



SUBSTITUTE HANDBOOK

2017-2018

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BOE Approved
5/15/2017
WELCOME

Welcome to Haysville USD #261. Substitute teachers are an integral part of our instructional team and we appreciate your interest in our district. We hope that this will be an exciting and enjoyable year. This Substitute Handbook is designed to give you a better understanding of daily functions within our district and the expectations we hold for our substitutes.

We want to support you throughout the year. Please let us know how we can help. If you have any questions feel free to contact the Personnel Clerk at 554-2206.

STATEMENT OF COMMITMENT TO PROFESSIONALISM

USD 261 Haysville is committed to holding the highest standards of excellence.

A major component of our achieving excellence is an emphasis on the recognition and development of professional behaviors that reflect a commitment to excellence in the profession.

We believe that all staff, including substitutes, should demonstrate the following professional behaviors:

- Sensitivity to diversity and exceptionality,
- Flexibility to ever-changing situations,
- Promptness
- Confidentiality
- Collegiality and
- Involvement in personal professional growth

Employment Requirements:

- Substitute teachers must complete a short application obtained from either the District's website (www.usd261.com) or the Personnel Clerk, Administration Building, 1745 West Grand, Haysville, Kansas, 67060. Please contact the Personnel Office Monday thru Friday, Telephone: 554-2206
- The State of Kansas requires that a state certification or license be obtained and a photocopy of it **must be** on file with the school district. You may locate the online application for renewal at the Kansas State Department of Education website www.ksde.edu.
- Once a substitute has filled out the appropriate paperwork and **completed the mandatory substitute orientation process**, his/her information will then be placed on our Automated Educational Substitute Operator (AESOP).
- The **substitute orientation** consists of presentations on key points within the district instructional technology, classroom management, and AESOP.
- Your orientation attendance will allow you to substitute within our district for 3 years before attending another orientation or an approved class at The Learning Center. If you are a retired USD #261 teacher, you are exempt from the substitute orientation.
- **If you have a change of address or phone number, or wish to be removed from the list, you should contact the Personnel Clerk at 554-2206.**

Pay Procedure:

- All substitute teachers must complete the appropriate forms for employment. Provide a copy of your teaching certificate/substitute license from the State of Kansas, a copy of your social security card, driver's license and proof of a negative TB test. This information must be on file in the Personnel Office before starting employment.
- The rate of pay currently set by the Board of Education is:

FULL DAY – \$95.00

ONE HALF DAY – \$47.50

AFTER TEN DAYS IN THE SAME ASSIGNMENT
Base salary on Teacher's Salary Schedule – \$208.98 (2017-2018 salary schedule)
- Paychecks are issued on the 12th of the month for the preceding month's work. Pay periods correspond roughly to calendar months (refer to the enclosed pay schedule on page 15).

District 403 Savings Plan:

- Per federal law, all employees, including substitutes, are eligible to participate in the district 403b tax sheltered savings program. Employees wishing to participate in the program must select an annuity company from an established list, which can be obtained from the business office. All personnel are responsible for informing their annuity companies and the USD#261 payroll office of any changes in their annuity plans. If any changes do occur please notify the benefits office at 554-2201.

Kansas Public Employees Retirement System (KEPERS)

- K-12 substitute teachers: “Daily call” K-12 substitute teachers do not have an earnings limit under KPERS regulations. Daily call subs are temporary and paid on a daily basis for their services. They are not required to report to work every day and are not under contract. Daily call subs are not eligible for KPERS enrollment and do not earn KPERS service.

DIRECTORY OF SCHOOLS

CAMPUS HIGH SCHOOL 554-2236
2100 West 55th Street South
Wichita, KS 67217

Mr. Myron Regier, Principal
Ms. Glenda Cowell, Assistant Principal
Mr. Josh Godwin, Assistant Principal/Athletic Director
Mr. Bruce Lolling, Assistant Principal
Mr. Joe Sailors, Assistant Principal

HAYSVILLE HIGH SCHOOL 554-2231
1975 W Grand
Haysville, KS 67060

Mr. Mark Foster, Administrator

HAYSVILLE MIDDLE SCHOOL 554-2251
900 West Grand
Haysville, KS 67060

Dr. Michael Maurer, Principal
Ms. Samantha Glover, Assistant Principal
Mr. Jason Halling, Assistant Principal/Athletic Director

HAYSVILLE WEST MIDDLE SCHOOL 554-2370
1956 West Grand

Haysville, KS 67060

Mr. Ildo Martins, Principal
Ms. Nicki McMullin, Assistant Principal
Mr. Ty Hamilton, Assistant Principal/Athletic Director

FREEMAN ELEMENTARY SCHOOL 554-2265
7303 South Meridian
Haysville, KS 67060

Dr. Donna Ferguson, Principal

NELSON ELEMENTARY SCHOOL 554-2273
245 North Delos
Haysville, KS 67060

Mr. Mike Mitchener, Principal

OATVILLE ELEMENTARY SCHOOL 554-2290
4335 South Hoover
Wichita, KS 67215

Ms. Natalie Rust, Principal

PRAIRIE ELEMENTARY SCHOOL 554-2350
7101 South Meridian
Haysville, KS 67060

Dr. David Engelking, Principal

REX ELEMENTARY SCHOOL 554-2281
1100 West Grand
Haysville, KS 67060

Mr. Brian Howard, Principal

RUTH CLARK ELEMENTARY SCHOOL 554-2333
1800 W. 55TH St. So.
Wichita, KS 67217

Ms. Carla Wulf, Principal

TRI CITY DAY SCHOOL 554-2324
1975 W Grand
Haysville, KS 67060

Ms. Gina Keirns, Administrator

District Offerings:

- USD #261 is offering certain professional development classes to all employees, including substitutes, most of which are free of charge. If you are interested in attending a class, please contact the Learning Center at 554-2331.

Absent Management (formerly Aesop):

- Absent Management is used for contacting and tracking substitute teachers. You may access Absent Management through the website (www.aesoponline.com) or by phone (1-800-942-3767). Using the log on information provided by the Personnel Clerk, you will be able to access the system to locate any and all available jobs within our district. **Please note: Classroom teachers are not permitted to assign a substitute to a position.**
- Absent Management calls between 6:00 a.m. and 9:00 a.m. for any assignments still open for that day. Building secretaries will assist in filling these morning positions. Absent Management will start its evening calling between 6:00 p.m. and 10:00 p.m. for any assignments for the next two days that are still unfilled. You may want to arrange your personal schedules from 7:00 a.m. to 8:30 a.m. to enable you to leave home on very short notice.
- All calls are random and on a first come, first served basis.

Reporting Times:

- SCHOOL HOURS:

ELEMENTARY SCHOOLS	8:25 a.m. to 3:50 p.m.
MIDDLE SCHOOLS	7:35 a.m. to 2:50 p.m.
CAMPUS HIGH SCHOOL	7:50 a.m. to 3:05 p.m.
HAYSVILLE HIGH SCHOOL	7:45 a.m. to 2:40 p.m.
TRI-CITY DAY SCHOOL	7:30 a.m. to 2:40 p.m.

Substitute teachers should report for duty (30) minutes before school is in session.

- A substitute teacher should be able to report as soon as possible to the school (within one hour after being called). Punctuality is especially important.
- A substitute teacher may be called to serve one full day or multiple days. The minimum length of time will be a ½ day. In counting days taught under the substitute teacher certificate, for purposes of determining the validity of this particular certificate, teaching any part of, or all of, the day shall count as one day.
- Substitute teachers **must** report to the principal's office upon arriving at the school. They **must sign in** with the secretary or principal in the office.
- A substitute teacher must remain on duty until the duties outlined by the principal have been completed.
- A substitute teacher assigned to a secondary school should report at the regularly designated time even though the teacher might have a first hour plan. Likewise, the substitute should remain at the school until the end of the day should the teacher have plan the last hour. Substitutes are available to the school during planning periods. The principal may request the supervision of students or help in other ways.

Cell phone use is not permitted anytime you are responsible for supervising students, during classroom time and when you are outside monitoring students.

It is important for all substitutes to remember that student information is confidential and should not be shared with anyone other than those individuals working **directly** with the student.

Expectations as a Substitute:

- Substitutes have the same overall responsibilities as a regular teacher. Appearance counts so please dress appropriately for the classroom.
- Check the “duty” list to see if the teacher for whom you are substituting is assigned to the cafeteria, hall, or other duties. Consult the office for any changes which might occur in those particular buildings regarding duties.
- Check the regular teacher’s mailbox for materials which may apply to the day’s activities.
- Check the room schedule.
- Take the attendance and carry out the policy of the school in reporting it. Attendance should strictly be done by the Substitute Teacher and not by a student.
- Supervise students at all times.
- Direct any outsider seeking information about a student, or requesting permission to take a child from the room, to the office.
- Be familiar with emergency drills and the assigned exit.
- Hold as confidential any material or knowledge concerning the school (teachers, students, parents, principal, etc.) you gain while in a particular building. Student records that are available to substitute teachers 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. Confidentiality is an extremely important component of the law. There are many Federal laws and state statutes that protect the privacy of educational records. The main Federal law pertaining to student records is the Family Educational Rights and Privacy Act (FERPA). Information or records falling under this law must remain confidential. Significant penalties can occur from failure to comply with the privacy act. Many school staff fail to realize that even conversations with non-school personnel or school personnel without educational involvement with a specific child can be a violation of this act. Information and records covered under this act may include but are not limited to: · Personal and family data · Evaluation and test data · Psychological, medical, and anecdotal reports · Records of school achievement and progress reports · Disability information · Copies of correspondence concerning student · Records of conferences with students and/or parents · Other personal data discussing specific facts about the students with whom you work is a violation of the students’ confidentiality rights.
- Appropriate classroom management is an important aim in teaching which requires patience, understanding, and review of all the facts. The Haysville schools utilize Positive Behavior Support and Interventions (PBIS) as a guide for dealing appropriately with students’ behavior. PBIS begins by

teaching expectations and by reinforcing students for following those expectations. Punishment is used sparingly and not as the first line of defense. Good conditions for learning are a direct result of positive classroom management. Be consistent, emphasize the positive, maintain a clear, pleasant voice; be sympathetic and understanding. Kids may be testing the substitute...be ready to pass the test.

Before Checking Out:

- See that all things are properly cared for before leaving, such as; the room is in order—windows closed, lights out, visual aids are as they were, bulletin boards are left the way the regular teacher had them, and the classroom is in order.
- Leave a note to the regular teacher either on AESOP or clipped to the plan book. This should be in brief form telling her/him what transpired while she/he was absent. It should tell to what extent the plans of the regular teacher were followed. You will be issued a review sheet; this form should be completed and returned to the principal's office.
- Check papers done during the day.
- Report to the principal regarding returning the next day. If he/she is not available, be sure to check with the secretary. Turn in any keys.

What to Expect from Teachers:

- a. the class attendance slip
- b. all teacher manuals and answer keys/books
- c. current seating charts or names on the desks
- d. current schedule for the day and week
- e. plan book with detailed lesson plans including material needed
- f. names of children in each reading and math group
- g. a list of children who leave the class for extra support
- h. a list of children excused from class participation for medical or religious reasons
- i. list of pupils taking buses and the manner in which they get to these busses
- j. special notation on pupils who need special considerations (health, behavioral, or academic support)
- k. a crisis procedure manual (fire, tornado, or lockdown)
- l. a student appointed to be the assistant to the substitute teacher to help in locating any materials needed. The name of this child should be prominent in the plan book.

As a substitute teacher you should expect to receive from the office:

- Help in locating the nurse or the individual in charge to take care of illness or emergencies.
- Help in solving any problem which you do not feel able to handle.
- Help in locating materials which you are unable to locate.

**WE SINCERELY HOPE THAT YOUR WORK IN OUR SCHOOL
SYSTEM WILL BE ENJOYABLE AND FULFILLING. THANK YOU
FOR OFFERING YOUR KNOWLEDGE AND TALENTS TO THE
STUDENTS OF THE HAYSVILLE SCHOOLS.**

USD #261 Haysville School District
Policy Review
Please read and sign below

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional agreements with Unified School District #261 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission to, access to, treatment of, or employment in its programs and activities. Any person having inquiries concerning Unified School District #261 compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Schools or his/her designee, 1745 W. Grand, Haysville, Kansas, 67060, 316-554-2200. The Superintendent of Schools or his/her designee has been designated by Unified School District #261 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

RACIAL HARASSMENT – BOARD POLICY (GAACA – EMPLOYEE & JGECA – STUDENT)

District employees shall not racially harass, or permit racial harassment of a student by another employee, student, non-employee or non-student. Neither shall a student racially harass another student or students. Violations of this policy shall result in disciplinary action, up to and including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Racial harassment shall include, but not be limited to:

1. Treatment of a student differently on the basis of race, color, or national origin in the context of an educational program or activity without a legitimate, nondiscriminatory

reason so as to interfere with or limit the ability of the student to participate in or benefit from the services, activities or privileges provided by the recipient.

2. Harassing conduct (e.g., physical, verbal, graphic or written) that is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the services, activities or privileges provided by a recipient.
3. Treatment, which effectively causes, encourages, accepts, tolerates or fails to correct a racially hostile environment.

Any student who believes he or she has been subjected to racial harassment should discuss the problem with his/her principal, building Title VI coordinator, counselor, or another certified staff member. Initiation of a racial harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

SEXUAL HARASSMENT – BOARD POLICY (GAAC – EMPLOYEE & JGEC – STUDENT)

District employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violations of this policy shall result in disciplinary action, including termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Sexual harassment shall include, but not be limited to:

- A. Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- B. Subtle pressure or requests for sexual activity;
- C. Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- D. Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- E. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or
- F. Sexual assault or battery as defined by current law.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection of the student. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

COMPUTER USE

Computer systems and networks are for educational and professional use only. Violation of this policy would include, but not be limited to: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any substitute teacher, up to and including termination, for violations of this policy.

Employees shall have no expectation of privacy when using district e-mail, instant messaging, Internet access, or other official communication systems. The school district retains the right to duplicate any information on district computer systems or on any hard drive. Any e-mail, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

E-mail, instant messaging and internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

The USD 261 Haysville Public School district complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes Internet safety for all students through a curriculum that addresses cyber bullying and appropriate interaction with other individuals on social networking websites and chat rooms. It is the responsibility of all members of the USD 261 Haysville Public school staff to

educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the CIPA laws.

BLOODBORNE PATHOGENS

As sure as the sun comes up every day, children end up with scraped knees, cuts and bruises. Students of all ages hurt themselves on the playground, in the classroom and on the playing field. As a professional in our educational system you need to be aware of the potential danger of bloodborne pathogens and to understand the dangers of infection and the safe procedures to minimize risk.

Unfortunately, students are not immune to bloodborne disease.

There are many diseases carried by blood. The most common are the hepatitis B virus (HBV), hepatitis C virus (HCV) and the human immunodeficiency virus (HIV).

Hepatitis means “inflammation of the liver.” The hepatitis b virus poses a greater risk to you at school than either hepatitis C or the HIV virus, since it is more easily transmitted. Fortunately, a vaccine can prevent HBV infection.

HBV, HCV, and HIV and other pathogens may be present in blood and other materials, such as:

- Body fluids containing visible blood
- Semen and vaginal secretions
- Torn or loose skin.

Bloodborne pathogens can cause infection by entering your body in a variety of ways, including:

- Open cuts
- Nicks
- Skin abrasions
- Dermatitis
- Acne
- The mucous membranes of your mouth, eyes or nose.

You can become infected by accidentally injuring yourself with a sharp object that is contaminated. Sharp objects may be:

- Broken glass
- Sharp metal
- Needles
- Knives
- Exposed ends of the orthodontic wires.

Bloodborne diseases can also be transmitted indirectly. This happens when you touch an object or surface contaminated with blood or other infectious materials and transfer the infection.

Contaminated surfaces are a major cause of the spread of hepatitis. HBV can survive on environmental surfaces dried and at room temperatures for at least one week.

There are many people who carry infectious disease having no visible symptoms and no knowledge of their condition. HIV, HCV and HBV can infect anyone.

THE KEYS TO PREVENTING INFECTION ARE:

- Understanding the dangers you face.
- Knowing how to protect yourself.

PROTECTING YOURSELF:

Handwashing is one of the most effective ways to protect yourself.

Handwashing keeps you from transferring contamination from your hands to other areas of your body or other surfaces you may contact later.

Where handwashing facilities are not available, wash with an antiseptic hand cleanser or antiseptic towelettes.

If skin or mucous membranes come in direct contact with blood, wash or flush the area with water as soon as possible.

Gloves are the most widely used and basic form of personal protective equipment. You must wear gloves when it is reasonably anticipated that you may have hand contact with:

- Blood
- Any potentially infectious materials
- Mucous membranes or non intact skin.

When using gloves, wash hands after removing them.

One of the best ways to protect yourself from hepatitis B infection is to have the vaccination.

Protecting yourself from bloodborne diseases on the job requires knowing the facts and taking sensible precautions.

Standard precautions require that you consider every person, all blood and most body fluids to be potentially infectious. Potentially infectious waste to be disposed of by custodial staff.

Courtesy of Coastal Training Technologies, Virginia Beach, VA