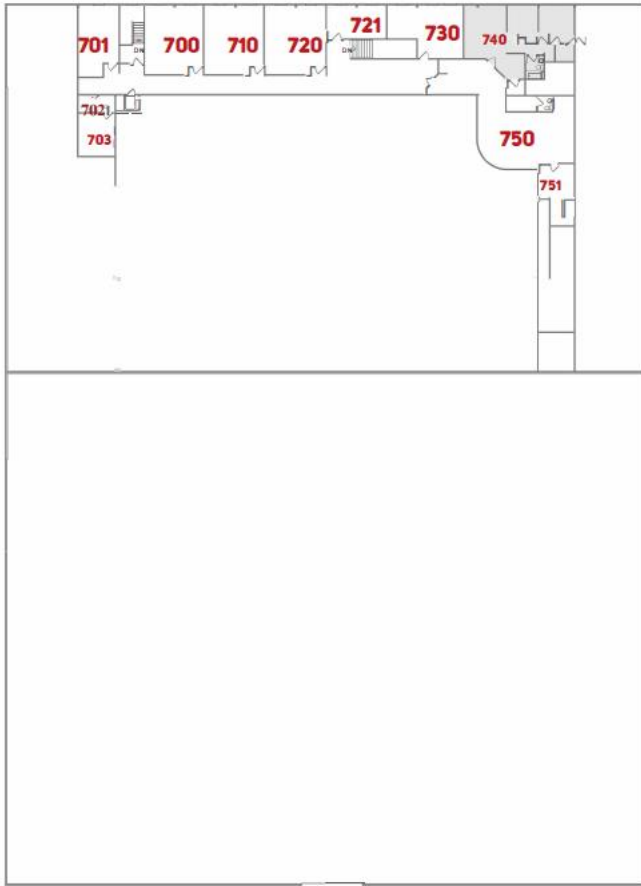
MS 8th Period/HS Assembly 1:50-2:30
HS 8th Period/MS Assembly 2:35-3:15

Early Release Schedule

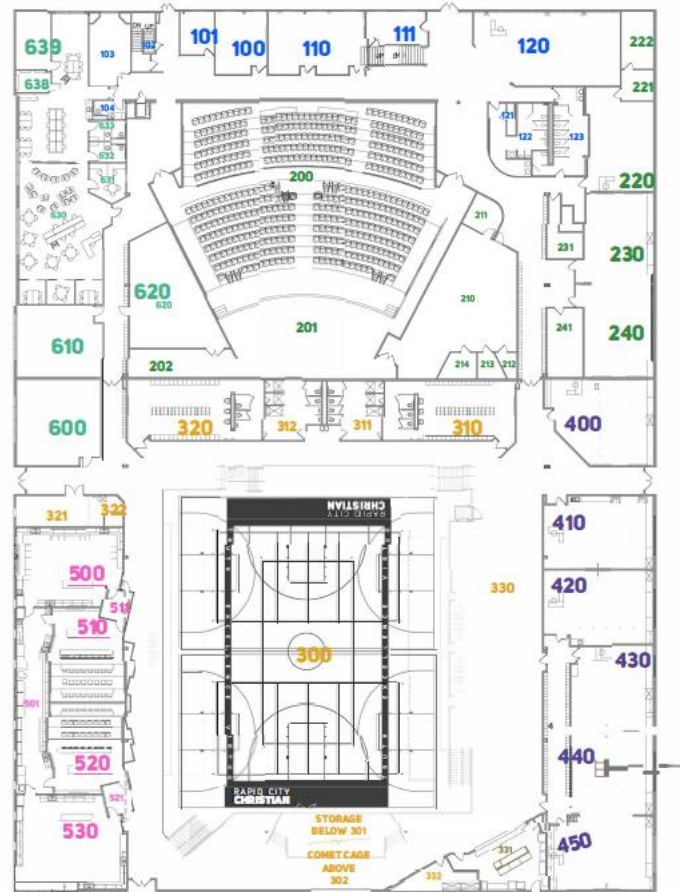
1st 8:00 a.m. – 8:30 a.m.
2nd 8:35 a.m. – 9:05 a.m.
3rd 9:10 a.m. – 9:40 a.m.
4th 9:45 p.m. – 10:15 p.m.
5th 10:20 p.m. – 10:50 p.m.
6th 10:55 p.m. – 11:25 p.m.
7th 11:30 p.m. – 12:00 p.m.
8th 12:05 p.m. – 12:35 p.m.

RC CHRISTIAN SCHOOL : ROOM NUMBERS

REVISED 8.28.17



② OVERALL REMODEL UPPER LEVEL FLOOR PLAN
1/8" = 1'-0"



① OVERALL REMODEL MAIN LEVEL FLOOR PLANS
1/8" = 1'-0"

