

DeSoto School, Inc.  
P.O. Box 2807  
West Helena, AR 72390

## HANDBOOK FORM

This serves notice that I have read the online copy of the 2022-2023 DeSoto School, Inc., Student Handbook. I understand that I am responsible to be aware of all policies, rules and regulations set forth by the Board and Administration of DeSoto School, Inc.

THIS FORM IS TO BE SIGNED AND GIVEN TO THE HOMEROOM TEACHER BY THURSDAY, AUGUST 11, 2022, OR THE STUDENT WILL BE ASSIGNED TWO (2) DEMERITS. IF NOT RETURNED BY HOMEROOM ON FRIDAY, AUGUST 12, 2022, THE STUDENT WILL RECEIVE FIVE (5) ADDITIONAL DEMERITS. A SEPARATE FORM MUST BE SUBMITTED FOR EACH STUDENT.

All students must be current on immunizations and submit written proof of updated immunizations.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please be advised that during the school year, your child may be photographed, videoed, or interviewed at various school sponsored events. With your consent, the photographs, videos, etc. may be released for promotion of DeSoto School in the newspaper, brochures, the school website, and other school related social media platforms such as Facebook, Instagram, etc.

Please indicate your preference below.

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

(Check one)

Yes, my child's photos/videos may be released for use in the media as described above.

No, my child's photos/videos may NOT be released for use in the media as described above.

STUDENT INFORMATION SHEET

TO BE FILLED OUT BY THE **PARENT** - PLEASE FILL OUT **COMPLETELY** AND RETURN TO SCHOOL BY THE FIRST FRIDAY

STUDENT'S FULL NAME \_\_\_\_\_ DOB \_\_\_\_\_ GRADE \_\_\_\_\_

NAME STUDENT GOES BY \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

PARENT'S/GUARDIAN'S NAME(S) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_ HOME PHONE (\_\_\_\_) \_\_\_\_\_

911 ADDRESS (IF DIFFERENT FROM MAILING ADDRESS) \_\_\_\_\_

FATHER'S EMPLOYER \_\_\_\_\_ PHONE \_\_\_\_\_

MOTHER'S EMPLOYER \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT CELL (\_\_\_\_) \_\_\_\_\_ MOM CELL(\_\_\_\_) \_\_\_\_\_ DAD CELL (\_\_\_\_) \_\_\_\_\_

FAMILY PHYSICIAN \_\_\_\_\_ PHONE \_\_\_\_\_

EMERGENCY CONTACT OTHER THAN PARENT \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ PHONE \_\_\_\_\_ 2<sup>ND</sup> PHONE \_\_\_\_\_

STUDENT EMAIL \_\_\_\_\_ (necessary for 6<sup>th</sup> grade and up)

MOM'S EMAIL \_\_\_\_\_ DAD'S EMAIL \_\_\_\_\_

CHILD LIVES WITH (circle one): MOM, DAD, BOTH PARENTS, OTHER \_\_\_\_\_

CHILD MAY BE PICKED UP BY: \_\_\_\_\_

RELIGIOUS/CHURCH PREFERENCE \_\_\_\_\_

ALLERGY/MEDICAL INFORMATION: \_\_\_\_\_

BROTHER(S)/SISTER(S) NAME(S) & AGE(S) \_\_\_\_\_

DID PARENT/STEP-PARENT GRADUATE FROM DESOTO? \_\_\_\_\_ NAME and GRAD. YEAR \_\_\_\_\_

DID GRANDPARENT GRADUATE FROM DESOTO? \_\_\_\_\_ NAME AND GRAD. YEAR \_\_\_\_\_

Any other pertinent information school should be aware of: (e.g. custody, who may/ may not pick student up, etc.)

\_\_\_\_\_

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

JupiterEd requires internet access. Check here if you do not have internet and will need printed reports. \_\_\_\_\_

**This form must be returned to school with handbook receipt form!!!!**

Student's Name: \_\_\_\_\_ DOB \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- A. **Authorization to Consent to Medical Treatment:** In the event my child becomes ill or injured at school or in a school related event and I cannot be reached, DeSoto School, Inc. of West Helena, AR is authorized to take one or more of the following actions: (a) release my child to either of the people listed below; (b) take my child to the physician indicated; (c) take my child to a hospital and give consent for emergency care.

Local emergency telephone number if parents cannot be reached:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

- B. **Release and Authorization to Participate in Athletic, Physical Education and School Trips:** I give my consent for my child to participate in all DeSoto School's approved sports; extra curricular activities and school trips with transportation being provided by the school, coach, or other representative of the school.

I understand that by participating in physical education and athletics at DeSoto School, Inc. my child will be exposed to the risk of injury. I understand that contact sports such as football, basketball, track, softball and baseball do have a risk factor of injury

I understand that DeSoto School, Inc. does not assume any responsibility in case an accident occurs. In consideration for my child being permitted to take part in such activities, and to make such trips, I hereby waive all claims, and I release DeSoto School, Inc. from any liability claims, suits, demands or causes of action, including all expenses.

- C. **Authorization of Administration of Medication at School:** I give my consent for my child to be administered the following non-prescription medication(s) by school officials:

Tylenol \_\_\_\_\_ Ibuprofen \_\_\_\_\_ Anti-Itch Cream \_\_\_\_\_ Benadryl Liquid \_\_\_\_\_  
Neosporin \_\_\_\_\_ Pepto Bismol \_\_\_\_\_ Bactine \_\_\_\_\_

Other medications which may be required by the student during school hours or activities must be supplied by the parents and brought to the school in the original container properly labeled with the name of the student and identification of the medication, the dosage, and the time to be administered by the teacher.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

# ***DeSoto School 2022 School Supply List***

## **1<sup>st</sup> Grade**

Backpack – Standard size (Not rolling)

1 set of computer headphones (over ear style – no earbuds please)

3 boxes of Kleenex

Change of clothes in ziploc bag (Labeled with name)

3 rolls of paper towels

3 Lysol or Clorox wipes

1 Refillable Water Bottle

\$25 Supply Fee (provides pencil box, crayons, markers, glue, journal, etc.) Make separate check payable to DeSoto School

\$150 Book Fee and \$35 Technology Fee (Due by 1<sup>st</sup> day of school) – Show receipt to your teacher

\*\*LABEL ALL ITEMS AND BRING TO PARENT ORIENTATION ON Monday, August 8 @ 6 pm

## **2nd Grade**

Backpack – Standard size (No rolling)

2 packs of sharpened pencils

2 package of dry erase markers

1 pair of scissors

4 rolls of paper towels

1 Lysol or Clorox wipes

1 bottle of hand sanitizer

2 bottles of handsoap

1 Refillable Water Bottle

1 gallon ziploc bags

1 quart ziploc bags

1 24 piece puzzle

\$15 Supply Fee (provides pencil box, crayons, markers, glue, etc.) Make separate check to DeSoto School

\$150 Book Fee and \$35 Technology Fee (Due by 1<sup>st</sup> day of school) – Show receipt to your teacher

\*\*LABEL ALL ITEMS AND BRING TO PARENT ORIENTATION ON Monday, August 8 @ 6 pm

# ***DeSoto School 2022 School Supply List***

## **3rd Grade**

2 Rolls of paper towels  
2 boxes of Kleenex  
2 large bottles of hand sanitizer  
2 packages YELLOW #2 pencils (Ticonderoga preferred)  
2 packages eraser tops  
3 containers Lysol/Clorox wipes  
1 pair Scissors  
1 packages red pens  
2 glue sticks  
1 box Crayons  
1 box Colored Pencils  
1 1 ½ inch three ring binder Please try to get one that is durable as we use it all year long.  
1 package subject dividers (at least 5 dividers)  
1 Refillable Water Bottle  
\$10 Supply Fee (please write a separate check to DeSoto School)  
\$150 Book Fee and \$35 Tech Fee

### **GIRLS ONLY:**

3 packages of assorted cutlery  
1 package Expo markers (chisel tip)

### **BOYS ONLY:**

3 packages of paper plates – Not Plastic (For students that heat up their lunch)

**\*\*LABEL ALL ITEMS AND BRING TO PARENT ORIENTATION ON Monday, August 8 @ 6 pm**

# ***DeSoto School 2022 School Supply List***

## **4<sup>th</sup> and 5<sup>th</sup> Grade**

3 Packages YELLOW #2 Pencils – NO MECHANICAL PENCILS  
2 packages of eraser tops  
Ruler with standard and metric units  
4 containers Lysol/Clorox Wipes  
2 boxes of Kleenex  
4 rolls of paper towels  
1 package of **sturdy** paper plates  
Scissors  
1 Glue Stick  
1 bottle of liquid glue  
Markers  
Crayons (24 Count)  
Colored Pencils  
Pencil Box (Large)  
2 packages of wide ruled paper  
3 spiral notebook (one subject, wide ruled)  
Tabbed subject dividers (at least 8 dividers) for binder  
Computer Headphones (Not cordless or bluetooth)  
1 Refillable Water Bottle  
\$7 Supply Fee (agenda, folder, zipper pouch) Make separate check to DeSoto & show receipt to teacher  
\$150 Book Fee and \$35 Tech Fee

### **GIRLS ONLY:**

1 package of Plastic Forks

### **BOYS ONLY:**

1 package of Plastic Spoons

**\*\*LABEL ALL ITEMS AND BRING TO PARENT ORIENTATION ON Monday, August 8 @ 7 pm**

DeSoto School, Inc.  
Parent Permission/Consent for Participation in Sports

Printed Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

This application to compete in interscholastic athletics is entirely voluntary on my part and is made with the understanding that I have not violated any of the eligibility rules and regulations of the MAIS.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Parent or Guardian's Permission and Release:**

I hereby give my consent for the above-named student to represent DeSoto School in athletic activities. I certify that he/she is physically fit to participate according to our family physician.

The School Board and its administration/coaches have no responsibility to provide first aid at any of the games, and the parent or guardian understands that the risk of injury is assumed by the student and the parent when they sign this form. However, if physicians, physical therapists, nurses, or other persons trained in the rendering of first aid are available (as volunteers or otherwise) and render aid to any student injured during the course of any activities, then the parents do hereby release and forever discharge such persons and the DeSoto School Board and its administration/coaches from any liability arising out of any first aid or immediate treatment of injuries.

I understand that DeSoto does not maintain a supplemental policy of insurance on my child for sports-related injuries. I acknowledge that my child is covered by medical insurance as listed:

Insurance Co. \_\_\_\_\_ Policy Number \_\_\_\_\_

Check here if the student has NO medical insurance \_\_\_\_\_

Printed Name of Parent or Guardian \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

Please check the sports in which the student will participate:

- |                                   |  |   |
|-----------------------------------|--|---|
| <input type="checkbox"/> Football | <input type="checkbox"/> Cross Country | <input type="checkbox"/> Baseball           |
| <input type="checkbox"/> Softball | <input type="checkbox"/> Basketball    | <input type="checkbox"/> Tennis             |
| <input type="checkbox"/> Cheer    | <input type="checkbox"/> Track         | <input type="checkbox"/> Other (if offered) |

## Health Form for Athletes

(Complete for each student in 6-9<sup>th</sup> grades and athletes in 4-5<sup>th</sup> grades and 10-12<sup>th</sup> grades)

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Family Doctor Name \_\_\_\_\_ Doctor's Phone \_\_\_\_\_

Any medical information concerning the student that we should know? (asthma, allergies, etc.)

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Check all that apply to the student:

- Chronic or recurrent illness
- Hospitalizations
- Surgery other than tonsillectomy
- Missing organs
- Allergy to any medication
- Problems with heart or blood pressure
- Chest pain with exercise
- Dizziness or fainting with exercise
- Dizziness, fatigue, headaches, convulsions
- Concussions or unconsciousness
- Heat exhaustion, heatstroke, problems with heat
- Injuries requiring medical treatment
- Neck or back injury
- Knee injury
- Ankle injury
- Broken bones, fractures
- Eye glasses or contacts
- Braces, dental bridges, dental plates
- Takes any medication
- Had a family member die suddenly at less than 40 years of age of causes other than an accident
- Had a family member suffer a heart attack at less than 55 years of age

USE THE SPACE TO THE RIGHT OF ANY CHECKED ANSWERS TO EXPLAIN OR PROVIDE ADDITIONAL INFORMATION.



# MAIS Concussion Policy & Verification:

- An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting should be removed immediately from the practice or game. The athlete should not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he/she is normal.
- The athlete should be evaluated by a licensed, qualified medical professional working within their scope of practice as soon as can be practically arranged.
- If an athlete has sustained a concussion, the athlete should be referred to a licensed physician preferably one with experience in managing sports concussion injuries.
- The athlete who has been diagnosed with a concussion should be returned to play only after full recovery and clearance by a physician. Recovery from a concussion, regardless of loss on consciousness, usually takes 7-14 days after resolution of all symptoms.
- Return to play after a concussion should be gradual and follow a progressive return to competition. An athlete should not return to a competitive game before demonstrating that he/she has no symptoms in a fully supervised practice.
- Athletes should not continue to practice or return to play while still having symptoms of a concussion. Sustaining an impact to the head while recovering from a concussion may cause Second Impact Syndrome, a catastrophic neurological brain injury.

Remember, it is better to miss one game than to miss the whole season!!!

**I have reviewed this information on concussions and am aware that a release by a medical doctor is required before a student may return to play under this policy.**

\_\_\_\_\_  
Student-Athlete Name Printed

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day

\_\_\_\_\_  
Year

\_\_\_\_\_  
Parent Name Printed

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Month

\_\_\_\_\_  
Day

\_\_\_\_\_  
Year

# Allergy Information

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_ My child has no known allergies.

\_\_\_\_\_ My child is allergic to the following:

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## DRESS CODE POLICY & GUIDELINES

Students at DeSoto School are expected to be dressed and groomed appropriately for school. It is hoped that the student's behavior and attitude will reflect well upon the individual and DeSoto School.

All students in K3 thru 12<sup>th</sup> grades will be required to wear a school uniform. French Toast Uniforms provides a website detailing all available options. The web address is [www.frenchtoastsschoolbox.com](http://www.frenchtoastsschoolbox.com). Select "Shop by School" and search by school code QS5KUDP or school name DeSoto School. French Toast Schoolbox Customer Service may be reached at 800-636-3104.

The uniform is to be worn every day with the exception of spirit days or other occasions approved by the Administration. Guidelines for dress will be given to students for days when they are allowed to wear clothing other than the approved school uniform. To promote school spirit, students will be allowed to wear DeSoto jerseys, cheer uniforms, or a DeSoto School shirt on game days during Jr. and Sr. High football season.

### Required Casual Uniform (K3-12<sup>th</sup>)

- Girls - Red logoed polo shirt (from French Toast or Parker)  
Khaki pants, shorts, or skort
- Boys - Red logoed polo shirt (from French Toast or Parker)  
Khaki pants or shorts

### Required Dress Uniform (6-12<sup>th</sup>)

- Girls - White logoed blouse (from French Toast or Parker)  
(with pointed collar, not Peter Pan collar)  
Plaid skirt (from French Toast or Parker)
- Boys - White logoed, button-down shirt (from French Toast or Parker)  
Khaki pants, belt, and red tie

Each student should have at least one red logoed polo, but blue or white logoed polo shirts are allowed as part of the casual uniform. Several casual options are listed on the French Toast Schoolbox website. Logoed and plaid items must be purchased through French Toast (or Parker) Uniform. Khaki items may be purchased from any vendor who offers tailored dress or uniform style pants (no cargo pants or skinny leg, etc.)

# DRESS CODE POLICY & GUIDELINES

## Other Guidelines

- All clothing should be in good condition with no holes, frayed edges, or too tight, etc.
- Proper undergarments will be worn, but not visible outside clothing
- Leggings or modesty shorts may be worn with skirts or jumpers
- Hats or caps may not be worn
- Skirts and jumpers should not be more than 2" above the knee in length; shorts and skorts should not be more than 3" above the knee in length
- Visible tattoos, body piercings, or other inappropriate adornment are not allowed
- Male students may not wear earrings
- Shoes should be of sensible style and comfort to compliment school uniform

## Cold Weather Clothing Guidelines

Solid red, white, blue (royal or navy) or black turtlenecks or long-sleeved t-shirts may be worn under the short-sleeved uniform shirts.

Solid red, white, blue (royal or navy), gray, or black leggings, tights, and socks may be worn with skirts or jumpers.

DeSoto-logoed fleeces, letter jackets, or other school-colored DeSoto spirit wear may be worn **over the uniform shirt**.

Solid red, white, blue (royal or navy), gray, black, or khaki sweatshirts or jackets may be worn throughout the day **over the uniform shirt**.

Coats or jackets that do not compliment the uniform should only be worn while outdoors (break, recess, etc.) They are not be worn all day over the uniform. Students tending to wear sweatshirts or jackets all day should make sure to have the correct color.

**Students who abuse the dress code will be referred to the Administration for appropriate action. Obvious attempts by students to work against the function and purpose of the school uniform through inappropriate choices will be considered violation of the school dress code policy. Students violating dress code will receive 2 demerits for each infraction and be required to correct the violation. Class time missed to remedy the situation will be excused or unexcused at the Administrator's discretion.**

# DESOTO AFTER-SCHOOL CARE

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**TIME:** 3:05 PM UNTIL 5:30 PM MONDAY – FRIDAY  
(Except on announced ½ days)

**COST** \$130 per month (August thru May) added into monthly tuition payments.  
(This is for full-time care commitments.)  
This year we are offering after-school care for drop-ins at the rate of  
\$12/hour or \$25/day (billed at the end of each month.)

**LATE FEE:** \$1.00 PER MINUTE WILL BE ASSESSED TO STUDENTS NOT  
PICKED UP BY 5:30. Frequent lateness will result in child not being  
allowed to attend.

**ELIGIBLE:** DESOTO STUDENTS GRADES K3 THROUGH 5<sup>TH</sup> GRADE.

PARENTS SHOULD CHECK BELOW IF THE CHILD WILL BE FULL-TIME OR  
POSSIBLE DROP-IN. (PARENTS WILL NEED TO NOTIFY THE HOMEROOM  
TEACHER EACH DAY THAT A DROP-IN WILL STAY AFTER SCHOOL.)

**SNACKS:** PLEASE SEND AN AFTERNOON SNACK WITH YOUR CHILD.

**CHILD'S NAME:** \_\_\_\_\_

**My child will be full-time** \_\_\_\_\_ **My child will be a possible drop-in** \_\_\_\_\_

**PARENT'S NAME:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

**EMERGENCY CONTACTS:** \_\_\_\_\_

**My child may be picked up by :** \_\_\_\_\_

\_\_\_\_\_

**BANK DRAFT INFORMATION:**

**ROUTING NUMBER:** \_\_\_\_\_

**ACCOUNT NUMBER:** \_\_\_\_\_

**NAME ON ACCOUNT:** \_\_\_\_\_

# Elementary Traffic Procedures

## SUNNY DAYS:

K3 – 5<sup>th</sup> grades will be dismissed at 2:50. K5-5<sup>th</sup> grade children will sit along the front wall with their classes in the assigned spots until their rides arrive. K3-K4 will be on playground steps. (A driver may have to stop at more than one spot to pick up all riders.)

## RAINY DAYS/EXTREME WEATHER DAYS:

Students will go outside at 2:45. Teachers will place K3 – 2<sup>nd</sup> graders into cars at the awning near the playground. Grades 3-5 will load under the front awning. (A driver may have to stop at more than one spot to pick up all riders.)

## GENERAL REMINDERS:

\*PLEASE SHARE THIS INFORMATION WITH ANY PERSON WHO TRANSPORTS YOUR CHILD (SPOUSE, GRANDPARENTS, BABYSITTER)

\*Please drive SLOWLY while you are in the school parking lot. This includes taking off after you've dropped off or picked up your rider.

\*Parents of K3-2<sup>nd</sup> students should use the 1<sup>st</sup> traffic loop for dropping off children, but only K3-1st parents should use the first loop when picking up after school. (K3 and K4 parents will sign children out on a clipboard when picking them up.)

\*K3 and K4 students must be signed in by a parent or older sibling each morning. Parents can pull past the playground steps and park along the playground fence in the designated spots. Please be careful as you get in and out of your vehicle because cars will be entering and exiting campus in the other lanes next to you.

\*Parents of 3<sup>rd</sup>-5<sup>th</sup> graders should always use the 2<sup>nd</sup> traffic loop to drop off children in the morning, yet 2<sup>nd</sup>-5<sup>th</sup> parents use the 2<sup>nd</sup> loop to pick up children from the wall after school.

\*Please do not try to visit with your child's teacher during loading after school. Arrange a conference by calling the office.

\*It is imperative that you remain in line in your vehicle in order to keep traffic moving (especially in the morning). Do NOT leave your vehicle parked in the loading zone in order to go into the building. (Park your car along the football field if you must get out and go inside the building.) After school the teachers will load children into cars as the line progresses.

\*Please do NOT come to pick up your child early unless it has been cleared through the office or by the teacher. This counts as time absent and affects perfect attendance.

\*There is a teacher on duty beginning at 7:30 a.m. and until 3:30 p.m. Please do not drop off your child before 7:30 a.m. Please arrange to pick up your child before 3:30 p.m. In the afternoon the children will have been on the wall since 2:50. If children haven't been picked up by 3:15 or 3:20, they begin to think that they have been left at school.

\* Visitor parking borders the football field. Numbered parking spaces in the lot are designated for faculty and high school students.

\*Traffic flow is marked by arrows. The loading zone is marked for pick-up areas. Please do not pass other cars. Try to be patient until the line moves.

\*Please NO dogs in the back of an open vehicle.

\*NO cars are to park on the playground after school unless for a softball game.

\*If an elementary student rides with a high school driver, the older student will come and escort the elementary student after school to the high school parking lot.

\*Parents must pick up in both lines if they have riders from both age groups. Do not park and get out of the vehicle and walk to get an elementary student and walk back to the vehicle. This creates a safety issue.

# Grandparent Information Form

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

Grandparent Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Grandparent Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Grandparent Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Grandparent Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

## **Substitute Teacher Needed**

**We need substitute teachers for all grades, if you are interested in earning extra income and helping out the school, please fill out the form below and return it to the office or your child's homeroom teacher as soon as possible.**

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**City & State** \_\_\_\_\_  
**Home Phone** \_\_\_\_\_  
**Cell Phone** \_\_\_\_\_  
**SS # for Payroll** \_\_\_\_\_

**Days Available to sub: Mon.    Tues.    Wed.    Thurs.    Fri.**

**Do you have a preference of the grades you would like to sub? Elementary \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_ All \_\_\_\_\_ Full Day Only \_\_\_\_\_ Full or half day \_\_\_\_\_**

**We pay substitute teachers minimum wage. We also need ½ day substitutes. If you can help only one day a week please let us know.**