

SUBSTITUTE HANDBOOK

2020-2021



Sedgwick Public Schools
USD 439 / 400 W 4th
Sedgwick, KS 67135

Approved July 13, 2020

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Welcome,

I would like to take this opportunity to thank you for being part of the USD 439 Education Team. As a substitute teacher, you play a vital role in our goal to help each student find educational success. Part of that goal is to make every day count on their journey. Teachers have responsibilities and obligations that reach well beyond their role as a teacher. Some responsibilities necessitate time away from school. Although their teacher may not be in the classroom, a student's education continues in the teacher's absence. Our efforts are to make your time with students as productive as possible. Each teacher should provide you with well-planned and understandable lessons as well as the materials needed to have a successful day. If you should need anything, please contact your building principal or me with your questions or concerns. We greatly appreciate and value the time you spend with us.

Respectfully,

Larry A Roth
Superintendent

SEDGWICK PUBLIC SCHOOLS

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The Cardinal Way

*USD 439
Sedgwick*

CHARACTER
ACCOUNTABLE
RESILIENT
DEDICATED
SAFE

WELCOME TO USD 439 – SEDGWICK PUBLIC SCHOOLS

The school administration and the Board of Education consider substitute teachers to be an important part of the professional team. As such, substitute teachers are expected to maintain a professional attitude toward their work and colleagues. By demonstrating self-confidence, initiative, friendliness and flexibility, a substitute teacher can provide a positive impact upon students.

To reach our system's goal of obtaining well-qualified substitutes, so that learning in the schools can go on with the least possible interruption, we must plan together.

LICENSURE / EMPLOYMENT REQUIREMENTS

Information on obtaining and renewing substitute and emergency substitute licenses can be found at KSDE.org.

In order to be selected and employed as a substitute in USD 439, you must:

- a. Complete a written application.
- b. Provide a valid teacher license or a valid substitute teacher license.
- c. Provide a completed Certification of Health for School Personnel form

You will be asked to complete/provide the normal employment forms (i.e., Drug/Asbestos form, I-9, W-4, K-4, Loyalty Oath, photocopy of acceptable forms of identification) on your first day of substituting. Additional health verification may be required at any time there is a reasonable cause to believe a substitute teacher may be suffering from an illness detrimental to the health of pupils.

PAY PROCEDURES

Substitutes will be paid a salary based on the following daily rate for the first ten (10) days of an assignment: **\$100.00**

On the eleventh (11) consecutive day of the same assignment, your daily rate will be increased to **\$130.00** per day for the remainder of that assignment. If extra duties are needed outside of the regular workday, the rate of pay will be **\$14.00** per hour.

The pay period begins on the first day of the month and ends on the last day. Paychecks are issued the 15th day of the month following the payroll period. In the event payday falls on Saturday, Sunday, a district-designated holiday or non-work day, checks will be distributed on the last workday preceding the 15th.

Your payroll period closing date will be the last day of the month. You are paid only for days or half days actually worked. There is no sick leave allowance or supplemental pay for substitutes. Checks will be mailed to your home address the evening before payday or can be picked up in the central office on payday.

Any errors made on your payroll check shall be corrected no later than the payday of the following pay period; however, significant errors will be corrected immediately upon the return of the check in error.

ASSIGNMENT PROCEDURES

How will I be notified of an assignment and should I be aware of certain procedures?

School office personnel will assign substitutes. If the absence is known in advance, the substitute may be contacted many days prior to the teaching assignment.

However, there will be frequent absences due to unexpected circumstances. Substitutes will find that they often are asked to teach the same day in which they are called. The building principal or his/her appointed representative makes the decision regarding which substitute is called. Substitutes are called by the order of their availability and interests (grade levels, subject). Obviously, those substitutes who cannot frequently be contacted or have limited building/level preference will limit their opportunities to teach. The building principal has the implicit right to select those persons to teach in the class that best suits the situation.

(Note: USD 439 Sedgwick does not guarantee days of employment for substitute teachers.)

WORKING DAY DUTIES

What time to I need to be present?

It is recommended that you arrive a few minutes early to check in and receive any last minute instructions. Generally, your working day is the same as that of the regular teacher. The typical school day is:

Elementary School	8:15 a.m. to 3:20 p.m.
Secondary School	8:15 a.m. to 3:16 p.m.

To the best of your ability, you are to carry out the duties the regular teacher would have performed on the specific day(s) of absence.

Except for long-term assignments, principals will not assign substitute teachers the duties for which the regular teacher receives a supplemental salary.

Reasonable efforts are made to make you aware of the length of the assignment when you are notified of the temporary vacancy. Under normal conditions, you are expected to stay on the assignment until the regular teacher returns. You should confer with the principal before leaving the building each day to confirm your release at the end of assignment.

If your assignment will be for several days and the regular teacher is available for consultation, it is desirable for you to communicate with the regular teacher and follow the regular teacher's suggestions as closely as possible.

You are not required to transport pupils to or from activities which take place away from the building, except where such transportation would be a normal responsibility of a particular position and/or a condition of employment under a supplemental contract of the regular classroom teacher. Students are

not to be transported in your personal vehicle at any time.

You should leave all keys/access cards with the principal or the individual designated by the principal before you leave the building. In the event that a key or access card is issued to you becomes lost or is stolen, please inform the building principal immediately.

Generally, you are not expected to assume sole responsibility for determining quarterly grades unless you have been assigned as a long-term substitute. You should consult with the principal when a specific question exists.

STUDENTS WITH SPECIAL NEEDS

Students who have needs that require special accommodations will continue to receive those accommodations in the classroom. Such accommodations will be identified in a student's Individual Education Plan, Section 504, Behavior Intervention Plan, or General Education Interventions. Specific instructions can be found in each teacher's substitute folder. The building principal will discuss specific student needs if warranted. If you have questions regarding a specific student or procedures, please contact the building principal or school counselor.

END OF DAY REPORTS

In most instances, it is desirable to leave a brief written summary of class activities for the regular teacher when she/he returns to the classroom. A summary should include references to the student progress on plans left by the teacher, disciplinary problems with specific pupils, and assignments made by you that may need further follow-up by the regular teacher.

COMMUNICATION

Communication is vital in the operation of a school system. If you have questions or concerns, please contact the building principal as soon as possible. Keep the central office informed of a change of name, address, and telephone number as well as changes in availability.

USD 439 will communicate with parents, students and staff via email, text, and telephone. In the event of a school closure due to inclement weather or emergency, the district will contact student, parents, and staff by the Swift Alert system.

PROFESSIONAL RESPONSIBILITIES

- Student educational activities are **confidential** and not to be discussed with individuals who do not have an educational "need to know". Student information including educational performance, behavior, discipline, etc. is not to be shared with anyone other than the classroom teacher, district administrators, or other district staff with an educational need to know.
- Keep a record of pupil attendance and follow the lesson plans provided by the teacher.
- Summarize, in writing, the materials covered during the absence of the regularly assigned teacher. These should be more comprehensive if the teaching assignment is long-term.

- Have on file, a regular, substitute or emergency certificate prior to being eligible for assignment as a substitute teacher.
- Report to the office of the principal immediately upon arrival at the assigned building.
- Attend all meetings required of regularly assigned teachers, if requested by the principal during the period of your assignment.
- Keep supply cabinets, closets, and work areas secure as specified by teachers and administration.
- Substitutes should refrain from personal use of classroom materials and equipment.
- Maintain classroom control with reasonable support from the administration.

Hall Duty/Student Monitoring – It is the responsibility of all USD 439 team members to help supervise students. This includes students in their charge and those who are not. Any student behavior that is concerning should be addressed immediately with that student and/or the building principal.

Substitutes teaching at the middle school and high school levels are to stand at the door of the classroom to supervise students during passing periods as well as before the bell rings at the beginning of the day and after the bell rings at the end of the day.

PUPIL DISCIPLINE/STAFF RESPONSIBILITIES

Classroom management, pupil discipline, and adherence to school regulations shall be the responsibility of all school staff. Action taken should be consistent with Board policies and State Statutes. Educational programs should be provided which are designed to develop an awareness of the consequences of one's actions.

USD 439 representatives are expected to maintain a proper school atmosphere. In this regard, teachers' responsibilities extend beyond their own classrooms and their particular assignment of pupils. Pupils who refuse to comply with reasonable requests of a teacher will be subject to appropriate disciplinary action.

In the event that a student's actions or behaviors require a referral to other district personnel, the substitute teacher shall inform the building principal or immediate supervisor. The principal or immediate supervisor shall arrange, as soon as possible, a conference with the substitute teacher to discuss the problem and decide appropriate steps for its resolution. Parents should be involved in assisting the school staff to developing a meaningful, positive solution to their child's behavioral concerns.

Corporal punishment is not an acceptable form of disciplinary action and shall not be used. Restraint or seclusion of a student should be a last resort and only done so for the preventing the student from harming himself/herself or someone else. **(Please refer to the Emergency Safety Interventions handbook and Board Policy GAAP Emergency Safety Interventions).**

PUPIL MAKE-UP TIME

A pupil may be required to report before or after regular school hours (after administrative consultation) in order to resolve problems related to attendance, behavior, or class work under the following conditions:

In the event that a pupil is to report before or after school hours for a period of time involving 15 minutes or more or for a period of time affecting normal transportation arrangements, the parents shall be notified by school personnel prior to the reporting time.

When a pupil is detained at school beyond the normal dismissal time, the teacher or administrator shall give appropriate consideration to factors of pupil transportation, traffic patterns, weather, and any other extenuating circumstances.

The age and grade level of the pupil shall be considered in determining the length of time a pupil may be detained after school or required to report before school. Under no circumstance should a pupil be detained over one hour. The pupil involved should report to the teacher or administrator who has assigned the extra time.

Considerations involving pupil transportation cannot be overemphasized. It is essential that a pupil using scheduled transportation be provided a reasonable alternative when requested to "make-up time." The necessary arrangements shall be made between the pupil, his/her parents, and the teacher or administrator involved.

Remember, as a represent of USD 439, you are expected to exhibit professional behavior in all matters relating to your assignment in the school district.

RIGHTS AND PRIVILEGES FOR SUBSTITUTES

To provide an educational day with minimal disruption, it is the classroom teacher's responsibility to leave adequate instructional plans, seating charts, roll of pupils, special student instructions/accommodations, classroom materials, and emergency operations information. Please notify the building principal, or others in charge of the building in the principal's absence, if you do not have available a classroom schedule, a seating chart, or other fundamental information necessary for classroom instruction.

All necessary books, materials, and equipment should be in the room or instructions left indicating their location.

Written information should be left for you regarding individual pupils and special assignments required within the building.

The regular teacher cannot always expect you to carry out the same instructional plans that they have set forth. Some variations may be necessary in the case of special projects, assembly programs, or other adaptations to the needs of the pupils.

EMPLOYEE BENEFITS

Worker's Compensation:

All persons on the Unified School District 439 list of substitutes are covered by Worker's Compensation Insurance. Accidents should be reported to the building principal immediately so that proper claim forms can be filed. Undue delays in filing accident reports could result in a claim being denied. If you are in doubt as to whether to file an accident report, check with the building principal where the accident occurred.

Mileage Compensation:

Any substitute teacher who is required to drive his/her own automobile while working in an assignment for which mileage is paid will be compensated at a rate per mile established annually by the school district. Such reimbursement shall be paid after a requisition form has been filled out and signed by the building principal and superintendent.

EMPLOYEE PROTECTION RIGHTS

Working Conditions:

The Board agrees to strive continually to provide working conditions free of hazards, which would endanger the health, safety, or wellbeing of a substitute.

Injury during the Work Day:

A substitute shall immediately report in writing to the building administrator or immediate supervisor in the event that they suffered an injury during the work day. All cases of assault and/or battery suffered in connection with the substitute's employment will be reported immediately and referred to the proper authorities.

Student behavior that is illegal or disruptive should be reported to the principal as soon as professionally possible. Proper documentation will be completed as soon as possible. If the behavior is at a different building or school, the principal responsible for that building or school should be notified as soon as professionally possible.

Appendix A:

SUBSTITUTE TEACHER CLASSROOM REPORT

Substitute: _____

Date: _____

Phone Number: _____

Class: _____

Substitute For: _____

School: _____

A note regarding the Lesson Plans:

We also worked on:

Terrific Helpers:

Message to the Teacher:

Substitute Teacher

Appendix B:

SUBSTITUTE TEACHER'S REPORT

SUBSTITUTE'S NAME	ADDRESS	SOCIAL SECURITY NUMBER
has substituted _____ full days for _____ Date _____		
INSTRUCTOR'S NAME		
Which included the following dates _____		
REASON	_____ Illness	
	_____ Personal Business	
	_____ Professional Improvement	
	_____ Other (explain) _____	

SIGNATURE - SUBSTITUTE TEACHER		SIGNATURE - PRINCIPAL

Appendix C:

2020-2021 CALENDAR

USD 439 - Sedgwick Public Schools

2020-2021

Revised July 13, 2020

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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August	
3 & 4	Registration and Fee Payment
5	New Teacher Orientation
6 - 12	Teacher Inservice
13 & 14	Teacher Work Day
17	First Day of School
September	
7	Labor Day
11	Teacher Inservice
October	
16	Teacher Inservice
21	Students released at 12:45 PM
21	P/T Conferences 1:00PM-6:30 PM
22	P/T Conferences 5:00-8:00 PM
23	Fall Break
26	Teacher Inservice
November	
25-27	Thanksgiving Break
December	
17 & 18	Grade 7-12 Finals/Elementary Regular Day
21	Winter Break Begins
January	
1	New Year's Day
4	.5 Teacher Inservice / .5 Work Day
5	Second Semester Begins
18	Teacher Inservice
February	
12	Early Dismissal - 12:30 PM
15	President's Day - No School
March	
10	P/T Conferences 3:30 - 6:30 PM
11	P/T Conferences 5:00 PM - 8:00 PM
12-19	Spring Break
April	
2	No School
21	Early Dismissal - 12:30 PM
May	
5 & 6	Senior Finals
7	Senior Last Day
20 & 21	Grade 7-11 Finals/Elementary Regular Day
24	Teacher Inservice
25	.5 Teacher Inservice / .5 Work Day

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Quarter/Semester End Dates

1st Quarter	October 9
Fall Semester	December 18
3rd Quarter	March 5
Spring Semester	May 21

Contact Days

Teachers - 188
Students - 172.5

School Closed	Teacher Inservice - No School	Late Start Day	Teacher Mtg/Work Day - No School
New Teacher Inservice	Parent Teacher Conferences	Inservice - Early Release	
End of Semester Finals	Senior's Last Day		