

The Substitute Handbook 2026-2027

**Derby Public Schools**

Administrative Center
1550 E Walnut Grove Rd
Derby, KS 67037
316.788.8400

Becky Moeder

Assistant Superintendent of Human Resources
rmoeder@usd260.com

Sharon Broussard

Substitute Coordinator
sbroussard@usd260.com

Welcome to Derby Schools

Dear Derby Substitutes,

The Derby School District seeks to maintain a positive and engaging learning environment. Academic excellence and professionalism are priorities in serving the individual needs of all students. The District is fortunate to have reliable personnel who are dedicated to these goals to meet student's needs.

We are grateful for our trained staff of substitute teachers. Your service allows daily instruction and learning to continue without interruption. Success depends on responsible and professional decision making, which is a result of good judgment. It is important to remember the safety of all students is our top priority.

The substitute handbook will explain our procedures, assist you in becoming a successful substitute, and answer questions you may have about substituting in USD260. We want your time with us to be successful and rewarding to you.

Should you have any questions, please feel free to contact us.

Sharon Broussard
Substitute Coordinator/Business Office Assistant
sbroussard@usd260.com

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BOARD OF EDUCATION

Mark Boline
Cathy Boote
James Hanford
Tanya Jacobucci - Vice President
Jennifer Neel
Anne Phillips
Melanie Turner - President

The Complete Board of Education Policies can be Found Online:
www.derbyschools.com click on District > BOE > Board Policies
Derby Public Schools Strategic Plan

Mission

The mission of Derby Public Schools is to create a tomorrow that is better than today by ensuring all students continually grow and learn.

Beliefs

1. We believe integrity is the foundation of trust.
2. We believe all students deserve the opportunity to succeed through progressive, high quality instruction that meets the uniqueness of each individual.
3. We believe in meeting the individual needs of students in a nurturing and safe environment.
4. We believe inclusiveness will successfully solve challenges.
5. We believe transparency will lead to a cohesive community that supports all students.
6. We believe positive relationships are essential to student growth.
7. We believe GREEN IS MAGIC!

Vision

Every student, every day, preparing for the future.

NOTICE OF NON-DISCRIMINATION

Derby Public Schools does not discriminate on the basis of race, religion, color, national origin, gender, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Derby School District's compliance with the 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 1973, and The Americans with Disabilities Act of 1990 is directed to contact the Assistant Superintendent/Human Resources at 1550 E Walnut Grove Rd, Derby, Kansas 67037, or call 316.788.8415. This district official has been designated by the Derby School District to coordinate the district's efforts to comply with the regulations implementing these laws.

SAFE SCHOOL ACT

The Kansas School Safety And Security Act (K.S.A. 72-6143) requires school personnel to report all felony and misdemeanor crimes committed on school property or at a school supervised activity to the appropriate law enforcement agency. If an administrator's preliminary investigation reveals information, which indicates a crime (felony or misdemeanor), may have been committed, the administrator is required to file a report. Whether or not the report is made in writing (for later follow-up by law enforcement) or by phone (for immediate follow-up by law enforcement) is dependent upon the seriousness and nature of the situation. When law enforcement officers conduct an investigation and/or question a student(s)/suspect(s) during school hours, the building administration shall make reasonable attempts to contact parents, guardians or representatives of the student(s) prior to questioning. To the extent possible, reasonable requests of parents, guardians or representatives shall be observed. The administrator involved shall document notification or attempted notification of parents, guardians or representatives. If a student's parents, guardian or representative is not present during questioning of a student, the principal or a certified school staff member shall be present. The decision to arrest a student and remove the student from the school jurisdiction is the prerogative of law enforcement and not under the authority of school personnel.

A complete Board of Education policies can be found online through the following path
www.derbyschools.com District>BOE>Board Policies

KANSAS DEPARTMENT OF EDUCATION

The State of Kansas requires a state license in order to substitute in a public school. If you are eligible, the District Substitute Coordinator will provide you with information to obtain a license. After you have met the requirements and attended an onboarding/orientation session, you will be able to substitute teach. Any question regarding licensing should be directed to:

Teacher Licensure and Accreditation, Landon State Office Building
900 SW Jackson St
Suite 106
Topeka, Kansas 66612-1182
785-296-2280 or 785-296-3835

The website address is www.ksde.org. If your license on file at the District Administration Center expires, it is the substitute's responsibility to provide a current license for our files. Licenses can be emailed to sbroussard@usd260.com,

SUBSTITUTE RESOURCES

Administrative Center 1550 E. Walnut Grove Rd, Derby KS 67037 788-8400

Human Resources

Communications

Finance

Special Services

Superintendent's Office

Curriculum

Technology

Transportation & Supply Center

120 N. Westview 788-8450

Maintenance and Operations

325 N. Woodlawn 788-8456

Food Service

610 E. Market 788-8419

Panther Learning Center

920 N Rock Road 788-8499

Carlton Learning Center

4900 S. Clifton, Wichita

Parents As Teachers

554-0110

D-TEC

554-8014

Project Search

554-8014

REQUIREMENTS TO REMAIN ON THE ACTIVE SUB LIST

All substitutes are strongly encouraged to substitute a minimum of three full days, during a school calendar year, in order to remain an active substitute in the district.

Audits will be conducted periodically throughout the school year to ensure substitutes are accepting assignments on a regular basis. If the audits reveal there had not been any activity and/or excessive number of aborted or rejected calls in the substitute's record, the substitute will receive a phone call from the substitute coordinator to discuss this situation.

CANCELLATIONS

One assignment cannot be canceled to take another assignment. This includes a substitute teacher canceling one job for another job within the District as well as canceling an assignment with USD260 to take an assignment for another District. If an audit reveals that substitutes are canceling assignments to take other assignments, the substitute will be notified by email that this practice must stop immediately.

If you cancel a job within 8 hours of the start time, Frontline will create an automatic Non-Work day for you and you will not be able to search or accept jobs for the rest of that day.

Given the environment we are in, there may be unforeseen circumstances where the campus may have to cancel an assignment last minute. The secretary and substitute coordinator will make the best effort to assign the substitute to an alternate assignment. If no assignment is available, the substitute will be compensated at the half day rate and be released for the day.

ID

All substitutes are issued a photo ID every year. Substitutes are **required to wear** a District ID badge in a visible manner when on Derby Schools property. Substitute ID badges are mandatory. If a substitute should arrive without their photo ID badge, the school office will provide a temporary school substitute badge for the day. Substitutes are provided FREE admission to home athletic events with their current school year substitute photo ID badge, with the exception of KSHSAA events. This does not include free admission for spouse and family members

A lost ID must be reported to the Substitute Coordinator or Human Resources at 788-8400. A replacement badge can be purchased for a fee of \$5.00 at the Administrative Building.

INCLEMENT WEATHER CLOSING

The district may close school for a full day or part of a day because of inclement weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of district facilities. When it becomes necessary to open late or release students early, information will be provided on our web page, www.derbyschools.com.

DRESS CODE

Substitutes are hired as professionals and expected to dress in business casual attire. Specific class attire, (e.g. PE, Special Ed or field trip) gives exception to the business attire requirement.

Individual buildings may designate special spirit days or other occasions when a more casual dress code is permitted. Substitutes should check with the assigned building regarding any site-specific dress expectations.

Throughout the district, Fridays are recognized as **"Green Is Magic"** days. Substitute

employees are encouraged to participate by wearing green in support of district spirit.

HOURS OF DUTY

The substitute teacher is expected to remain at school until the end of the school day, which may include the teacher's end of the day duties.

The substitute is expected to arrive at least **15-20 minutes prior to the start of the school time**. School start times vary by building, please confirm through Frontline or check the Derby website the exact start time of the job.

Substitute assignments are for either a full day or half day. Substitutes may be expected to work any/all duties within the work day without extra compensation and are entitled to the same lunch period as the regular classroom teacher whom they are replacing. Substitutes are expected to use the entire schedule time in service to the district. Except for long-term assignments, substitutes are **NOT** entitled to a planning period and may be assigned other duties during these periods. If no assignment is made when the substitute checks in at the beginning of the day, the substitute should contact the office during that planning period for an assignment.

If you are unable or cannot report to a scheduled assignment, you are expected to cancel through Frontline or by calling the school in a timely manner. You will need to give your name and the teacher's name you were scheduled to substitute for. School phone numbers can be found on the website and in this handbook.

NETWORK ACCESS, E-MAIL & DISTRICT DEVICES

All substitute employees will be provided with a district email account. A username and password will be issued and activated during the initial substitute onboarding process. Substitutes are expected to regularly monitor and use their district email account, as all official district communications, including district announcements and Frontline Absence Management notifications, will be sent to the USD 260 email address. These credentials also provide access to the district's Wi-Fi network.

Long-term substitutes and Building Substitutes will be issued a district device through the Technology Department as needed for their assigned role.

PAYROLL AND HUMAN RESOURCES

All Substitutes must complete a K-4, W-4 and I-9 form and have it on file at the District Administrative Center before a payroll payment may be issued.

DIRECT DEPOSIT

Derby Public Schools provides a payroll direct deposit program to its substitutes at no charge. All substitutes are required to participate. To obtain access to your personal payroll information, substitutes will utilize their username and password obtained at the initial onboarding. Skyward is available through www.derbyschools.com > Staff > Skyward. For those substitutes that fail to designate a financial institution for deposit, a payroll debit card will be issued. The substitute is responsible for any fees applicable to the payroll debit card.

FRONTLINE

Derby Public Schools utilizes the program Absence Management to provide substitutes for our district's teachers. The Absence Management automation system is at work 24/7 for you.

Frontline is now Single Sign-On (SSO). This means you will automatically be able to connect with your Google account.

The system makes calls between 5:55 AM until 8:00 AM and again at 4:24 PM until 9:55 PM. A substitute can adjust their 'call times' through their Absence Management account, also known as Frontline.

Certified

Rate \$130.00 Full Day \$65.00 Half Day

Substitute Teachers and Nurses pay schedule shall be July 1 of each year, and paydays shall be every other Friday. If a payday falls on a holiday, employees will be paid the last work day before the holiday. Please refer to the Classified Pay Dates Schedule located on the Payroll/Benefits website.

Long-Term Substituting

Rate: \$175 Full Day \$87.50 Half Day

Substitute Teachers and Substitute Registered Nurses (RNs) become eligible for the long-term substitute daily rate beginning on the **eleventh (11th) consecutive day** of replacing the same absent teacher or nurse. The long-term rate becomes effective on the eleventh consecutive day of the assignment.

Upon beginning a long-term assignment, the substitute assumes the responsibilities and duties of the regular teacher or nurse, as directed by the building administrator.

Long-term Substitute Teachers and Substitute RNs are provided planning time consistent with the regular employee's schedule. During another teacher's planning period, long-term substitutes may be asked, but are not required, to provide classroom coverage.

Permanent Floating Substitute Teachers

Rate of Pay: Full Day \$175.00 Half Day \$87.50

Permanent Floating Substitute Teachers are assigned to a designated home/base school and are expected to report to that location each workday. They will be assigned to a teaching position at their home/base school whenever possible.

If no teaching assignment is available at the home/base school, the substitute will be assigned as follows:

- Elementary Building Substitutes will report to their designated secondary elementary school.
- Permanent Floating Substitutes assigned to Derby Middle School (DMS) or Derby North Middle School (DNMS) will report to the opposite middle school.
- If no teaching assignment is available at either the home/base or secondary school, the substitute will accept a teaching assignment at another school within the district.
- If no teaching assignments are available districtwide, the substitute may be assigned to a paraprofessional substitute position.
- If no substitute paraprofessional assignments are available, the Permanent Floating Substitute Teacher will remain at the home/base school and perform duties as assigned by the building administrator.

If students are in attendance, Permanent Floating Substitute Teachers are expected to report to their assigned home/base school unless otherwise directed.

MANDATORY TRAINING - Applies to Permanent, Long Term, and Permanent Floating Substitutes

USD 260 will provide one half-day of IEP review for any substitute staff member in a long-term categorical classroom teaching position or a long-term building administrative position. This half-day IEP review will be overseen by the special services department to address any questions long-term substitutes may have and to provide guidance on the IEP plans of specific high-needs students. During this half-day, MAB training staff will also provide an overview of Emergency Safety Intervention procedures.

USD 260 requires that any substitute staff member in a long-term categorical classroom teaching position or long-term building administrative position participate in a Managing Aggressive Behaviors course as a condition of their employment.

Classified

Substitute Paras will be paid on a biweekly basis. A copy of the pay dates can be found at www.derbyschools.com through the following path: District > Payroll/Benefits > Payroll Forms.

Accepting a job accepts the rate of pay that goes along with that job. Classified substitute hourly rates are subject to change. Hourly rates can be found at www.derbyschools.com through the following path: District > Human Resources > Substitute Services.

CONFIDENTIALITY AND ETHICS

A signed copy will be kept on file with the district

I understand and accept the responsibilities as follows: As a substitute for Derby Public Schools, USD260, I may handle or have access to confidential information. Such confidential information or documentation may include personal information of our faculty, staff, students and is required to be kept confidential to protect the privacy of the individuals to whom the information relates.

During and after substituting for Derby Public Schools, I will hold all confidential information in trust and confidence, and I will not sue, disclose, communicate, or allow to be used, disclosed, communicated or conveyed, directly or indirectly, any such information, except as may be necessary in the performance of my duties. I understand the unauthorized disclosure could be highly damaging to the school district and individuals associated with the district. If there is any question as to whether information is considered confidential, I must consult the school administrator before any use or disclosure of the same.

I will not allow any unauthorized person or persons to inspect or have access to any document that is of a confidential nature, regardless of media format, and I will report any unauthorized access to the school administrator as soon as I become aware that such an incident has occurred.

I will not remove any records containing confidential information from Derby Public Schools, USD 260, unless authorized to do so by the school administrator and I will return such records to the district upon termination of any assignment or as requested by the district.

Safeguarding personal privacy in a digital and data driven world is a serious responsibility. It is your ethical and legal responsibility as a substitute to safeguard student information against unauthorized disclosure. Be aware this includes taking unauthorized photos of students or staff while substituting. When in the role as a substitute, you are not authorized to take photos of students or staff, unless authorized by the building principal.

I understand that if I do not comply with this Agreement, I may be subject to immediate dismissal as a substitute for Derby Public Schools, and/or legal action.

Personal religious or political beliefs, philosophies and opinions may not be imposed upon the students. Substitute Teachers may not distribute religious, political or commercial materials to students.

SUBSTITUTE TEACHER EXPECTATIONS

In the regular teacher's absence, you are the teacher. It is your responsibility to move the learning process forward and maintain continuity in instruction. As a substitute teacher you are charged with the welfare of the children.. It is expected that the substitute will maintain good order wherever assigned and will create classroom conditions conducive to a good learning situation.

As a qualified substitute teacher, you have the responsibility to adhere at all times to the same high standards of conduct and professionalism expected of all teachers.

The following outlines the "Substitute Teacher Expectations". A signed copy will be kept on file with the district

1. I will familiarize myself with the location of the Crisis/Emergency Procedures.
2. I will review the lesson plans left by the teacher in preparation to follow his/her lesson plans and instructions.
3. I will report any incident(s) to the school administrator that involve "bullying," and act as a "mandated reporter" while substituting for Derby Public Schools.
4. I will leave the classroom teacher notes at the end of my assignment detailing the extent to which I completed the lesson plans, things covered that were not part of the lesson plans, and all other information that will help the teacher, as well as take attendance as needed during the day.
5. I understand that the time in Absence Management is the time I need to be in the school office reporting for my assignment, including "late start Mondays."
6. I understand that classroom telephones are to be used for school purposes only, except in emergency situations and that **cell phones should be turned on silent and should not in any way interfere with classroom instructions. Staff should remain fully present during instructional time to ensure active supervision and support for students. Personal cell phone use should be limited to planning periods and lunch breaks and should not interfere with professional responsibilities.**
7. I understand that using inappropriate or vulgar language, "calling" students names and/or referring to them in a derogatory manner of any sort is prohibited.
8. I will not touch a student.
9. I understand that eating during classroom hours is unprofessional and should be reserved for scheduled breaks.
10. I agree to be attentive in class and engage students in learning at all times.
11. I understand that I am not entitled to a planning period unless I am in long-term substituting status. Refusal by daily or long term substitutes to cover an additional class during the regular classroom teacher's planning period may constitute dismissal of substituting for the district.

12. I will not leave students unattended.
13. I will leave the classroom in the same order in which I found it. All debris and trash will be put in proper receptacles.
14. I understand if I'm called the same day the assignment begins, I will have one hour "grace time," to report to the school for the assignment, following the phone call.
15. All substitutes are strongly encouraged to substitute a minimum of three full days, during a school calendar year, in order to remain an active substitute in the district.

DEACTIVATION OF SUBSTITUTE EMPLOYMENT

Substitute employment may be deactivated, and a substitute may no longer be eligible to accept assignments with Derby Public Schools, USD 260, if any of the following occur:

- The substitute is blocked from accepting assignments at a school by the building administrator.
- The substitute fails to report for a scheduled assignment and does not notify the school or cancel the assignment through the approved procedures in a timely manner.
- The substitute fails to meet or comply with the district's Substitute Expectations or other applicable district policies and procedures.

In addition, the Assistant Superintendent of Human Resources reserves the right to suspend or deactivate a substitute's employment at any time when it is determined that continued substitute service is not in the best interest of Derby Public Schools, its students, or its employees.

SUBSTITUTE PERFORMANCE RESPONSIBILITIES AND JOB DUTIES

An effective substitute teacher takes time to start the day right by reviewing lesson plans and ensuring lesson materials are ready. Be aware that the confidence of the students may be won or lost in the first few minutes. The lesson plan will provide a seating chart or flexible seating provisions. The substitute should not change any part of the room organization except for temporary grouping of students for instruction or committee work. The substitute should introduce herself/himself at the start of the class.

Remain on Task and focus on the objectives of the lesson at all times. No teacher should use threats to obtain the desired reaction from students. Much of the skills of a teacher lie in the ability to arouse the students' interest and willingness to cooperate without using undue pressure. Consult the substitute folder for the names of reliable students who can be a source of help and information during the day.

Under no circumstances should a child be released from school without permission of the principal. If a person not connected with the school seeks information about a child, refer that person directly to the principal.

TEACHER RESPONSIBILITY TO THE SUBSTITUTE

The Certified Teacher is required to maintain all of the information a substitute teacher would need in taking over their class. Lesson plans may additionally be attached to the assignment in Absence Management, via the web.

A Substitute Teacher Folder should include:

1. Current Class/Student list, lesson plans and provide details/materials needed to support plans.
2. Daily schedule. Expectations of additional responsibilities of the individual teacher e.g. distribution of papers, breaks and special disciplinary measures.
3. Individual student schedules for student mobility.

4. Inform the substitute of where the Crisis/Emergency Procedures Folder is located.
5. Up-to-date seating charts or flexible seating provisions with comments regarding: student leaders, helpful information of students of special situations (including learning disability, physical impairments and behavioral problems).
6. Contingency lesson plan (when all lesson plans are completed).
7. Characteristics outlined by the building principal of student behavior and expectations.

DISCIPLINE

Proper discipline is required for learning. Be familiar with discipline procedures. When you take the time to familiarize with the classroom behavior expectations and disciplinary actions, it will show the students that the line of expectations have not changed because the teacher is away. Be fair, firm and friendly in the operation of the classroom. Good discipline is positive, not negative. At no time are you to administer corporal punishment. When following the building's discipline procedure, you may need to request assistance from the office.

SCHOOL RESOURCE OFFICER

Derby Public Schools partners with local law enforcement to ensure student safety. The Derby Police Department provides School Resource Officers (SROs) for schools in the City of Derby's jurisdiction, along with two Adopt-a-School Officers. These officers are the first line of defense and also provide classroom instruction on safety-related topics. For Cooper Elementary, Oaklawn Elementary and Wineteer Elementary, the Sedgwick County Sheriff's Office serves these schools, Officers collaborate with the district's Safety and Security Officer to create and implement comprehensive safety plans. Additional information in regards to safety and security can be found on the following link [Safety Overview](#).

EMERGENCY PROCEDURES

Become Acquainted with the Location of the Crisis/Emergency Procedures. Please contact a school administrator if the location of the "District Crisis Folder" is not included in your substitute information left by the classroom teacher. The district maintains a district-wide crisis plan that is accompanied by a plan at each school location. Each plan outlines the procedures to be used in a wide variety of possible crises from emergency response for dangerous weather and natural disaster to bomb threats and intruders in the building. From time to time drills may occur to better prepare students and staff members in the event of a crisis. Derby Public Schools has adopted the Crisis Plan, Standard Response Protocol, or SRP. If you would like more information on the Standard Response Protocol, please contact the building administrator. While preparing for your day, please familiarize yourself with the building map to include your location, the location of AED's (Automated External Defibrillator), and emergency exits. Take notice of your room number.

REQUIRED VIDEOS

Substitutes are required to view a number of videos each year. The links will be sent out through email. Substitutes are expected to view each video on their own time. After substitutes have completed each video, you will respond to the email with a confirmation of completion.

SCHOOL DESCRIPTIONS

Elementary

The Elementary Program in Derby Public Schools, USD 260, covers kindergarten through fifth grade. The district's nine elementary schools offer a basic academic curriculum, and each school is encouraged to develop staff and community resources to enrich instruction. All elementary programs emphasize language arts (reading, English, spelling and writing) and mathematics. Social studies, science, health, music, art, physical education and computer studies are also included in the curriculum. The Middle Schools serve all district students in grades six through eight.

Middle Schools

Middle Schools are organized around grade-level teams of students and teachers. A strong emphasis upon the development of basic learning skills is coupled with an interdisciplinary approach to instruction and a student-oriented curriculum. The middle school course of study provides a combination of "core" subjects and elective experiences for all students in grades six through eight. In addition, support staff is available to assist middle school students which includes instructional support, library/media, guidance counselors, reading, social workers, psychologist and special education services.

Derby High School

Derby High School serves grades nine through twelve. The high school curriculum is designed to serve the needs of students preparing to continue their education through college or vocational training, as well as those planning to enter the workforce. The curriculum offers academic, liberal arts and vocational classes. Derby High School works on the block-scheduling concept. Four classes and an Advisory/Homeroom period are conducted during a "Green" day and a "White" day.

Panther Learning Center (PLC)

PLC offers programs and services to support Derby High School students through credit recovery, credit acceleration, modified programming, and college/career guidance through an individualized student support program for academic success.

Derby Transition Educational Center (D-TEC)

D-Tech is located at the Carlton Learning Center and provides a vocational program that is designed to meet the needs of students who learn best using authentic tasks in a real-work setting.

Special Education

Special Education services are available in Derby Public Schools. Classes are designed to meet individual needs. The majority of students are served in the regular classroom if possible. Trained paraprofessionals are an integral part of this program. Based on student needs, one or more paraprofessionals may be assigned to the classroom to assist the teacher.

FEEDBACK

Substitute Feedback - a substitute communication feedback through Absence Management, via the web, by the substitute teacher. The substitute feedback can be entered up to 14 days following the assignment. This feedback is in addition to the note left for the teacher, from the substitute at the end of the school day. When an assignment feedback is submitted through Absence Management, the teacher and the administrator can view it. It serves our school district as a tool for improving communications with our substitutes.

Teacher Feedback - Following each assignment filled by a substitute teacher, the classroom teacher has up to 14 days to complete feedback in regards to the substitute's performance. This feedback can be viewed by the substitute and school personnel. When no feedback is received, then the substitute teacher has met all expectations. In the case of a multi district substitute, the feedback information is not shared across district lines.

Special Services Acronyms and Definitions

ADHD	Attention Deficit Hyperactivity Disorder
AM or AU	Autism
APE	Adapted Physical Education
At Risk	Term used with children who have or could have problems with development that may affect later learning.
BIP	Behavior Improvement Plan
CM or IR	Curriculum Modified or Interrelated
CP	Cerebral Palsy
CBM	Curriculum Based Measurement
COTA	Certified Occupational Therapist Assistant
DB	Deaf/Blind
DD	Developmental Disability
EC or ECSE	Early Childhood or Early Childhood Special Education
ED	Emotionally Disabled
ELO	Extended Learning Opportunities (Gifted)
ESI	Emergency Safety Intervention
ESY	Extended School Year
GEI,PIT or MTSS	General Education Intervention, Pupil Intervention Team, Multi-Tiered System of Support
GI	Gifted Intellectually
HI	Hearing Impaired
ID	Intellectually Delayed
IEP	Individual Education Plan
LD or SLD	Learning Disability or Specific Learning Disability
LRE	Least Restrictive Environment
MD or SMD	Multiple Disabilities or Severe Multiple Disabilities
ODD	Oppositional Defiant Disorder
OHI	Other Health Impaired
OI	Orthopedic Impairment
OT	Occupational Therapist
PBS or PBIS	Positive Behavior Support or Positive Behavioral Intervention Supports
PT	Physical Therapy
SL/SLP	Speech Language or Speech Language Pathologist
SPED	Special Education
TBI	Traumatic Brain Injury
VI	Visually Impaired
VR	Vocational Rehabilitation

(Acronyms: Last Updated January 2024)



2026-2027 School Year Calendar

August 2026

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2026

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

August

- 4 Back to School Night: Derby High School, 4:30-7PM
- 6 Back to School Night: Middle Schools, 4:30-7PM
- 10 Back to School Conferences: Elementary Schools, 8AM-12PM & 4-7PM
- 11 First Day for 6/9 Grades, New 6-12 Students, 1/2 Day**
- 12 First Day for Students***

September

- 7 No School, Labor Day*
- 8 Middle School Parent Academy, 5:30-7:30PM
- 15 Evening Conferences, Grades 9-12, 4-7:30PM

October

- 9 No School
- 20 Evening Conferences, Grades 6-8, 4-7:30PM
- 26 Evening Conferences, Grades 6-8, 4-7:30PM
- 27 Evening Conferences, Grades EC-5 & 9-12, 4-7:30PM
- 28 No School, District Inservice Day
- 29 No School, Day and Evening Conferences EC-5, Day Only Conferences Grades 6-12
- 30 No School

November

- 11 No School, Veterans Day*
- 23-27 Fall Break

December

- 21-31 Winter Break

January

- 1-4 Winter Break
- 18 No School, Martin Luther King Jr. Day*
- 22 No School - Elementary Only
- 29 No School - Middle/High School Only

February

- 2 Evening Conferences, Grades 6-8, 4-7:30PM
- 4 Evening Conferences, Grades 9-12, 4-7:30PM
- 8 Evening Conferences, Grades 6-8, 4-7:30PM
- 9 Evening Conferences, Grades EC-5 & 9-12, 4-7:30PM
- 10 No School, District Inservice Day
- 11 No School, Day and Evening Conferences EC-5, Day Only Conferences Grades 6-12
- 12 No School
- 15 No School, Presidents' Day*

March

- 12 No School
- 15-19 Spring Break

April

- 23 No School

May

- 16 Derby High School Graduation, 6:30PM
- 19 Last Day of School EC-11
- 31 Memorial Day*

*Administrative Offices closed on these days as well as: July 2-3, 10, 17, 24; November 25-27; December 24, 25, 28, 31; January 1; March 17-19; May 31. *Possible inclement weather make-up days, if needed, are May 21, 24, 25, 26. Note: This calendar may be altered at the discretion of the Board of Education and/or administration. Board approved 2.23.26.

Late Starts Mondays, shown in **BOLD**, start one hour later than normal.
 **August 11 is a half day and the first day of school for 6th and 9th graders, as well as new students in grades 7-8th and 10th-12th.
 ***The first day for returning students is August 12. Schools will provide the Pre-K and Kindergarten schedule for the first two days of school.



School Contact Information, Start and End Times

*Breakfast will be served one hour later than time listed below for Late Start Mondays.



Cooper Times	Contact Information
Building Opens 7:25AM	4625 Juniper
Breakfast 7:25AM	Wichita, KS 67216
Start 7:40AM	Phone: (316) 554-0934
End 3:05PM	Email: cooper@usd260.com



Derby Hills Times	Contact Information
Building Opens 7:40AM	2230 N. Woodlawn
Breakfast 7:40AM	Derby, KS 67037
Start 7:55AM	Phone: (316) 788-8540
End 3:20PM	Email: derbyhills@usd260.com



El Paso Times	Contact Information
Building Opens 7:50AM	900 E. Crestway
Breakfast 7:50AM	Derby, KS 67037
Start 8:05AM	Phone: (316) 788-8545
End 3:30PM	Email: elpaso@usd260.com



Oaklawn Times	Contact Information
Building Opens 7:25AM	5000 S. Clifton
Breakfast 7:25AM	Wichita, KS 67216
Start 7:40AM	Phone: (316) 554-0704
End 3:05PM	Email: oaklawn@usd260.com



Park Hill Times	Contact Information
Building Opens 7:40AM	1500 E. Woodbrook
Breakfast 7:40AM	Derby, KS 67037
Start 7:55AM	Phone: (316) 788-8095
End 3:20PM	Email: parkhill@usd260.com



Stone Creek Times	Contact Information
Building Opens 7:45AM	3012 N. Triple Creek Drive
Breakfast 7:45AM	Derby, KS 67037
Start 8:00AM	Phone: (316) 788-8555
End 3:25PM	Email: stonecreek@usd260.com



Swaney Times	Contact Information
Building Opens 7:40AM	501 English
Breakfast 7:40AM	Derby, KS 67037
Start 7:55AM	Phone: (316) 788-8560
End 3:20PM	Email: swaney@usd260.com



Tanglewood Times	Contact Information
Building Opens 7:45AM	830 Ridgecrest
Breakfast 7:45AM	Derby, KS 67037
Start 8:00AM	Phone: (316) 788-8565
End 3:25PM	Email: tanglewood@usd260.com



Wineteer Times	Contact Information
Building Opens 7:40AM	8801 E. Ent
Breakfast 7:40AM	Wichita, KS 67210
Start 7:55AM	Phone: (316) 684-9373
End 3:20PM	Email: wineteer@usd260.com

Grade Reporting End Dates

October 9 • December 18 • March 12 • May 21

*DHS Only: Specific grades will take the PreACT, WorkKeys or ACT during school hours. October 21, 2026: PreACT - Grade 9 & WorkKeys - Grade 11; Grades 10 & 12, No School. February 23, 2027: ACT - Grade 11; Grades 9, 10 & 12, No School.



Derby Middle School Times	Contact Information
Breakfast/Early Arrival 7:50AM	801 E. Madison
Building Opens 8:02AM	Derby, KS 67037
Start 8:10AM	Phone: (316) 788-8408
1/2 Day 11:35AM	Email: derbymiddleschool@usd260.com
End 3:25PM	Attendance Office Phone: (316) 788-8552



Derby North Middle School Times	Contact Information
Breakfast/Early Arrival 7:50AM	3100 N. Rock Road
Building Opens 8:02AM	Derby, KS 67037
Start 8:10AM	Phone: (316) 788-8408
1/2 Day 11:35AM	Email: derbynorthmiddleschool@usd260.com
End 3:25PM	Attendance Office Phone: (316) 788-8409



Derby High School Times	Contact Information
Breakfast/Early Arrival 7:15AM	920 N. Rock Road
Building Opens 7:15AM	Derby, KS 67037
Start 7:55AM	Phone: (316) 788-8500
1/2 Day 11:20AM	Email: derbyhighschool@usd260.com
End 3:10PM	Athletic Office Phone: (316) 788-8527
	Attendance Office Phone: (316) 788-8522
	Counselors Office Phone: (316) 788-8510

Panther Learning Center (PLC)
Phone: (316) 788-8499
Email: pantherlearningcenter@usd260.com

Derby Public Schools is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability or genetic information. Inquiries regarding compliance may be directed to the Assistant Superintendent of Human Resources, 1550 E. Walnut Grove Rd., Derby, KS 67037, (316) 788-8415. This position has been designated to coordinate compliance with non-discrimination requirements contained in Title VII 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. See Board Policies GAAA and GAAB for more information.

Late Start Mondays

Late Start Mondays provided educators time to collaborate on curriculum, instructional strategies, review student data and receive training on technology and other tools, designed to better support student learning.

District Communication

Visit www.derbyschools.com for district information, news and announcements, logins, school websites, subscribe to calendar updates, learn about ParentSquare and more.

Questions? Please contact your school office or the Derby Public Schools Administrative Center at (316) 788-8400.

Notes