

2024-2025

Substitute Teacher Handbook

**Unified School District #385
Andover, Kansas**



POLICY DISCLAIMER

Board of Education policies are regularly reviewed and revised. Any policy reference contained in this Handbook is accurate as of the approval date. Should policies change, the most recently adopted policy of the Board of Education will be followed regardless of what is printed in this handbook. Should any language in this Handbook conflict with adopted policy, board policy retains authority.

NOTICE OF NON-DISCRIMINATION

Andover USD 385 does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability in admission, access to, or treatment in its programs and activities. Any persons having inquiries concerning USD 385's compliance with regulations implementing Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, may contact the Assistant Superintendent for Human Resources, 1432 N. Andover Road, Andover, Kansas, 67002, (316-218-4661), who has been designated to coordinate the district's efforts to comply with these laws.

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Table of Contents

Table of Contents	2
Substitute Employment	5
Important Contact Information	6
Onboarding & Safety Training	6
Orientation and Training	6
Essential Functions	6
Email Communication	7
Absence Management	8
General Responsibilities	12
School Building Information	13
Hours of Operation	14
Reporting to the Assigned Building	14
Check-in and Check-out Procedures	14
Classroom Etiquette	15
During the School Day	15
At the End of the Assignment	15
Workers' Compensation	16
Social and Recreational Activities	16
Employment and Pay Information	17
Substitute Teacher Pay Rates	17
Substitute Nurse/Health Aides Pay Rates	17
Pay Schedule	17
Substitute ID Badge	18
Board of Education Policies and Regulations	18
Acceptable Use Guidelines	18
Advertising & Promotion in Schools	19
Bullying	20
Drug Free Schools	20
Harassment - Sexual, Racial, & Disability	20
Relationships with Students	21
Tobacco and Nicotine Delivery Device Use	21
Student Records	21
Substitute Teacher Procedures	22
Accepting Assignments	22

Canceling Assignments	22
Cell Phone Usage	22
Dress Code	22
Emergency Procedures	22
Long-term Assignments	22
Resignation/Termination	23
Notes	24

Substitute Teacher Handbook

Introduction

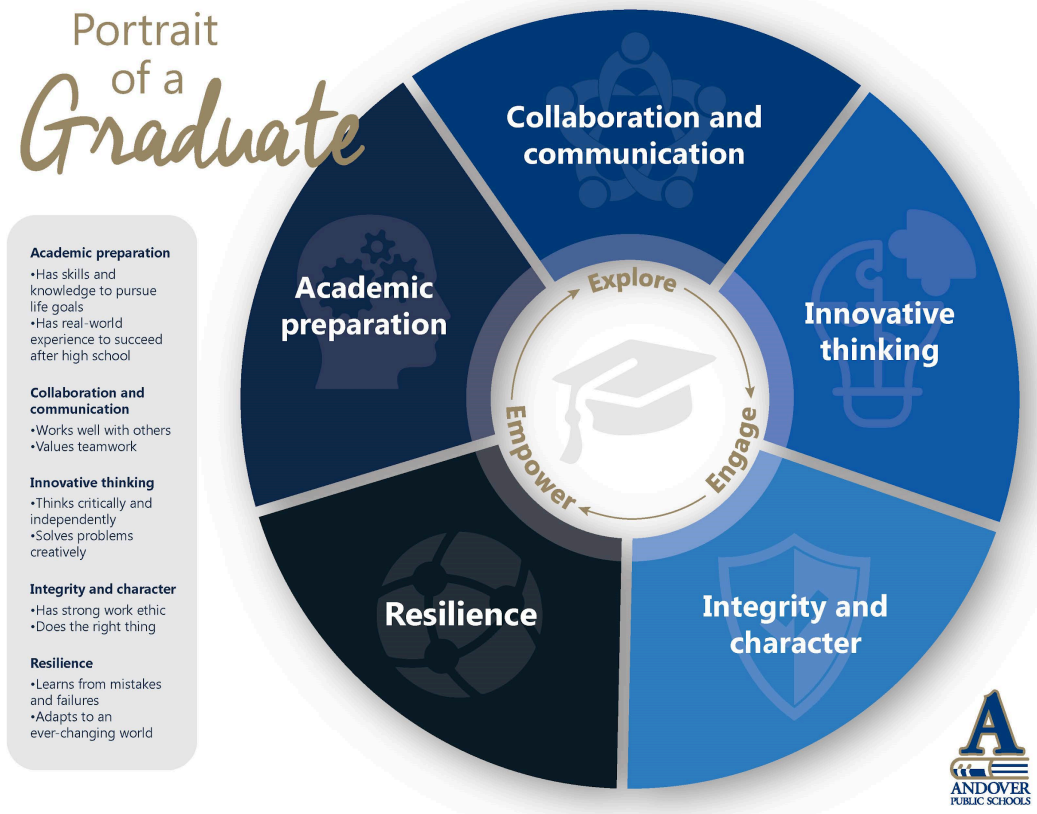
Purpose

This handbook was prepared to provide, in written form, USD #385 policies, procedures, and practices which pertain to substitute teachers. They are subject to change through appropriate administrative or Board of Education action. The Board of Education retains its legal obligation to make the decisions that establish USD #385 policies. The execution of these policies is the responsibility of each employee. The Board Policy manual is available online.

A spirit of cooperation is expected and open communication is encouraged of all employees in the daily performance of their duties. In the accomplishment of their job assignments, employees should promote and enhance an orderly, functional, and effective school organization. This handbook is not an employee contract. Further, this handbook is not incorporated in, or made a part of, any employee contract.

The Mission of USD #385

Andover Public Schools prepares learners for a changing world by creating meaningful educational opportunities that equip and empower students to lead successful and fulfilling lives.



Substitute Employment

All substitute teachers in the Andover Public School District are required to possess one of the following certifications:

- a professional teaching license,
- a standard substitute license, or
- an emergency substitute license.

For more information on teacher licensing, please visit the Kansas State Department of Education's website at www.ksde.org.

NOTE: Emergency substitute teachers are limited to 60 days per semester in each district and no more than 15 days per assignment without a four-year degree or 30 days per assignment with a four-year degree.

Substitute teachers are required to follow the instructions of the regular teacher and ensure that the established rules and procedures are maintained throughout the classroom in a professional manner. It is important to maintain a positive working relationship between the building staff and substitute teachers.

Substitute assignments may change based on the needs of the individual school. The following deviations from the initial assignment should be anticipated and accommodated:

- When the substitute arrives for an assignment, the school's needs may have changed (i.e., the substitute accepted a job for the art teacher, but the school needs the substitute in a 2nd grade classroom instead).
- Substitutes may be asked to cover classes during the regular teacher's planning period.
- The original assignment was scheduled for the morning only, but the teacher is not able to return for the afternoon. Although, if you have a previously-scheduled afternoon assignment, the original assignment will take precedence.

Being flexible with assignments is greatly appreciated by each building. The staff will assist you with any questions and provide you with additional information needed for the assignment.

Substitute teachers must also provide the district with new employee paperwork. USD 385 uses an online record-keeping system, "Frontline Recruiting and Hiring," to track all incoming employee forms and documents. When you are selected to fill a position, you will receive an email from Frontline Recruiting and Hiring with instructions for logging in and completing the required new-employee paperwork. Items will include:

- Background Disclosure and Authorization Form
- Employee Information/Emergency Contact
- Form I-9 and related documents
- W-4
- K-4
- Certificate of Health Form/TB Test
- Direct Deposit Form
- EEOC Information

- State of Kansas Oath
- Substitute Teacher Handbook Acknowledgment Form
- Acceptable Use Policy Agreement

Important Contact Information

Substitute Teacher Coordinator

Sherry Adams

Contact Hours: 6:30 a.m. to 3:30 p.m.

Phone: (316) 733-3624 | Fax: (316) 733-3604

Email: adamss@usd385.org

Absence Management Employee Scheduling System

aesoponline.com

(800) 942-3767

Onboarding & Safety Training

USD 385 – Andover Public Schools utilizes Frontline Onboarding & Safety Training videos for required health and safety training. This training system includes a comprehensive library of online courses covering a wide range of important school safety topics such as Bullying Prevention; Bloodborne Pathogens; Sexual Harassment; Slips, Trip, and Falls; Visual Weapons Screening; and more. Additional information will be emailed to substitutes as soon as the training videos are available.

Substitutes who complete the same health and safety training with another school district during the same school year may submit transcripts or certificates of completion to the Substitute Teacher Coordinator for course credit. Training modules completed through another district must closely match those required by USD 385.

Orientation and Training

New substitutes are required to attend a New Substitute Orientation before accepting a substitute teaching job in the school district. All substitutes will be required to complete health and safety training at the beginning of their employment. Any substitute teacher who does not complete required training by the specified deadline may be removed from the Active Substitute List.

Essential Functions

The substitute teacher should:

- Establish a positive learning environment and respond to the individual needs of students;
- Understand and support the mission and goals of USD 385;
- Facilitate the personal, social, and intellectual development of students;
- Ensure that all activities conform to district and building policy, rules, and regulations;
- Create an environment that enables each student to pursue his or her education as smoothly and completely as possible in the absence of the regular teacher.

Email Communication

Substitute teachers are provided a district email address when they are first hired, and it is expected that subs will regularly monitor their district email for important communication. If you would prefer to

only check your personal email address, you must set up your district email to auto-forward (Gmail Settings>Forwarding and POP/IMAP>Forwarding). We will no longer be maintaining separate personal email addresses and have moved all Absence Management accounts to reflect the district email address.



Absence Management

SIGNING IN

Go to app.frontlineeducation.com. Enter your username and password and click **Sign In**. Or, if applicable, use the organization SSO link.

LOGIN SUPPORT

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for additional troubleshooting details.

Sign in with a Frontline ID

Frontline Username

Frontline Password

Sign In with Frontline ID

[Forgot Username](#) | [Forgot Password](#)

Having trouble signing in?
[Click here for more information](#)
 Or Sign In with Organization SSO

SEARCHING FOR AVAILABLE JOBS

Review available jobs directly on the homepage or via the "Available Jobs" option in your side navigation. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).

Absence Management
Victoria County School District
Melody Pond
Multi-District View

June 2023

SUN	MON	TUE	WED	THU	FRI	SAT
				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	

July 2023

SUN	MON	TUE	WED	THU	FRI	SAT
						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 2023

SUN	MON	TUE	WED	THU	FRI	SAT
		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		

1 Available Jobs

2 Scheduled Jobs

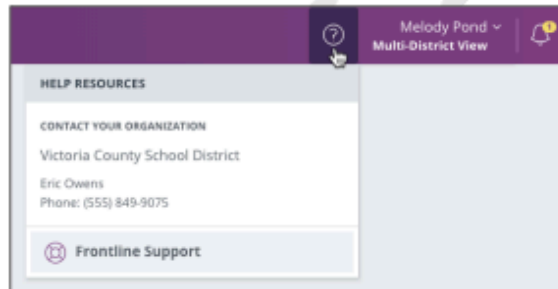
1 Past Jobs

0 Non Work Days

Date	Time	Duration	Location	Filter
Beasley, Pam				
Thu, 6/15/2023	8:00 AM - 5:00 PM	🕒 Full Day	Victoria County School District Coal Hill School	✖ Reject ✔ Accept

GETTING HELP AND RESOURCES

If you have questions, click **Help Resources** in the top purple bar of your application. View your Organization Admin's contact details or select **Frontline Support** to access learning resources.



MOBILE OPTIONS

Mobile App

You have access to the Frontline Education mobile app. This *free* app provides increased accessibility to job alerts and other job acceptance tools. Search "Frontline Education" via the app store to download it and use your system username and password to sign in.

Call Options for Absence Management

To call, dial **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

When the system calls you, be sure to say a loud and clear "Hello" after answering. It will call about one job at a time, even if you are eligible for other jobs. You can always call in to hear a list of *all* available jobs.

When You Call into Absence Management

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When Absence Management Calls You

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**
- If interested in available jobs – **Press 1** and enter PIN, followed by the # sign

FRONTLINE SIGN-IN PAGE

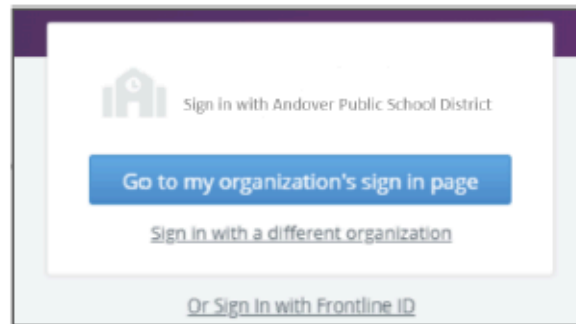
Frontline also provides the standard sign-in option via a global URL (app.frontlineeducation.com) or through a specific application login page (e.g. Absence Management, Time and Attendance, etc.). From here, a user will select the link that says **Or Sign in with Organization SSO**. This opens the Provider Discovery page. Enter the email address affiliated with your organization and click **Look up organization sign in page**.

This email authenticates your affiliation with your organization. Once a successful authentication occurs, the system will remember your credentials for any future login attempts.

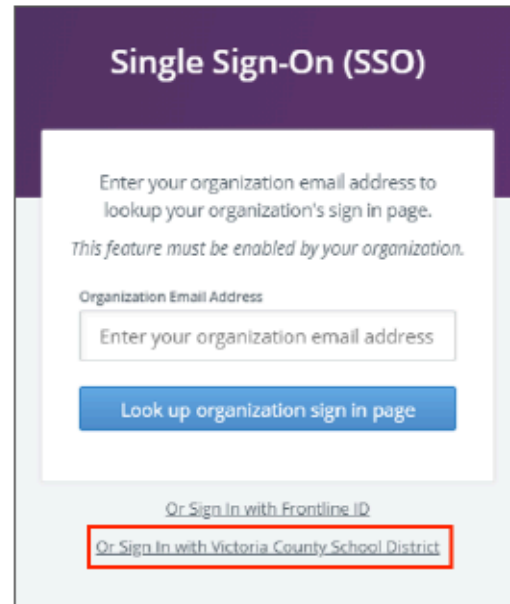
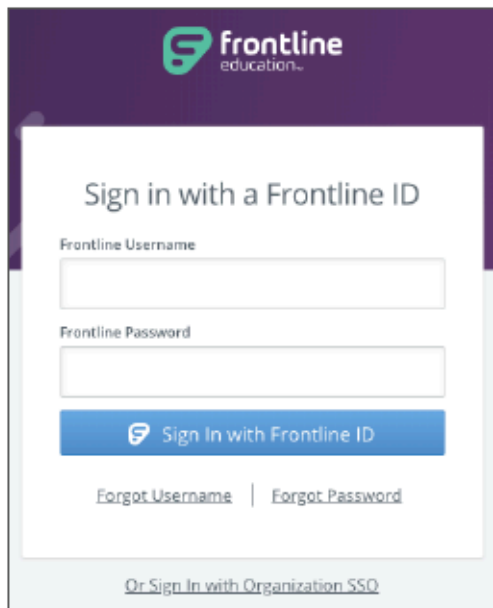
If an error occurs during sign in, you will be prompted to re-enter your email, and if a problem persists, we recommend you contact Frontline support or your organization administrator.



An authenticated user who signs out and re-visits the login page will see something similar to the image below. You have three different options to select.



- Click "Go to my organization's sign in page" to directly log in and access the Frontline application.
- Select "Or Sign In with Frontline ID" to open the initial user Sign In page (as seen in the left image).
- Click "Sign in with a different organization" to open the Provider Discovery page. In this scenario, you can select an additional link at the bottom to sign in with the organization SSO again.



Note, an organization on the Frontline Insights Platform must first contact Frontline support to have the SSO functionality made live. You can learn more about how Frontline applications coincide with the organization's SSO setup in the "Single Sign-On (SSO) Functionality" article.



General Responsibilities

- Your district-issued photo ID badge shall be worn at all times you are on duty.
- Execute the lesson plan and daily schedule of the classroom to the extent practical and possible.
- Establish and maintain appropriate expectations for student achievement and behavior
- Be present in the classroom and available to students when class is in session.
- Assist with supervision of hallways, playgrounds, and parking lots as requested between classes and before and after school.
- Communicate any unusual or serious problems of the day to the principal or assistant principal.
- Adhere to all district policies.
- Check-in and –out of the office where you substitute.
- Leave a written report regarding the day's activities for the regular classroom teacher.
- If school closes due to inclement weather or for any other reason and you have been scheduled to substitute, it is your responsibility to obtain information regarding the closing.
- All visitors to the school or classroom are to be directed to the school office. Do not allow a child to leave school under any circumstance, even with a parent, without clearance from the office.



School Building Information

BUILDING	BUILDING SUBSTITUTE CONTACT	BUILDING ADMINISTRATION
Andover Central High School 603 E Central Avenue Andover, KS 67002 (316) 218-4700	Sara Graves gravess@usd385.org	Amanda Grier, Principal Steen Danielsen, Asst. Prin. Chad Gerwick, Asst. Principal
Andover High School 1744 N Andover Road Andover, KS 67002 (316) 218-4600	Marcy DeKoning dekoninm@usd385.org	Brent Riedy, Principal Clint Cornelsen, Asst. Principal Ryan Herra, Asst. Principal Laura Scaglione, Asst. Principal
Andover CAPS 1401 W. 13th St. Andover, KS 67002 (316) 218-4640	Kelly Niernberger niernbek@usd385.org	Brian Gregoire, Director
Andover Central Middle School 903 E Central Avenue Andover, KS 67002 (316) 218-4710	Jenny McCaig mccaigj@usd385.org	Leslieanne Craft, Principal Laurie Guerrero, Asst. Principal
Andover Middle School 1628 N Andover Road Andover, KS 67002 (316) 218-4610	Shana Mann manns1@usd385.org	Amy Champlin, Principal Azure Henwood, Asst. Principal Doug Jefferson, Asst. Principal
Cottonwood Elementary 1747 N Andover Road Andover, KS 67002 (316) 218-4620	Shari Tasker taskers@usd385.org	Dr. Michelle Adler,, Principal
Meadowlark Elementary 1122 N. 159th St. E. Wichita, KS 67230 (316) 218-4630	Rhona Harvey harveyr@usd385.org	Dana Matheny, Principal
Prairie Creek Elementary 654 YMCA Drive Andover, KS 67002 (316) 218-4830	Sandy Archibald arhibas@usd385.org	Shanda Seibel, Principal
Robert Martin Elementary 2342 N 159 th Street Andover, KS 67002 (316) 218-4720	Pam Egger eggerp@usd385.org	Amy Petricek, Principal
Sunflower Elementary 618 E Douglas Andover, KS 67002 (316) 218-4730	Liz Kitterman kitterml@usd385.org	Jake Sims, Principal
Wheatland Elementary 15200 E 21 st Street Wichita, KS 67230 (316) 218-4820	Claire Pruet pruettc@usd385.org	Elton Armbrister, Principal

Hours of Operation

Andover Middle School, Andover High School, and Andover CAPS

7:50 a.m. – 2:50 p.m.

Andover Central Middle School and Andover Central High School

8:00 a.m. – 3:00 p.m.

All Elementary Schools

8:45 a.m. – 3:45 p.m.

Reporting to the Assigned Building

	<u>Check-in Times</u>	<u>Check-out Times</u>
Middle and High Schools (including CAPS)	7:30 a.m.	3:30 p.m.
½ day a.m.	7:30 a.m.	11:30 a.m.
½ day p.m.	11:30 a.m.	3:30 p.m.
Elementary Schools	8:00 a.m.	4:00 p.m.
½ day a.m.	8:00 a.m.	12:00 p.m.
½ day p.m.	12:00 p.m.	4:00 pm.

It is important to familiarize yourself with the building locations before accepting your first assignment. Be prompt in order to start your duties at the scheduled time. If you anticipate that you will be late, please call the school office so they can plan accordingly.

You are expected to report to your assignment at the designated start time – even if the teacher you are substituting for has lunch or planning hour at that time – and you should remain at school until the end of the assignment, which may include the teacher’s end-of-the-day duties. Be sure to check with the building’s substitute contact person for instructions regarding classroom access, etc.

When you arrive at the assigned building please check-in at the main office.* You should have your Substitute ID badge with you; if you do not have your ID badge, a Visitor Badge will be provided for you. (Visit the District Office ASAP if you need a replacement ID badge.)

Check-in and Check-out Procedures

The office staff responsible for substitutes will have the following information available to you in a “Substitute Teacher Folder:”

1. Room key(s)
2. Name & location of the assigned classroom and/or a map of the building
3. Bell Schedule
4. Instructions for contacting main office (extension number)

When you arrive to your assigned classroom, you should find:

1. Lesson plans and notes from the teacher
2. Class roster and seating chart (if applicable)
3. Lunch and break times & activity schedule

4. Before and after school duties assigned to the teacher
5. Name and room extension of a neighboring teacher or para who will be available to help
6. Crisis Notebook outlining emergency procedures

If you have any questions, please check in with the main office* before class begins.

When leaving the building for the day, be sure to leave the room neat and orderly. If you are leaving at the end of the school day, you will be expected to remain in the classroom for 30 minutes after the last bell.

Substitute teachers should sign out at the main office* and return any keys and documents to the office staff responsible for substitutes.

Classroom Etiquette

- Put your personal belongings in a secure place when you arrive. (Do not leave your belongings out. It is your responsibility to keep them secure as the District is not responsible for lost or stolen items.)
- Write your name on the board.
- Let a neighboring teacher know you are assigned to the classroom for the day.
- Review the lesson plans, books, materials, and special procedures.
- Only use instructional materials provided by the teacher or other school personnel.
- Locate and review the Crisis Notebook and/or emergency plans and specific behavior intervention plans for students.
- If there are missing materials or supplies that you need, immediately contact the main office or building substitute contact.

During the School Day

- Follow the teacher's lesson plans to the best of your ability.
- Use positive reinforcement for good behavior.
- Be fair, firm, and consistent as you follow the teacher's classroom rules and consequences.
- Be positive, and find different ways to pull students into the lesson. Your positivity is contagious.
- Act at once if an accident occurs that is serious enough to require immediate attention. Report the accident to the main office staff immediately, and refer first aid concerns to the school nurse or health clerk, if applicable.
- Allow a student to see the nurse or health clerk even if you are not convinced that they are sick, since you do not know their medical history.

At the End of the Assignment

1. ***Leave the teacher a note regarding the day's activities.*** You may want to cover the questions below when leaving your note:
 - What were you able to complete in the lesson plan?
 - What were you unable to complete and why?
 - Did you add to the lesson plan? Why?
 - Which students were helpful? (Be specific and provide details.)
 - Were there any problems? (Be specific and provide details.)
 - There is also a Substitute Feedback Form in Absence Management where you can leave an abbreviated note about your day.

2. Leave student work organized and on the teacher's desk. If the teacher left an answer sheet and you have the time, you can review the students' work.
3. Return equipment and supplies to the proper storage areas. Leave the classroom in an orderly manner (straighten desks and chairs). Ask students to help clean around their area before dismissal.
4. Re-lock any cabinets that were locked when you arrived.
5. Make sure students made it safely to the bus or designated areas for pick up.
6. Leave the teacher's desk and room as you found them.
7. Sign out at the main office. Turn in any money, keys, folders, etc.
8. Check to see if you are needed for the next day.

Workers' Compensation

The Board shall provide workers' compensation coverage for all employees according to current statute and board policy (GAOE). Employees must notify the employer within 20 days of an accident or the claim may be barred. Employees leaving work for follow-up appointments and/or physical therapy will be required to use leave for any time lost. Additional information about your rights and responsibilities under workers' compensation may be obtained from your supervisor or the district office.

Social and Recreational Activities (K.S.A. 44-508(f)(3)(C))

"The words, 'arising out of and in the course of employment' as used in the workers compensation act shall not be construed to include injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer."

Employment and Pay Information

Andover Public Schools does not issue paper checks or paper check stubs. To review your payroll information, you will need to create an account in the Employee Portal. Instructions are available at USD 385 District Office. Direct Deposit is available or a Pay Card will be issued. Pay will be loaded onto your Pay Card on each scheduled pay date.

2024-25 Substitute Teacher Pay Rates

Full-Day Assignments	\$ 125.00 per day
Half-Day Assignments	\$ 62.50 per day
Long-term Assignments	\$ 125.00 per day (days 1-10) \$ 175.00 per day (days 11 – end of the assignment)

2024-25 Substitute Nurse/Health Aides Pay Rates

Substitute Nurse	\$145.00 per day
Substitute Health Aide	\$13.32 per <i>hour</i> (may not be paid for a full 8-hour day depending on regular health clerk’s work schedule)

2024-25 Pay Schedule

BEGIN DATE	END DATE	PAY DATE
August 1, 2024	August 31, 2024	September 13, 2024
September 1, 2024	September 30, 2024	October 15, 2024
October 1, 2024	October 31, 2024	November 15, 2024
November 1, 2024	November 30, 2024	December 13, 2024
December 1, 2024	December 31, 2024	January 15, 2025
January 1, 2025	January 31, 2025	February 14, 2025
February 1, 2025	February 28, 2025	March 14, 2025
March 1, 2025	March 31, 2025	April 15, 2025
April 1, 2025	April 30, 2025	May 15, 2025
May 1, 2025	May 22, 2025	June 13, 2025

Substitute Teachers are employed on an as-needed basis and are not guaranteed employment on any given day.

It is the substitute teacher’s responsibility to monitor the substitute’s jobs in Absence Management to ensure all jobs worked during a pay period have been entered. The substitute teacher must notify the Substitute Teacher Coordinator if he/she notices a mistake in days worked so the following paycheck can reflect the adjustment.

USD 385 – Andover Public Schools does not utilize substitute teachers during the summer. Please take time during the summer to update your substitute teacher profile in Absence Management with a current email address and other contact information. A Substitute Intent to Return form will be sent via Frontline Central at the end of each school year. Please complete this form to help us plan for the following school year.

There is no required meeting for returning substitute teachers unless otherwise stated. If you would like to refresh your knowledge of district information, you are welcome to attend a New Substitute Teacher Orientation. Please notify the Substitute Teacher Coordinator if you would like to attend a future orientation session.

Substitute ID Badge

All substitute teachers will be issued a Substitute Teacher ID Badge. You will be able to pick up your badge at the District Office when you have received your email welcoming you to the District.

The substitute teacher's ID badge serves as a free admission pass for the employee and one (1) guest to any at-home athletic event.

Board of Education Policies and Regulations

The Andover School District maintains high standards for our staff. The welfare of our children is the first concern of the school district. As employees of the school district, the same conduct will be expected from substitute teachers. The following is required:

- Courteous and respectful treatment of all children, colleagues, staff, parents, and community members;
- Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times;
- Support and enforcement of Board policies and administrative regulations;
- Faithfulness and promptness in attendance at work;
- Care and protection of school property; and
- All employees will comply with district policies, including policies prohibiting tobacco, alcohol, and illegal drugs. A list of all active Board of Education policies is available on the USD 385 website. <http://www.boarddocs.com/ks/usd385/Board.nsf/Public>

Acceptable Use Guidelines

(Reference Board Policy [IIBF](#), [IIBG](#), [IIBGA](#), AND [IIBGC](#))

USD 385 provides computer network and internet access for its students and employees. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet. Please refer to Policy IIBF for more specific information.

Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

- All use of the computer network and/or Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' emails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- Users shall not utilize unlicensed software.

- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
- Students shall not disable or attempt to disable Internet filtering software.

Prohibitions - USD 385 reserves the right to determine what use of the district network is appropriate.

Monitoring - The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, email transmissions and receptions.

Internet Safety - In compliance with the Children’s Internet Protection Act (CIPA) and the Kansas Children’s Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software.

Penalties for Improper Use - Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access.

Advertising & Promotion in Schools

Advertising in the Schools (JKA, KI): Individuals or groups not affiliated with the school system that desire to distribute or post materials on school district property must first receive permission of the building principal. All material must be submitted to the principal of the attendance center involved in distribution or posting. The principal shall be responsible for evaluating and approving all materials before the materials are distributed or posted. The principal may consult other appropriate staff members for their input. The material shall be evaluated for educational value, service to the community and time expended by the instructional staff for distributing and retrieving material. The superintendent shall be consulted in any cases that the principal deems may be a problem.

Political Activities (GAHB): Staff members shall not use school time or school property for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Solicitation-Students (JK): Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration. Solicitations by students of students during school hours and on school property shall be done only when they are related to school-sponsored activities. All student sales projects shall require the principal’s prior approval.

Solicitation-Staff Members (GAI): All persons seeking to sell, solicit, or display an item relating directly to expenditures of district funds to any school employee on school premises must first secure permission from the building principal or superintendent, before any appointment is made with the vendor.

Solicitation of students or other school employees by staff members during regular school hours for any reason other than school-sponsored activities is prohibited.

Solicitation of staff members by any vendor, student, or other district employee or patron during normal school hours is prohibited unless permission is granted by the employee’s supervisor (e.g. selling products in the teachers’ lounge, selling real estate, selling crafts, etc.).

No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

Bullying

(Reference Board Policy [EBC](#), [GAAE](#), [JDDC](#), [KGD](#), [KGC](#))

The board of education prohibits bullying in any form, by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law. The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school-sponsored activities, programs, and events; and/or district students and/or staff members through the district’s communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

Drug Free Schools

(Reference Board Policy [GAOA/GAOB](#))

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this board policy, the unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school, on or while utilizing school property, or at school sponsored activities or events are prohibited.

Harassment - Sexual, Racial, & Disability

(Reference Board Policy [GAAC](#), [GAACA](#))

Sexual, racial, and disability harassment will not be tolerated in the school district. Sexual, racial, and disability harassment of employees or students of the district by board members, administrators, certificated and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

The district encourages all victims of sexual, racial, or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual/racial/disability harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual/racial/disability harassment will not adversely affect the job security or status

of an employee, nor will it affect his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

Employees who believe they have been subjected to sexual/racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the building principal or Assistant Superintendent/Human Resources.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

Relationships with Students

(Reference Board Policy [GAF](#))

Employees shall maintain relationships with students that are conducive to an effective educational environment. Employees shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age or consent.

Tobacco and Nicotine Delivery Device Use

(Reference Board Policy [GAOC](#))

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

Student Records

(Reference Board Policy [IDAE](#), [JR](#), [JRA](#), [JRB](#), [JRC](#))

All student records are to be treated as **confidential** and primarily for local school use unless otherwise stipulated. The general public shall not be allowed to inspect a student's personal record files. The custodian of student records shall disclose the student's educational records only as provided for by law and in policy.

Only school officials with a legitimate educational interest may inspect student records without permission from the parent/guardian or eligible student.

For the purposes of this policy, school official means teacher, administrator, other licensed employee or the board of education. Legitimate educational interest means the school official must participate in discussions involving an identifiable student involving the student's educational interests, progress, grades, disciplinary action, discussions of eligibility for athletics or other activities, or honors or awards involving a student.

To view all Board Policies, go to <https://www.boarddocs.com/ks/usd385/Board.nsf/Public>.

Substitute Teacher Procedures

Accepting Assignments

Most substitute teacher requests will be posted at least 24 hours prior to the beginning of the assignment. Occasionally there will be last-minute requests. You will need to accept any assignments through Absence Management.

Canceling Assignments

Cancellations are discouraged. If there is an emergency and you need to cancel an assignment with less than four (4) hours' notice, please notify the Substitute Teacher Coordinator.

Please be aware that excessive cancellations may result in a reduction to your visibility settings, exclusions, or termination.

Cell Phone Usage

Substitute teachers are discouraged from using their cell phones or tablets while students are present. Please wait for a plan period, lunch break, or time between classes when students are not present in the classroom to make or receive phone calls or go online. If you receive an emergency call, please notify the office so someone can watch the students while you are on the phone.

Substitute teachers shall not use video or camera phones to record or photograph students.

Dress Code

Substitute teachers are to dress professionally. Shorts and blue jeans are discouraged unless the substitute teacher is assigned to a physical education class or any other class where shorts or blue jeans may be appropriate.

Emergency Procedures

A Crisis Notebook should be placed in each classroom. Please review the information for use during fire, tornado, or other emergency drills and for actual emergencies.

A safety key should be located with the Crisis Notebook. This safety key may be used to lock any interior door from the inside.

Substitute teachers are encouraged to ask teachers in nearby classrooms for help with any emergency procedures.

Long-term Assignments

Days worked during any long-term assignment must be worked consecutively unless you have prior approval before the start of the long-term assignment. If you miss a day, the count will begin at Day 1 upon your return. Days missed due to school closure (i.e., snow days) will not restart the count.

Building principals and the regular teacher will generally work with the Substitute Teacher Coordinator to contact individuals for a long-term assignment. Long-term substitute teachers must adhere to state regulation regarding the maximum days allowed in an assignment.

Preference will be given to substitutes with a professional teaching license in the requested subject area. If no professionally-licensed substitute is available, substitutes with a standard substitute license

will be considered next. Emergency substitute license holders may only be considered for long-term assignments if personally requested by the building principal and/or teacher and if they are able to accept the job without exceeding state-regulated maximum days worked per assignment/semester.

NOTE: Long-term substitute teachers should contact the Substitute Teacher Coordinator to request a day off. Generally, long-term substitutes are allowed one day of unpaid personal leave after the first 30 days and one day of unpaid personal leave each month thereafter.

Personal leave is to be used for *emergencies* such as an unexpected illness, death in the family, etc. If you are asked to fill a long-term assignment and you know ahead of time that you will need to request days off during the assignment, please make the Substitute Teacher Coordinator aware of this need before accepting the assignment to discuss your leave.

Resignation/Termination

A substitute teacher who wishes to be inactivated from Absence Management for USD 385 should submit a written notice to the Substitute Teacher Coordinator.

If more than 60 calendar days pass without accepting an assignment, a substitute teacher may be inactivated from Absence Management for USD 385.

Substitute teachers are at-will employees and may be inactivated at any time at the discretion of the superintendent. USD 385 reserves the right to inactivate a substitute teacher who has been excluded from three (3) or more buildings and/or teachers in the district, who is rarely available to receive substitute jobs, who fails to follow district policy, or for other good cause.

