Arkansas City Usd 470

Substitute Handbook

2025-2026

Table of Contents

School Building Information	3
Contact Information	3
Substitute Application	4
Substitute Employment	4
Professional Standards	4
Substitute Types	4
Essential Functions	5
General Responsibilities and Information	5
Employment and Compensation	5
Full Day – Half Day Definitions	6
Accepting Assignments	6
Report Times	6
Check-In Procedures	6
School Day	7
Classroom Etiquette	7
Check-Out Procedures	7
Canceling Assignments	7
Dress Code	8
ID Badge	8
Emergency Procedures	8
Inclement Weather	8
Resignations	8
Instructions for attendance	9
Substitute QuickStart Guide (Absence Management)	10
Copyright and Fair Use Guidelines	12
Standards for the use of Emergency Safety Interventions	14

School Building Information

Building	Building Contact	Building Administration
Adams Elementary 1201 N D Street Arkansas City, KS 67005 620.441.2040	Shawna Hovey Building Secretary shawna.hovey@usd470.com	Rosann Meier, Principal Eric Swanson, Asst Principal
C-4 Elementary 11945 292nd Road Arkansas City, KS 67005 620.441.2045	Cindy Young Building Secretary cindy.young@usd470.com	Amy Hutto, Principal
Frances Willard Elementary 201 North 4th Street Arkansas City, KS 67005 620.441.2050	Lori Schuetz Building Secretary lori.schuetz@usd470.com	Amy Pinion, Principal
IXL Elementary 6758 322nd Road Arkansas City, KS 67005	Lynae Moulton Building Secretary lynae.moulton@usd470.com	Kali Vickery, Principal
Jefferson Elementary 131 Osage Arkansas City, KS 67005	Stephanie Garcia Building Secretary stephanie.garcia@usd470.com	Lauren Rosales, Principal
Roosevelt Elementary 300 North B Street Arkansas City, KS 67005	Michele Ozbun Building Secretary michele.ozbun@usd470.com	Jackie Gonzales, Principal
Arkansas City Middle School 400 East Kansas Ave Arkansas City, KS 67005	Lucy Lara Building Secretary lucy.lara@usd470.com	Cody Spencer, Principal Dan Pipes, Asst. Principal Zach Wiederstein, Asst. Principal
Arkansas City High School 1200 West Radio Lane Arkansas City, KS 67005	Jancye Sturd Building Secretary jancye.sturd@usd470.com	Ryan Taylor, Principal Adam Dorsey, Asst. Principal Sarah O'Rear, Asst. Principal

Important Contact Information

Director of Human Resources: Tiffany Shinneman - tiffany.shinneman@usd470.com - 620.441.2000
Personnel Clerk: Mindy Blatchford - mindy.blatchford@usd470.com - 620.441.2000

Substitute teachers should contact the Personnel Clerk regarding the following:

- Absence Management (Aesop/Frontline) issues
- Resignations
- Payroll Paperwork

Substitute Application

All substitutes must first complete an application for employment before being considered for a substitute position with the district. Applications can be completed online at https://www.applitrack.com/usd470/onlineapp/.

Substitute Employment

Substitute teachers working for USD 470 are required to be licensed through the Kansas Department of Education. A substitute teacher must have a professional teaching license, a standard substitute license, or an emergency substitute license. For more information on teaching licenses, please visit KSDE.org.

Please note that substitutes holding an emergency substitute license 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.

Substitutes are responsible for familiarizing themselves with the contents of this handbook and for carrying out all the normal duties assigned to the teacher for whom they are substituting.

Substitute teachers must provide the district with new employee paperwork prior to accepting their first assignment. The paperwork includes the following:

- W-4
- K-4
- Copy of current Kansas Teaching License, Substitute License, or Emergency License
- Direct Deposit Form (with account verification – Voided check or verification from the banking institution)
- Form I-9, Employment Eligibility Verification, and appropriate documentation
- Loyalty Oath
- Bloodborne Pathogens Training
- Sexual harassment Training
- Certification of Health

Professional Standards

As a substitute, you are expected to maintain professional boundaries, respect confidentiality, and uphold USD 470's mission to provide a safe and inclusive learning environment for all students.

Substitute Types

Daily Call Substitute – A daily call substitute teacher is paid a daily rate for services rendered. This teacher has control over the number of hours he or she works as a substitute. Daily call substitute teachers are generally not eligible for KPERS membership.

Temporary Substitute Teacher – A substitute teacher who is temporarily assigned to cover a position for a short period of time. Temporary positions are generally not eligible for KPERS membership.

Building Substitute – A substitute assigned to report to a specified building daily, and to cover positions as assigned by the building principal.
Replacement Teacher – A qualified substitute assigned to fill an open certified teaching vacancy for a minimum of a semester. A Replacement Teacher will be responsible for duties similar to those of a certified teacher, i.e., lesson planning, grading, parent-teacher conferences, etc.

Essential Functions

The substitute teacher should:

- Provide safety and security of students through supervision
- Establish a positive learning environment and respond to the individual needs of students
- Understand and support the mission of USD 470

General Responsibilities and Information

- Teach from the provided lesson plans.
- Check in and out of the office at each assigned school.
- Provide classroom control and correct negative student conduct.
- Perform the regular teacher's extra duties.
- Prepare attendance reports and records.
- Seek guidance from the principal in any unusual situations.
- Follow Crisis Management procedures.
- Appropriately use technology provided in the classroom.
- Communicate and provide written feedback to the teacher regarding the activities of the day.
- Never leave the classroom unattended or the students unsupervised. If there is a question about the assignment or if faced with a potential crisis situation, use the phone to call the office.
- Report any major disciplinary problems (one that grossly interferes with the learning process) to the principal.
- In a crisis situation, do not leave the students. The office will make an announcement related to the At-a-Glace crisis plan (flip chart), follow the procedures as written.
- Leave the room in an orderly condition, with all supplies and equipment returned to storage areas.
- Please do not respond to personal phone calls, text messages, and/or emails during instruction and supervision of student activities. Computers should be used for school business only.
- Remember to check out of the office at the end of the day.

Employment and Compensation

Hourly Substitute Rate	$18.16 per hour
Regular Full-Day Assignment	$130 per day (1-49 Full Days) $140 per day (50+ Full Days)
Known Temporary Assignment	$190 per day
Building Substitute Assignment	$225 per day
Replacement Teacher Assignment	$ 240 per day

Temporary Assignments – After 10 consecutive days of teaching for the same regular classroom teacher, a licensed substitute teacher shall be paid $190 per day for all consecutive days of the same assignment. If a substitute is fully certified in the subject area or grade level, the pay shall be $220 per day.

Full Day – Half Day Definitions

Elementary Schools	Less than 2 clock hours = Hourly Rate 2 to 4 clock hours = ½ Day Over 4 clock hours = 1 Day
Middle School	Less than 1 clock hour = Hourly Rate 1 to 4 clock hours = ½ Day Over 4 clock hours = 1 Day
High School	Less than 1 clock hour = Hourly Rate 1 to 4 hours = ½ Day Over 4 clock hours = 1 Day

***Days listed in Absence Management as full or half days will be paid according to such designation.**

Accepting Assignments

Every effort is made to have a substitute teacher request at least 24 hours in advance. However, there will occasionally be last-minute requests. Available assignments can be found and accepted by the following:

1. Review and accept open assignments on the free Frontline mobile app
2. Review and accept open assignments by logging into the Frontline website
3. Phone call from Frontline regarding open assignments

Report Times

Substitute teachers should report to the assigned school by 7:45 a.m. It is important to be familiar with the building locations prior to accepting assignments. If a substitute anticipates being late, please call the building secretary so they can plan accordingly.

The substitute is expected to report for the assignment at the designated start time and should remain at the school until the end of the assignment unless instructed by the building principal or designee. The substitute should check with the building's secretary for instructions regarding classroom access, etc.

Check-in Procedures

When arriving for the assigned job, please check in at the main office. The building secretary will provide the name and location of the assigned classroom.

When arriving at the classroom, the substitute should find lesson plans from the teacher. The lesson plans will include details such as classroom procedures, roster(s) of students, a list of students with significant health issues, etc.

Please remember to review the crisis management procedures and the emergency kit provided in the classroom.

School Day

Substitute teachers are to observe a professional working day. The substitute teacher is to do the following:

- Follow the teacher's lesson plans to the best of their ability.
- Use positive reinforcement for good behavior.
- Maintain discipline in the classroom. If discipline problems occur, the problem should be referred to the office. Please contact the office prior to sending a student.
- Be positive and find different ways to pull students into the lesson.
- 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.
- Allow students to see the nurse if they are not well.

Classroom Etiquette

- Place personal belongings in a safe place when arriving.
- Review the lesson plans, books, materials, and special procedures.
- Only use instructional materials provided by the teacher or other school personnel.
- If there are missing materials or supplies, immediately contact the main office for assistance.

Check-out Procedures

When leaving the building for the day:

1. Leave the teacher a note regarding the day's activities. Consider these questions when providing feedback:
    - What was completed in the lesson plans?
    - What was not completed and why?
    - If anything was added to the lesson plan, what and why?
    - Which students were helpful?
    - Were there any problems?
2. Leave student work organized on the teacher's desk.
3. Return equipment and supplies to the proper storage areas. Leave the classroom in an orderly manner.
4. Sign out at the main office.
5. Check and see if services are needed for the next day.

Canceling Assignments

Substitute teachers are able to cancel previously accepted jobs in Absence Management up to 12 hours prior to the start of the assignment. If cancellation is not done prior to 12 hours, the substitute will need to contact the building secretary ASAP. If a job is canceled last minute, the substitute will not be eligible to accept another assignment in Absence Management for the canceled time.

Substitute teachers are employed on an as-needed basis and are not guaranteed employment on any given day. It is the substitute's responsibility to monitor their substitute jobs in Absence Management to ensure all jobs worked are recorded during the pay period. The substitute must notify the Personnel Clerk if an error in days was recorded.

Dress Code

Substitute teachers are expected to dress according to the district dress code policy for staff. See board policy GAM.

ID Badges

The district shall provide each substitute teacher with an ID badge. The ID badge should be worn while on assignment in the building.

Emergency Procedures

An At-A-Glace Emergency Procedure flip chart is located in each classroom. Please review this information for use during fire, tornado, or other emergency drills and for actual emergencies. An emergency crisis bag is also placed in each classroom.

Inclement Weather

In the event USD 470 needs to close the school system or a specific school for any emergency reason, including bad weather, information is available:

- District email
- By following the district on Facebook or Twitter
- By watching local television channels and listening to local radio stations that are part of the Emergency Information System

Substitutes that have accepted assignments on inclement weather days will not be paid for work not performed.

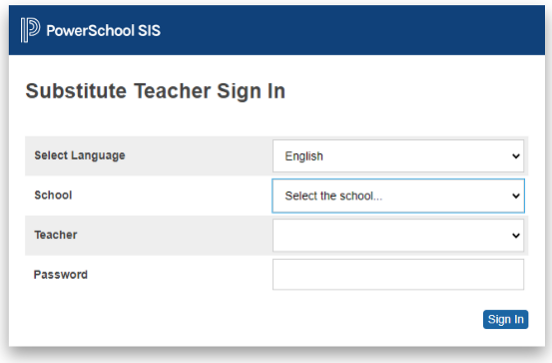
Resignations

Substitute teachers who wish to be inactivated from the Absence Management system should submit a written notice to the Personnel Clerk. If more than 120 calendar days pass without accepting an assignment or contacting the Personnel Clerk, a substitute teacher may be inactivated from USD 470's Absence Management system.

Instructions for taking attendance for substitutes in USD470

1. To log into the wireless choose **USD470 Guest** and use *bulldogs* for the password. Note: You will need to adjust your wireless settings by following this guide. Turning off MAC Randomization

2. Open any web browser and go to: **usd470.powerschool.com/subs**

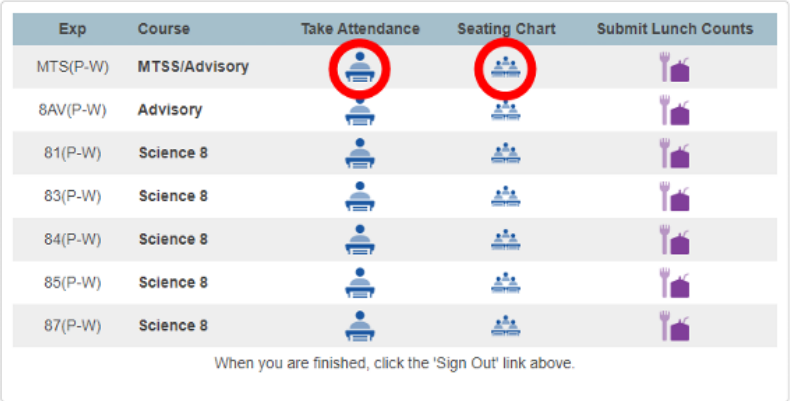


3. Select the school where you are subbing for the school.

4. Select the teacher you are filling in for.

5. School passwords for substitutes:
   See the school secretary or administrator for building specific passwords.

6. The new screen will be the teacher's classes that you have on that day. Attendance is taken for each period. Click on the single student icon next to the class to take attendance. If the teacher has set up a seating chart, that would be viewed by clicking the student group icon.



Absence Management



SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

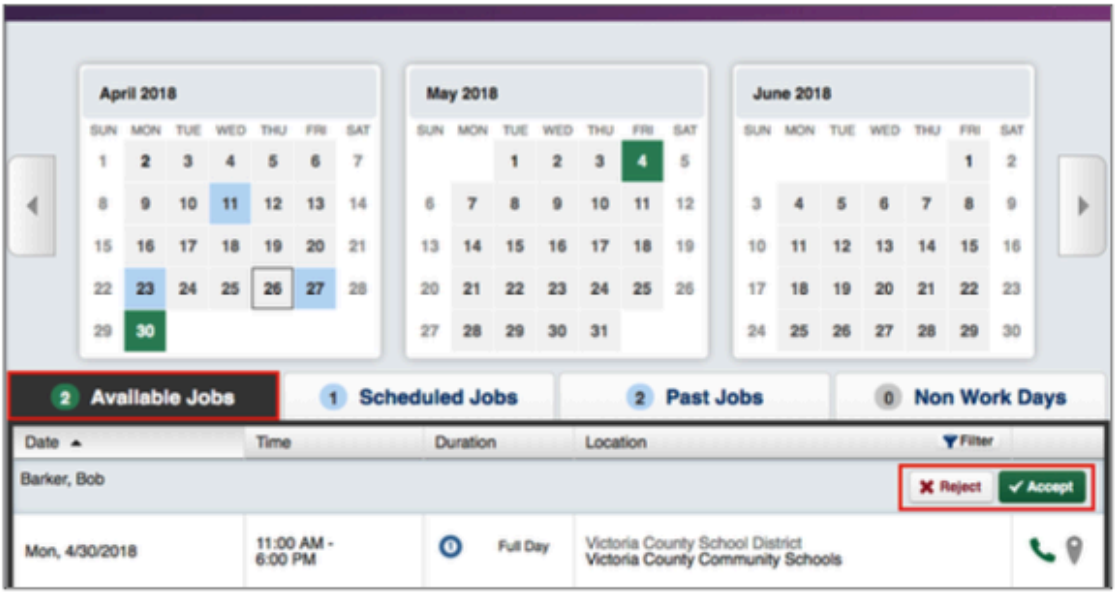
RECOVERING CREDENTIALS

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

SEARCHING FOR AVAILABLE JOBS

You can review available jobs directly on the homepage. 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).



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GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

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

When calling the Absence Management system, you can:

- 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 the Absence Management System Calls You

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.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- 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 you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.

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TECHNOLOGY & LEARNING

Copyright and Fair Use Guidelines for Teachers

This chart was designed to inform teachers of what they may do under the law. Feel free to make copies for teachers in your school or district, or download a PDF version at **www.techlearning.com**. More detailed information about fair use guidelines and copyright resources is available at **www.hallkdavidson.net.**

Medium	Specifics	What you can do	The Fine Print
Printed Material (short)	• Poem less than 250 words; 250-word excerpt of poem greater than 250 words • Articles, stories, or essays less than 2,500 words • Excerpt from a longer work (10 percent of work or 1,000 words, whichever is less) • One chart, picture, diagram, or cartoon per book or per periodical issue • Two pages (maximum) from an illustrated work less than 2,500 words, e.g., a children's book	• Teachers may make multiple copies for classroom use, and incorporate into multimedia for teaching classes. • Students may incorporate text into multimedia projects.	• Copies may be made only from legally acquired originals. • Only one copy allowed per student. • Teachers may make copies in nine instances per class per term. • Usage must be "at the instance and inspiration of a single teacher," i.e., not a directive from the district. • Don't create anthologies. • "Consumables," such as workbooks, may not be copied.
Printed Material (archives)	• An entire work • Portions of a work • A work in which the existing format has become obsolete, e.g., a document stored on a Wang computer	• A librarian may make up to three copies "solely for the purpose of replacement of a copy that is damaged, deteriorating, lost, or stolen."	• Copies must contain copyright information. • Archiving rights are designed to allow libraries to share with other libraries one-of-a-kind and out-of-print books.
Illustrations and Photographs	• Photograph • Illustration • Collections of photographs • Collections of illustrations	• Single works may be used in their entirety, but no more than five images by a single artist or photographer may be used. • From a collection, not more than 15 images or 10 percent (whichever is less) may be used.	• Although older illustrations may be in the public domain and don't need permission to be used, sometimes they're part of a copyright collection. Copyright ownership information is available at **www.loc.gov** or **www.mpa.org**.
Video (for viewing)	• Videotapes (purchased) • Videotapes (rented) • DVDs • Laserdiscs	• Teachers may use these materials in the classroom. • Copies may be made for archival purposes or to replace lost, damaged, or stolen copies.	• The material must be legitimately acquired. • Material must be used in a classroom or nonprofit environment "dedicated to face-to-face instruction." • Use should be instructional, not for entertainment or reward. • Copying OK only if replacements are

			unavailable at a fair price or in a viable format.
Video (for integration into multimedia or video projects)	• Videotapes • DVDs • Laserdiscs • Multimedia encyclopedias • QuickTime Movies • Video clips from the Internet	• Students "may use portions of lawfully acquired copyright works in their academic multimedia," defined as 10 percent or three minutes (whichever is less) of "motion media."	• The material must be legitimately acquired (a legal copy, not bootleg or home recording). • Copyright works included in multimedia projects must give proper attribution to copyright holder.
Music (for integration into multimedia or video projects)	• Records • Cassette tapes • CDs • Audio clips on the Web	• Up to 10 percent of a copyright musical composition may be reproduced, performed, and displayed as part of a multimedia program produced by an educator or students.	• A maximum of 30 seconds per musical composition may be used. • Multimedia program must have an educational purpose.
Computer Software	• Software (purchased) • Software (licensed)	• Library may lend software to patrons. • Software may be installed on multiple machines, and distributed to users via a network. • Software may be installed at home and at school. • Libraries may make copies for archival use or to replace lost, damaged, or stolen copies if software is unavailable at a fair price or in a viable format.	• Only one machine at a time may use the program. • The number of simultaneous users must not exceed the number of licenses; and the number of machines being used must never exceed the number licensed. A network license may be required for multiple users. • Take aggressive action to monitor that copying is not taking place (unless for archival purposes).
Internet	• Internet connections • World Wide Web	• Images may be downloaded for student projects and teacher lessons. • Sound files and video may be downloaded for use in multimedia projects (see portion restrictions above).	• Resources from the Web may not be reposted onto the Internet without permission. However, links to legitimate resources can be posted. • Any resources you download must have been legitimately acquired by the Web site.
Television	• Broadcast (e.g., ABC, NBC, CBS, UPN, PBS, and local stations) • Cable (e.g., CNN, MTV, HBO) • Videotapes made of broadcast and cable TV programs	• Broadcasts or tapes made from broadcast may be used for instruction. • Cable channel programs may be used with permission. Many programs may be retained by teachers for years—see Cable in the Classroom (**www.ciconline.org**) for details.	• Schools are allowed to retain broadcast tapes for a minimum of 10 school days. (Enlightened rights holders, such as PBS's *Reading Rainbow*, allow for much more.) • Cable programs are technically not covered by the same guidelines as broadcast television.

Sources: United States Copyright Office *Circular 21*; Sections 107, 108, and 110 of the Copyright Act (1976) and subsequent amendments, including the Digital Millennium Copyright Act; *Fair Use Guidelines for Educational Multimedia*; cable systems (and their associations); and *Copyright Policy and Guidelines for California's School Districts*, California Department of Education.
Note: Representatives of the institutions and associations who helped to draw up many of the above guidelines wrote a letter to Congress dated March 19, 1976, stating: "There may be instances in which copying that does not fall within the guidelines stated [above] may nonetheless be permitted under the criterion of fair use."

Standards for the use of Emergency Safety Interventions

Emergency safety interventions law sets forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. The standards found in the emergency safety intervention statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools.

An emergency safety intervention is the use of seclusion or physical restraint. The use of an emergency safety intervention shall **cease as soon as the immediate danger of physical harm and violent action ceases to exist**.

Before using an emergency safety intervention, a school employee witnessing the student's behavior must have determined that **less restrictive alternatives** to emergency safety interventions, such as positive behavior interventions support, were inappropriate or ineffective under the circumstances.

An emergency safety intervention shall be used **only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm**. Violent action that is destructive of property may necessitate the use of an emergency safety intervention if there is a reasonable and immediate danger of physical harm. An emergency safety intervention may not be used for purposes of discipline, punishment, or for the convenience of a school employee.

Physical restraint means bodily force used to substantially limit a student's movement. Physical restraint is **NOT**:

- Consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction;
- physical escort;
- prescribed treatments for a student's medical or psychiatric condition by a person appropriately licensed to issue these treatments;
- protective or stabilizing devices either ordered by an appropriately licensed professional or required by law;
- any device used by a law enforcement officer in carrying out law enforcement duties; and
- seatbelts and any other safety equipment when used to secure students during transportation.