Name of Handbook:	Substitute Handbook
Building / Department:	Admin Building

Page of Handbook	Current Verbiage of Handbook	New / Proposed Changes to Handbook	Additional Notes
3	Substitute teachers must complete an application obtained from either the district's website (www.usd261.com) or the Human Resource Department, located at: Administration Building 1745 West Grand Haysville, Kansas, 67060 Phone Number: 316-554-2206.	Substitute teachers must complete an application obtained from either the district's website (www.usd261.com) ~~or the Human Resource Department, located at:~~ ~~Administration Building~~ ~~1745 West Grand~~ ~~Haysville, Kansas, 67060~~ Phone Number: 316-554-~~2206.~~ 2200	
3	If a substitute has a change of address or phone number, he/she must submit that request through Skyward. If a substitute wishes to be removed from the substitute list, he/she must contact the Human Resource Department at 316-554-2206.	If a substitute has a change of address or phone number, he/she must submit that request through Skyward. If a substitute wishes to be removed from the substitute list, he/she must contact the Human Resource Department at 316-554-~~2206~~ 2200. Please ensure the HR Department is notified if changes are made.	
4	The rate of pay currently set by the Board of Education is as follows: Certified Substitute Teachers: (Pay per Full Day) Daily Pay: $150 Long-Term Pay: $175 (Day 11 and Beyond) Long-Term Pay: $200 (Semester or Longer)	The rate of pay currently set by the Board of Education is as follows: Certified Substitute Teachers: (Pay per Full Day) Daily Pay: $~~150~~ 155 Long-Term Pay: $~~175~~ 180 (Day 11 and Beyond) Long-Term Pay: $~~200~~ 206 (Semester or Longer)	
6	OATVILLE ELEMENTARY SCHOOL 4335 South Hoover Wichita, KS 67215 316-554-2290 Ms. Natalie Lightcap, Principal	OATVILLE ELEMENTARY SCHOOL 4335 South Hoover Wichita, KS 67215 316-554-2290 ~~Ms. Natalie Lightcap~~ NAME TBD, Principal	
6	RUTH CLARK ELEMENTARY SCHOOL 1800 W. 55TH St. So. Wichita, KS 67217 316-554-2333 Ms. Carla Wulf, Principal	RUTH CLARK ELEMENTARY SCHOOL 1800 W. 55TH St. So. Wichita, KS 67217 316-554-2333 ~~Ms. Carla Wulf~~ Mrs. Kaitlin Zimmerman, Principal	

Name of Handbook:	Substitute Handbook
Building / Department:	Admin Building

Page of Handbook	Current Verbiage of Handbook	New / Proposed Changes to Handbook	Additional Notes
10	Report to the front office regarding returning the next day. Turn in any keys to the front office.	Report to the front office regarding returning the next day. Turn in any keys to the front office each day. Turn in badges to the front office each day.	