

# SUBSTITUTE HANDBOOK

2024-2025



*Sedgwick Public Schools, USD 439  
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Welcome and 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 the teacher may not be in the classroom, our students' 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 with questions or concerns. Your time is greatly appreciate.

## **SEDGWICK PUBLIC SCHOOLS**

### **USD 439 Contact Information:**

<b>R.L. Wright Elementary Grade PK - 6</b> Julie Scott – Principal Kelsie Vernia – Secretary	<b>(316) 772-5783</b>
<b>Sedgwick Junior and High School Grades 7 - 12</b> Zack Helgesen – Principal Katie Nicholson– Secretary	<b>(316) 772-5783</b>
<b>District Office</b> Dr. Rae Niles – Superintendent Rebecca Taylor – Board Clerk Brooke Mauer – District Secretary	<b>(316) 772-5783</b>



## 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.

### LICENSURE / EMPLOYMENT REQUIREMENTS

Information on obtaining and renewing substitute and emergency substitute licenses can be found at [KSDE.org](http://KSDE.org).

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

- a. Complete an online application from the district website <[www.usd439.com](http://www.usd439.com)>
- b. Provide a valid teacher license or a valid substitute teacher license.
- c. Provide a completed *Certification of Health for School Personnel* form - available from the District Office

Prior to your first day as a substitute you will be asked to complete or provide the following:

- W-4 and K-4 Forms
- I-9 and provide acceptable forms of identification
- Complete the Oath of Office
- Asbestos Form
- Drug-Free Workplace Form
- Direct Deposit via ACH Form
- Emergency Information Form
- Confidentiality Agreement
- Ethnicity Form

### PAY PROCEDURES

Substitutes will be paid a salary based on the following daily rate for the first ten (10) days of an assignment: **\$125.00**

On the eleventh (11) consecutive day of the same assignment, your daily rate will be increased to **\$150.00** per day for the remainder of that assignment. If extra duties are needed outside of the regular workday, the rate of pay will be commensurate with the task requested.

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-workday, 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 full days or half days actually worked. There is no sick leave allowance or supplemental pay for substitutes. Checks will be deposited via ACH or mailed to your home address.

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?**

The Red Rover online notification system will alert users if there are openings. Substitutes will find they often are asked to teach the same day in which they are notified. The substitute may choose from the open date(s) if he/she would like to accept the assignment. If the absence is known in advance, the substitute may be contacted many days prior to the teaching assignment via the Red Rover online notification system. If the request is for a long-term substitute position the building principal or school secretary will reach out directly.

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

## **WORKING DAY DUTIES**

### *What time do 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	8:00 a.m. to 3:30 p.m.
Secondary School	8:00 a.m. to 3:30 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 by following the lesson plans left by the teacher.

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. The Red Rover online notification system will indicate the number of days the teacher will be out of the classroom. 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 respective office, or the individual designated by the principal before you leave the building. In the event a key or access card is issued to you becomes lost or is stolen, please inform the building principal immediately. You may be responsible for replacement fees.

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 District Office informed of a change of name, address, and telephone number or bank account 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 district's electronic messaging 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 respective office 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 are to refrain from personal use of classroom materials and equipment.
- Maintain classroom control with reasonable support from the administration.
- Substitutes are to dress business casual except when prohibited by subject taught (e.g., physical education) or involved in a classroom activity (e.g., field trip, community cleanup day). Casual jeans are acceptable on Fridays.

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 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 to prevent the student from harming himself/herself or someone else. Refer to USD 439 Policy GAAF.

## **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 immediately to the USD 439 School Nurse for proper claim forms to 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 Workday:

A substitute shall immediately report in writing to the building administrator or immediate supervisor in the event they suffered an injury during the workday. 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 professionally possible.