



**USD 262  
Valley Center Schools  
2019-2020**

**Substitute Teacher Handbook**



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## **The USD 262 Vision Statement:**

To Be a Premier School District  
Known for Excellence in Education,  
Innovative Instruction,  
Outstanding Programs,  
and Dedication to Students.

## **The USD 262 Mission Statement:**

The Staff and Students Will  
Develop the Knowledge, Skills,  
and Character Necessary  
for Current and Future Success.

## GENERAL INFORMATION

Types of Licenses Available

**All substitute teachers must hold a current Kansas Teaching License.**

- **PROFESSIONAL TEACHING LICENSE**—valid for a six year period. Provide proof that you have a Kansas teacher’s certificate based on a degree and valid in secondary and/or elementary schools or;

Provide proof that you have been a holder of a teaching certificate based on a degree and valid in secondary or elementary schools in a state with comparable requirements to that of Kansas and;

Provide proof that you have completed the baccalaureate degree in secondary or elementary school curriculum from an accredited teacher education institution

- **STANDARD SUBSTITUTE LICENSE**—valid for a five year period  
Provide proof that you have a Kansas teacher’s certificate based on a degree and valid in secondary and/or elementary schools or;

Provide proof that you have been a holder of a teaching certificate based on a degree and valid in secondary or elementary schools in a state with comparable requirements to that of Kansas and;

Provide proof that you have completed the baccalaureate degree in secondary or elementary school curriculum from an accredited teacher education institution.

- **EMERGENCY SUBSTITUTE LICENSE**—valid for current school year for individuals who have completed a minimum of 60 semester credit hours from a regionally accredited college or university.

Official transcripts verifying at least 60 semester credit hour of college/university level credit must accompany the application.

The license is valid in all Kansas school districts for current school year issued.

May be renewed every two years (online) by submitting an application and fee. Renewal would not require resubmission of official transcripts.

Placement on Substitute Roster

The following items need to be completed before a substitute is eligible to work in the Valley Center Schools. Placement on roster is also contingent upon the results of background check. All forms are located in the Human Resources Department, 143 S. Meridian Ave. and the online application is on the Employment page of our website: [www.usd262.net](http://www.usd262.net).

- Employment Application (online only)
- Valid Substitute Teaching license
- Release of Information & Authorization Form (background check)
- Form I-9 Employment Eligibility Verification (w/supporting documentation)
- W-4

- K-4
- Acceptable Use Policy (District internet access)
- Equal Opportunity Affirmative Action Data
- Affidavit of Continuous Residency
- State of Kansas Employee's Oath
- USD 262 Employee Information
- Certification of Health for School Personnel
- Direct Deposit Form
- Substitute Waiver
- Bloodborne Pathogens, Harassment/Bullying, and FERPA Assessments (online)

Assigning  
Substitutes

The name, telephone number and email address of each substitute teacher is placed on the official substitute lists on Frontline Absence Management.

Substitute opportunities are only filled with persons registered on Frontline Absence Management.

Substitutes will be notified through the Frontline Absence Management system or they may access Frontline Absence Management online to check for available jobs. Frontline Absence Management notifies substitutes in order of license type:

- Substitutes with professional/initial teaching licenses will be contacted first (or have the most visibility to available jobs on the website);
- Substitutes with standard substitute licenses are contacted next;
- Substitutes with emergency substitute licenses will be contacted following those with other types of licenses.

In case of an emergency when the absence of the regular teacher is not known until a short time before the class session is to begin, a substitute may be called by a building principal (or designee) on a very short notice.

Salary for  
Substitute  
Service

Substitutes will receive \$100.00 dollars per day and \$50.00 per half day for the 2019-2020 school year.

Substitutes' payroll checks are mailed on the 10<sup>th</sup> and 25<sup>th</sup> day of each month to their home address. If one of these days of the month falls on a weekend or holiday, the checks will be mailed on the last school day preceding the pay date. Time cards from the 1<sup>st</sup> through the 15<sup>th</sup> are paid on the 25<sup>th</sup>, and time cards for the 16<sup>th</sup> through the last day of a month are paid on the 10<sup>th</sup> of the next month.

Substitutes have the option to have their payroll checks directly deposited to their bank account.

Substitute teachers are employed and paid by USD 262, and never by the teacher who is absent.

Substitutes hired to substitute for Special Education Coop Teachers will also be paid by USD 262.

If a substitute teacher teaches continuously in one assignment for a period of ten (10)

school days or more, the rate for the 11<sup>th</sup> day and each consecutive day thereafter will be \$160.00. In cases where the substitute is initially employed to substitute for more than ten (10) days in the same assignment, the pay shall be \$160.00 for each day of the full assignment.

The Negotiated Agreement, including, but not limited to, the provisions regarding temporary leave and fringe benefits are not applicable to substitute teachers as it pertains only to contracted instructional personnel.

Substitute teachers are not eligible for benefits under the Kansas Public Employee Retirement System (KPERS), unless they are in a long-term assignment to include 640 hours or more.

Questions concerning the pay periods or pay checks maybe directed to the Payroll Department at the District Office, 143 S. Meridian Ave., or by calling 316.755.7000.

Termination of  
Substitute  
Service

When a substitute teacher finds it necessary to terminate his/her service with Valley Center Public Schools, please contact the Human Resources Department at the District Office, 316.755.7000. A substitute teacher may be removed from the USD 262 list of substitutes when an individual's ability to manage a classroom effectively is found to be not in the best interests of students, for other reasons in the best interests of students, or for any reason or no reason at all. This Handbook is not an employee contract. Nothing in this Handbook or your employment relationship should be considered as either an express or implied employment contract or guarantee of employment. No employee has authority to create an employee contract by modification of this document. This Handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the Board of Education. Substitute teachers are employees-at-will and employment may be terminated at any time, for any reason, or no reason at all, with or without cause.

## USD 262 ADMINISTRATIVE POLICIES

Unacceptable Conduct	<p>Valley Center Public Schools strive to maintain a work environment that encourages high standards of personal and professional conduct. We expect each employee to integrate these standards into his/her work activities. Any violation of these standards will reduce work performance and create a poor work environment.</p> <p>The following are not meant to be all-inclusive, but are examples of conduct that cannot be tolerated and can lead to removal from the substitute teacher roster.</p> <ul style="list-style-type: none"><li>• Dishonesty, fraudulent statements or falsifying applications, district records or reports;</li><li>• Immoral, indecent or disorderly conduct during working time or on district property;</li><li>• Harassment and/or sexual harassment of any kind;</li><li>• Engaging in any discriminatory actions.</li></ul>
Confidentiality	<p>Student and personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which violate the privacy rights of students and personnel, can result in removal from the substitute teacher roster.</p>
Sexual Harassment	<p>The Board of Education of Valley Center Public Schools is committed to the establishment of an academic and work environment that will foster excellence. Because sexual harassment violates the trust and respect essential to the preservation of an environment of excellence, and because sexual harassment is a form of discrimination on the basis of sex, the Board of Education of Valley Center Schools hereby specifically prohibits any act of sexual harassment. (Board Policy GAAC).</p> <p>Acts of sexual harassment occur when a person is subjected to unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.</p>
Dress Code	<p>Substitutes are expected to use common sense and reasonable judgment in selecting appropriate attire for work. Shorts and flip flops are not acceptable.</p>
Address/Phone Changes	<p>Change of address or telephone numbers <i>must</i> be reported promptly and in writing to the Human Resources Department, 143 S. Meridian Ave., Valley Center, KS. 67147.</p>
Health Certificates	<p>If you are new to our sub list, you must give us a copy of a Certification of Health signed by a licensed physician, registered physician's assistant or advanced registered nurse practitioner on a form prescribed by the Kansas State Department of Health that is less than one (1) year old. The certification must include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the students and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. If at any time there is reasonable cause to believe that any employee is suffering from an illness detrimental to the health of students, a new certificate of health may be required.</p>

## SUBSTITUTE AS AN EMPLOYEE

### Reporting for Assignment

*The substitute teacher is expected to arrive thirty minutes prior to the beginning of each assignment.* You will have a duty free lunch of approx. (30) minutes. You may be assigned other duties by the building principal. Check to see if you have extra duties and confirm your scheduled lunch time.

When you first arrive for duty, you should check in at the office, collect your ID badge and receive instructions pertinent to the assignment. There should be a daily bulletin to inform you of special activities or events in regard to the school schedule that day.

Lesson plans or emergency worksheets should be found in or on the teacher's desk or in the Principal's office. If not available, be prepared with emergency materials. Check the teacher's mailbox for bulletins, urgent messages or call slips for students.

Close and lock all windows before leaving, and turn off all lights. Erase any new student work from the boards, and return all teaching equipment to its proper place. Leave any turned in student work in a folder for the teacher on their desk. Fill out your evaluation in the office and turn in your ID badge.

### Duties and Responsibilities

The nature of the substitute teacher's service is such that duties may vary according to the day's assignment and the administration of the individual school. In general those duties include the following:

- Teach to the best of your ability, under the supervision of the principal. This involves the use of lesson plans prepared by the teacher. If the teaching period extends beyond that for which plans have been prepared, substitute teachers will make their plans with the aid of the principal.
- Perform any additional duties, which have been assigned to the teacher whose position you are filling, unless other arrangements have been made by the principal. These duties may include playground supervision, lunch supervision, hall duty and other responsibilities as may be assigned.
- Practice and maintain good housekeeping routines in all classes.
- File for the teacher excuse forms or messages relating to a student.
- Written work completed by students during the days should be corrected if directed to do so and left for the teacher in an organized manner.
- Leave the classroom and desk in good order.
- Maintain control of the classroom.
- Discipline in accordance with the policy of the school handbook.



- Comply with all Board of Education policies, specifically the stated policies that include time of arrival, remaining after school, preparing required records and reporting accidents to the office.
- Practice professional ethics in all relationships with students, parents, teachers and community leaders.

***Check out in the office & fill out an evaluation at the end of the day!***

***Acceptable***

Be on time.

Ask about extra duties.

Be well groomed.

Be interested and enthusiastic.

Introduce yourself to the class and write your name on the board.

Be self confident as you go into the classroom.

Learn as many of the student's names as possible.

Get in touch with teacher, when possible, if assignment is for an extend time.

Follow the teacher's plan as much as possible.

Be professional and ethical at all times.

Remember that all students' personal records are confidential.

Read and follow instructions in school bulletins.

Take care of flowers and pets in the classroom.

See that room equipment and records are left in order.

***Not Acceptable*** **Leave the classroom unattended – EVER.**

Discuss individuals in one school with another.

Discuss teachers or students with anyone other than the principal.

Start too much new work that may not relate to the teacher's plans.

Depend on students for information. Ask other teachers and the principal.

Forget to return films, science equipment, library books, etc. or your ID badge.

Leave the school premises with students.

Make changes in the regular school program without notifying the principal.

Leave school early even though there is a free period at the close of the day.

**USE A SCHOOL COMPUTER FOR PERSONAL USE.**

## RESPONSIBILITIES OF THE SUBSTITUTE

**Teachers *are not* authorized to call a substitute. Do not assume a position outside of Frontline Absence Management unless it comes from the Principal or their designee.**

If you do not wish to substitute for an extended period of time because of illness or for some other reason, please notify the Human Resources Department, at 316.755.7000.

Familiarize yourself with the content of courses to be taught.

***Report thirty minutes before class time whenever you have received your assignment in adequate time. You are required to remain for twenty minutes after school.***

**District procedures require that substitute teachers remain at a school site through the planning period when it falls during the last period of the school day. Also, if the planning period falls during the 1<sup>st</sup> period of the day, the substitute is to be at school during the entire planning period.**

You are on the same professional level as a regular teacher and you are expected to observe the same ethical codes. Sometimes there may be disagreements over teaching methods or other education related topics. These are healthy and can lead to progress. However, individual criticism of another teacher or other schools destroys public faith in all teachers and schools. Such criticism feeds the fires of public mistrust.

Particularly desirable is loyalty to the school system and community. Gossip from school to school is inexcusable. Loyalty and pride are essential attitudes to effective teacher public relations. As was once said, "Where praise seems impossible, silence is the rule."

If a substitute is concerned about some practice at the school, the substitute should talk to the building principal.

## **RESPONSIBILITIES OF THE PRINCIPAL (or Designee)**

The principal will explain the school policies regarding the following:

- Necessary class schedules.
- The lunch schedules.
- Special Education bus schedules.
- Policies to be followed on disciplinary actions.
- Accident reports.
- Any special or unusual information concerning attendance records and use of Infinite Campus.
- Extra duties which may be required of the substitute teacher.
- Course of procedure in emergency situations.
- Other policies unique to the school.

The principal will arrange to provide special help when needed.

The principal will respect the substitute teacher as an important member of the staff and will seek to establish this atmosphere with other personnel and the students.

The principal is ultimately responsible for making sure the classroom teacher has shared with their substitute any applicable 504 plans or Individual Education Plans of students in the classroom.

## **RESPONIBILITIES OF A CLASSROOM TEACHER**

Instruct students as to attitudes, behavior and class procedure in the event of a substitute teacher.

Have available a class schedule indicating lunch periods, time schedule, and procedures for library, restroom use and fire drills.

Have prepared concise lesson plans, including general suggestions covering the classroom instruction.

Make available any materials which may help the substitute teacher

Inform the substitute teacher about any 504 plans, or IEP's to be followed and any unusual sickness or other habits which students may have.

Prepare for the substitute teachers use a comprehensive list of instructions, as to the following:

- Use and care of materials and supplies.
- Policy to be followed for assignment and collection of homework.
- Information to be reported concerning the activities of the students.
- At least three (3) days of Emergency Lesson Plans in case of personal crisis when you will not have time to prepare.

## RESOURCES AND SERVICES

- Instructional Services** Substitute teachers will have access to the services of the following resources when planning their teaching program, especially in the case of a long-term substitute: school psychologist(s), school nurse(s), and school counselor. You need to know of any 504 plans or Individual Education Plans of students under your supervision.
- Orientation to the System** After being placed on the substitute list there may be a need for occasional attendance at in-service sessions for substitute teachers. You will be expected to attend in-service sessions at such times as called for by members of the administration or by building principals. The purpose of such meetings will be to help substitutes become better acquainted with detailed procedures of the Valley Center Public Schools. The aim is to have the substitute function as much like the regular teacher as possible for the sake of the students.

## **PERSONNEL REFERENCE INDEX**

Dr. Cory Gibson, Superintendent of Schools .....	316.755.7000
Dr. Mike Bonner, Assistant Superintendent of Schools .....	316.755.7000
Adelyn Soellner, Executive Director of Academic Affairs .....	316.755.7000
Sara Haden, Administrative Assistant/BOE Clerk .....	316.755.7000
Carla Clark, Human Resources Administrative Assistant .....	316.755.7000
Desirae Tyler, District Office Administrative Assistant.....	316.755.7000
Susan Harris, Director of Finance .....	316.755.7000
Debbie O’Rear, Payroll Clerk.....	316.755.7000
Josh Huffman, Director of Technology .....	316.755.7010
Jerri Truman, IT Help Desk Technician .....	316.755.7010

## School Addresses and Phone Numbers

<i>School</i>	<i>Location</i>	<i>Phone</i>	<i>Personnel</i>
Valley Center High School (9-12)	9600 N. Meridian	316.755.7070	Principal: Jamie Lewis Asst. Principal/AD: Caleb Smith Asst. Principal: Kent Hipp Asst. Principal: Brianna Reyes
Valley Center Learning Center & Adult Diploma Completion Center	426 S. Meridian	316.755.7080	Lead Instructor: Jeff Tracy
Valley Center Middle School (7-8)	800 N. Meridian	316.755.7060	Principal: Chad Cramer Asst. Principal: Cody Lee Asst. Principal/AD: Jordan Funk
Valley Center Intermediate School (5-6)	737 N. Meridian	316.755.7050	Principal Greg Lehr
Abilene Elementary (PRK-4)	522 N. Abilene	316.755.7020	Principal: Mary Carpenter
Wheatland Elementary (K-4)	800 Meadow	316.755.7040	Principal: Rachel McClaran
West Elementary (K-4)	501 N. Sheridan	316.755.7030	Principal: Mark Hoy
Superintendent	143 S. Meridian	316.755.7000	Dr. Cory Gibson
Assistant Superintendent	143 S. Meridian	316.755.7000	Dr. Mike Bonner
Executive Director of Academic Affairs	143 S. Meridian	316.755.7000	Adelyn Soellner
Post-Secondary Preparation Program Coordinator	9600 N. Meridian	316.755.7070	Melissa Seacat
Food Service	143 S. Meridian	316.755.7000	Molly Rainey
Transportation	6700 N. Broadway	316.755.7112	Mark Marshall
Technology	426 S. Meridian	316.755.7010	Josh Huffman

<b>Building</b>	<b>Office Hours</b>
District Office	7:30 AM - 4:30 PM
Valley Center High School	7:00 AM – 3:30 PM
Valley Center Middle School	7:15 AM – 3:30 PM
Valley Center Intermediate School	7:45 AM – 4:00 PM
Valley Center Elementary Schools	7:45 AM – 4:00 PM
<p><b>School Closing announcement for inclement weather will be made by 6:00 AM</b></p> <p><b>Please check the USD 262 twitter and facebook pages.</b></p> <p><b>Info will also be made available to local media outlets.</b></p>	<p><b>Thank You for Helping Our Students!!!</b></p>

# School Hours

## Valley Center Elementary Schools Abilene - West - Wheatland

<i>School</i>	<i>First Bell</i>	<i>Final Bell</i>
Abilene	8:25 a.m.	3:45 p.m.
West	8:25 a.m.	3:45 p.m.
Wheatland	8:25 a.m.	3:45 p.m.
<i>PreK is located at Abilene</i>		

## Valley Center Intermediate School

### *Monday-Friday Schedule*

**First Bell - 8:35 a.m.**

**Final Bell - 3:55 p.m.**

## Valley Center Middle School

### *Monday-Friday Schedule*

**Report to South Gym upon arrival**

**Enter Class - 7:35**  
**1<sup>st</sup> Hour - 7:40-8:30**  
**2<sup>nd</sup> Hour - 8:35-9:25**  
**3<sup>rd</sup> Hour - 9:30-10:00**  
**4<sup>th</sup> Hour - 10:05-10:55**  
**5<sup>th</sup> Hour - 11:20-12:25**

- **1<sup>st</sup> Lunch - 11:00-11:30**
- **2<sup>nd</sup> Lunch - 11:55-12:25**

**6<sup>th</sup> Hour - 12:30-1:20**  
**7<sup>th</sup> Hour - 1:25-2:15**  
**Seminar - 2:30-2:50**

## Valley Center High School

### *Monday- Friday Schedule*

**1<sup>st</sup> Hour - 7:45-8:34**  
**2<sup>nd</sup> Hour - 8:38-9:27**  
**3<sup>rd</sup> Hour - 9:31-10:53**  
**4<sup>th</sup> Hour - 10:57-11:46**  
**5<sup>th</sup> Hour - 11:50-1:09**

- **A Lunch - 11:50-12:20**
- **B Lunch - 12:39-1:09**

**6<sup>th</sup> Hour - 1:13-2:02**  
**7<sup>th</sup> Hour - 2:06-2:55**



