USD 262
Valley Center Schools
2026-2027

Substitute Teacher Handbook

The USD 262 Vision Statement

To Be a Premier School District Known for Excellence in Education, Innovative Instruction, Outstanding Programs, and Dedication to Students

The USD 262 Mission Statement

The Staff and Students Will Develop the Knowledge, Skills, and Character Necessary for Current and Future Success

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GENERAL INFORMATION

All Substitute Teachers must hold a current Kansas Teaching License.

Types of Licenses Available:

Professional Teaching License: Valid for a five-year period. Anyone who holds a current Kansas Professional Teaching License can substitute teach.

Standard Substitute License: Valid for a five-year period. To earn a Standard Substitute Teaching License, you must have previously held a Kansas Professional Teaching License OR; You must have earned a baccalaureate degree and must have completed a teacher preparation program from an Accredited teacher education institution.

Emergency Substitute License: The first Emergency Substitute License is valid for the current school year. Each renewal of an Emergency Substitute License is valid for two years. To earn an Emergency Substitute License, you must have completed 60 credit hours from a regionally accredited college or university.

SUBSTITUTE EMPLOYEE ELIGIBILITY

The following items must be completed before a substitute is eligible to work in the Valley Center School District. Placement on the substitute roster is also contingent upon the results of a background check.

- **Employment Application (online only)**
- **Valid Substitute Teaching License**
- **Employee Information Form**
- **Release of Information & Authorization Form (background check)**
- **Form I-9 Employment Eligibility Verification (with supporting documentation)**
- **State of Kansas Employee's Oath**
- **Equal Opportunity-Affirmative Action Data Form**
- **Affidavit of Continuous Residency**
- **Negative TB Test for School Personnel**
- **Direct Deposit Form (optional)**
- **K-4 State Tax Form**
- **W-4 Federal Tax Form**
- **Completion of online substitute teacher training through Public School Works**

ASSIGNING SUBSTITUTES

The substitute's contact information is added to Red Rover, the district's online substitute management system.

Substitute opportunities are only filled with persons registered in Red Rover. Teachers are NOT authorized to call a substitute. Do not accept a position outside of Red Rover unless it comes from Administration.

SALARY FOR SUBSTITUTE SERVICE

Substitutes will receive $125.00 per day and $62.50 per half-day for the 2026-2027 school year.

If a substitute teaches continuously in one assignment for a period of ten (10) school days or more, the rate for the 11th day and each consecutive day thereafter will be $160.00. In cases where the substitute is initially employed to substitute for more than ten (10) days in the same assignment, the pay shall be $160.00 for each day of the full assignment.

Substitutes' payroll checks are available on the 10th and 25th day of each month. If one of those days of the month falls on a weekend or holiday, the checks are available on the first school day preceding the pay date. Days worked from the 1st of the month through the 15th are paid on the 25th, and days worked from the 16th through the last day of the month are paid on the 10th of the following month.

Substitutes may have their payroll checks directly deposited to their bank account using direct deposit; mailed to them; or they may pick up their check at the District Office (must be picked up by 3:30 on the day that checks are available or they will be mailed).

Substitute teachers are employed and paid by USD 262, and never by the teacher who is absent.

Substitutes hired to substitute for the Ark Valley Special Education Cooperative teachers will also be paid by USD 262.

The Negotiated Agreement, including, but not limited to, the provisions regarding temporary leave and fringe benefits, is not applicable to substitute teachers as it pertains only to contracted instructional personnel.

Substitute teachers are not eligible for benefits under the Kansas Public Employee Retirement Systems (KPERS), unless they are in a long-term assignment for 640 hours or more.

Questions concerning the pay periods or paychecks may be directed to the Payroll Department at the District Office, 143 S. Meridian Avenue, Valley Center, KS 67147, or by calling 316.755.7000.

USD 262 ADMINISTRATIVE POLICIES

Confidentiality:

Student and personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violation of this rule, which infringe upon the privacy rights of students and personnel, can result in removal from the substitute teacher roster.

Dress Code:

Substitute teachers are expected to use common sense and reasonable judgment in selecting appropriate attire for work.

Required Amount of Days Worked:

Substitute teachers are asked to work at least five days a month if at all possible. Substitutes who have not worked a reasonable number of days in the school year will be removed from the substitute roster for the following school year.

Unacceptable Conduct:

Valley Center Public Schools strives to maintain a work environment that encourages high standards of personal and professional conduct. We expect each employee to integrate these standards into his/her work activities. Any violation of these standards will reduce work performance, create a poor work environment, and could lead to removal from the substitute roster.

The following are not meant to be all-inclusive, but are examples of conduct that cannot be tolerated:

- **Dishonesty, fraudulent statements, or falsifying applications, district records, or reports;**
- **Immoral, indecent, or disorderly conduct;**
- **Harassment of any kind;**
- **Engaging in any discriminatory actions.**

Sexual Harassment:

The Board of Education of Valley Center Public Schools is committed to the establishment of an academic and working environment that will foster excellence. Because sexual harassment is against the law, the Board of Education of Valley Center Schools specifically prohibits any act of sexual harassment. (Board Policy GAAC).

Acts of sexual harassment occur when a person is subjected to unwelcome and inappropriate sexual remarks, advances, requests for sexual favors, and other verbal or physical conduct of sexual nature.

Address/Phone/Email Changes:

Change of address, telephone number, or email address must be reported promptly to the Human Resources Department, 143 S. Meridian Avenue, Valley Center, KS 67147; or you may call or email Carla Clark, Human Resources Generalist/Sub Coordinator, with these changes at 316.755.7000 or carla.clark@usd262.net.

Reporting for assignments:

The substitute teacher is expected to arrive thirty minutes prior to the assigned start time or as instructed by building administration. Substitutes will have a duty-free lunch of approximately thirty (30) minutes. They may be assigned other duties by the building principal or designee.

District procedures require that substitute teachers remain at a school site through the planning period when it falls during the last period of the school day. Also, if the planning period falls during the 1st period of the day, the substitute is to be at the school during the entire planning period.

When substitutes arrive for duty, please check in at the office, collect an ID badge, and receive instructions pertinent to the assignment. Substitutes should be informed of special activities or events in regard to the school schedule that day.

Lesson plans or emergency worksheets should be found in or on the teacher's desk or in the main office. Check the teacher's mailbox for bulletins, urgent messages or call slips for students.

End of Assignment:

Close and lock all windows before leaving, and turn off all lights. Erase any new student work from the boards, and return all teaching equipment to its proper place. Leave any student work in a folder for the teacher on their desk. Please check out through the office and turn in your ID badge.

DUTIES AND RESPONSIBILITIES:

The nature of the substitute teacher's service is such that duties may vary according to the day's assignment and the administration of the individual school. In general, those duties include the following:

- **Teach to the best of your ability, under the supervision of the Building Administration. This involves the use of lesson plans prepared by the teacher. Familiarize yourself with the content of courses to be taught.**
- **If the teaching period extends beyond that for which plans have been prepared, substitute teachers will make their plans with the aid of the Building Administration.**
- **Perform any additional duties which have been assigned to the teacher whose positions you are filling unless other arrangements have been made by the Building Administration. These duties may include playground supervision, lunch supervision, hall duty, and other responsibilities.**
- **Practice and maintain good housekeeping routines in all classes.**
- **Written work completed by students should be handled according to the teacher's substitute instructions and left for the teacher in an organized manner.**
- **Leave the classroom and desk in good order.**
- **Maintain control of the classroom.**
- **Comply with all Board of Education policies, specifically the stated policies that include time of arrival, remaining after school, preparing required records, and reporting accidents to the office.**
- **Practice professional ethics in all relationships with students, parents, teachers, and community leaders.**
- **If a substitute is concerned about any practice at the school, the substitute should talk to the Building Administration.**

ACCEPTABLE FOR A SUBSTITUTE:

- **Be on time.**
- **Ask about extra duties.**
- **Be well groomed.**
- **Be interested and enthusiastic.**
- **Introduce yourself to the class and write your name on the board.**
- **Be self-confident as you go into the classroom.**
- **Learn as many of the students' names as possible.**
- **Communicate with the teacher, when possible, especially if the assignment is for an extended**

time.
- Follow the teacher's sub plans as much as possible and any additional instructions from building administration.
- Be professional and ethical at all times.
- Remember that all students' personal records are confidential.
- See that room equipment and records are left in good order.

NOT ACCEPTABLE:

- Leave the classroom unattended – EVER.
- Leave the school premises with students.
- Discuss individuals with anyone who does not have a need for that information.
- Start new work that is not in the teacher's plans.
- Depend upon students for information. Ask other teachers or the Building Administration.
- Make changes in the regular school schedule without notifying the Building Administration.
- Leave school early even though there is a free period at the close of the day.
- USE A SCHOOL COMPUTER FOR PERSONAL USE.

TERMINATION OF SUBSTITUTE SERVICE

When a substitute teacher finds it necessary to terminate his/her service with Valley Center Public Schools, please contact Carla Clark, Human Resources Generalist/Sub Coordinator, at the District Office, 143 S. Meridian Avenue, Valley Center, KS 67147, or 316.755.7000, or carla.clark@usd262.net.

A substitute teacher may be removed from the USD 262 list of substitutes for displaying an inability to teach and/or manage a classroom effectively, for demonstrating actions not in the best interests of students, for not meeting school and/or district expectations, for not showing up for assignments, for not working a reasonable amount of days, or for any reason or no reason at all.

This Handbook is not an employment contract. Nothing in this Handbook or your employment relationship should be considered as an express or implied employment contract or guarantee of employment. No employee has authority to create an employee contract by modification of this document. This Handbook may be changed or modified and items added or deleted at any time as recommended by the Superintendent and approved by the Board of Education. Substitute teachers are employees-at-will and employment may be terminated at any time, for any reason, or no reason at all, with or without cause.

RESPONSIBILITIES OF THE ADMINISTRATION (or Designee)

Administration will explain the school policies regarding the following:

- Necessary class, lunch, and bus schedules
- Policies to be followed on disciplinary actions
- Accident reports
- Any special or unusual information concerning attendance records and use of Infinite Campus
- Extra duties which may be required of the substitute teacher
- Course of procedure in emergency situations
- Other policies unique to the school

Administration will arrange to provide additional assistance when needed.

Administration will respect the substitute teacher as an important member of the staff and will seek to establish this atmosphere with other personnel and the students.

Administration is ultimately responsible for making sure the classroom teacher has shared any applicable 504 plans and Individual Education Plans of students in the classroom.

RESPONSIBILITIES OF THE CLASSROOM TEACHER:

- **Instruct students regarding attitudes, behavior, and class procedure in the event of a substitute teacher.**
- **Have available a class schedule indicating lunch periods, time schedules, and procedures for library, restroom use, and fire drills.**
- **Have prepared concise lesson plans, including general suggestions covering the classroom instruction.**
- **Make available any materials which may help the substitute teacher.**
- **Inform the substitute teacher about any 504 plans, or IEP's to be followed and any unusual sickness or other habits or special needs which students may have.**

Prepare for the substitute teacher a comprehensive list of instructions, regarding:

- **Use and care of materials and supplies.**
- **Procedures for the assignment and collection of homework.**
- **Information to be reported concerning the activities of the students.**
- **At least three (3) days of Emergency Lesson Plans in case of personal crisis when you will not have time to prepare.**

RESOURCES AND SERVICES

Instructional Services:

Long-term substitute teachers will have access to all building resources, such as Administration, Counselor, School Psychologist, Nurse and office personnel.

Orientation to the System:

After being placed on the substitute list there may be a need for occasional attendance at in-service sessions for substitute teachers. You will be expected to attend and will be paid for such sessions. The purpose of such meetings will be to help substitutes become better acquainted with detailed procedures of the Valley Center Public Schools. The aim is to have the substitute function as much like the regular teacher as possible for the sake of the students.

PERSONNEL REFERENCE INDEX

Greg Lehr	Superintendent of Schools	316.755.7000
Jamie Lewis	Assistant Superintendent	316.755.7000
Brianna Deas	Executive Director of Academic Affairs	316.755.7000
Mandy Henry	Director of Ark Valley Cooperative	316.755.7170
Mandy Cundy	Ark Valley Cooperative Coordinator	316.755.7170
Katie Orr	Academic Support Coordinator	316.755.7000
Tia Massey	Academic Support Coordinator	316.755.7000
Sara Haden	Administrative Assistant/BOE Clerk	316.755.7000
Carla Clark	Human Resources Generalist/Sub Coordinator	316.755.7000
Desirae Tyler	District Office Administrative Assistant	316.755.7000
Molly Rainey	Director of Food Services	316.755.7000
Susan Harris	Director of Finances	316.766.7000
Debbie O'Rear	Payroll Clerk	316.755.7000
Ellen Gehring	Payroll Clerk	316.755.7000
Josh Huffman	Director of Technology	316.755.7010
Jerri Truman	IT Help Desk Technician	316.755.7010
Mark Marshall	Director of Transportation	316.755.7112

SCHOOL BUILDINGS OFFICE HOURS

District Office	7:30 AM – 4:30 PM
Valley Center High School	7:15 AM – 3:30 PM
Valley Center Middle School	7:10 AM – 3:30 PM
Valley Center Intermediate School	7:45 AM – 4:00 PM
Abilene Elementary	7:45 AM – 4:00 PM
Valley Park Elementary	7:45 AM – 4:00 PM
West Elementary	7:45 AM – 4:00 PM
Wheatland Elementary	7:45 AM – 4:00 PM

INCLEMENT WEATHER

School closing announcements for inclement weather will be made by 6:00 AM.
Please check the USD 262 Twitter and Facebook pages.
Information will also be made available to local media outlets.

SCHOOL ADDRESSES, PHONE NUMBERS, ADMINISTRATION & SECRETARIES

School	*Location*	*Phone*	*Personnel*
Valley Center High School (9-12 Grades)	9600 N. Meridian	316.755.7070	Principal: Eric Flaton Assistant Principal/AD: Chad Wilmott Assistant Principal: Kent Hipp Assistant Principal: Kim Baldwin Assistant Principal/Post-Secondary Preparation: Kristen Allen Secretary: Emily Nash
Valley Center Middle School (7-8 Grades)	800 N. Meridian	316.755.7060	Principal: Kyrie Edwards Assistant Principal/AD: Ryan Jones Assistant Principal/AD: Ty Unrau Secretary: Sabrina Alley
Valley Center Intermediate (5-6 Grades)	737 N. Meridian	316.755.7050	Principal: Heath Elliott Assistant Principal: Ryan Jones Secretary: Tammy Johnson
Valley Park Elementary (K-4)	1500 E. Tanner Trail	316.755.7090	Principal: Lauren White Secretary: Amber Robinson
Wheatland Elementary (K-4)	800 Meadow	316.755.7040	Principal: Diosha North Secretary: Danielle Hughes
West Elementary (PRK-4)	501 N. Sheridan	316.755.7030	Principal: Mark Hoy Secretary: Tiffany Moses
Abilene Elementary (PRK-4)	522 N. Abilene	316.755.7020	Principal: Megan Carney Secretary: Diane Truman
Supplemental Learning Center	1596 N. Meridian	316.755.7080	Principal: Chris Edwards Secretary: Shawnna Driscoll

Please note that Substitutes are NOT able to remove themselves from a sub job in Red Rover. If you need to cancel, please call and/or email Carla Clark, Human Resources Generalist/Sub Coordinator as soon as possible. She will remove you from the job. If it is close to the date though, please let the secretary of the building (that you were to sub at) know as well. Their emails are all firstname.lastname@usd262.net.

SCHOOL HOURS/SCHEDULES

Valley Center Elementary Schools: Abilene – Valley Park - West – Wheatland

8:00 School doors open (no supervision before this time)
8:25 Classes Begin – Tardy bell rings
3:43 1st bell - all bus students to line up
3:45 2nd bell - all students dismissed
4:00 End of contracted day for teachers

Valley Center Intermediate School

8:00 School doors open
8:00 Breakfast Served
8:40 Classes Begin
4:00 End of School Day

Valley Center Middle School	Valley Center High School
1st Period 7:40-8:30	**Advisory 7:40-8:07**
2nd Period 8:34-9:24	**1st Period 8:11-9:01**
Advisory 9:28-9:53	**2nd Period 9:05-9:55**
3rd Period 9:57-10:46	**3rd Period 9:59-10:49**
4th Period 10:50-11:39	**4th Period 10:53-11:43**
5th Period 11:43-1:02	**5th Period 11:47-1:07**
1st Lunch 11:39-12:09 *2nd Lunch 12:32-1:02*	*1st Lunch 11:43-12:13* *2nd Lunch 12:37-1:07*
6th Period 1:06-1:56	**6th Period 1:11-2:01**
7th Period 2:00-2:50	**7th Period 2:05-2:55**