

# Substitute Teacher Handbook

2019-2020

Hutchinson Public Schools  
USD 308

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## GENERAL INFORMATION

### Licensure

All substitute teachers must hold a current Kansas Teaching License. Information about licenses issued by the Kansas State Department of Education can be found on their website: [www.ksde.org](http://www.ksde.org).

### New Hires

The following items need to be completed before a substitute is eligible to work in Hutchinson Public Schools and is contingent upon the results of a background check. All forms are located in the Human Resources Department, 1520 North Plum.

- Employment Application
- Certification of Health/TB test
- Criminal Background Investigation Permit
- W-4 and K-4 Forms
- I-9 Form
- Loyalty Oath
- Employee Information Worksheet
- Valid teaching license
- Complete substitute teacher training

Substitute's certificate of health must be signed by a licensed physician, or registered physician's assistant or advanced registered nurse practitioner on a form prescribed by the Kansas State Department of Health. The certification must include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the students and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test.

### Assignment

Substitute teachers will be notified by the Aesop system (phone and/or web) when their service is required as far in advance as possible. Only those persons may be called who are on the official substitute list. Individual buildings may contact substitutes personally.

In case of an emergency when the absence of the regular teacher is not known until a short time before the class session is to begin a substitute may be called on a very short notice.

### Pay

Substitutes will receive \$104 dollars per day and \$52 per half day for the 2019-20 school year.

Substitutes' pay is available on the 15<sup>th</sup> of each month via direct deposit or debit card. If the 15<sup>th</sup> of the month falls on a weekend or holiday, funds will be ready on the last school day preceding the 15<sup>th</sup>.

Substitute teachers are employed and paid by the district and never by the teacher who is absent.

If a substitute teacher teaches continuously in one assignment for a period of six (6) to fifteen (15) school days and responsibilities related to the assignment are the same as for a teacher under a regular

contract with the district, the substitute will be paid \$120 dollars per day for the continuous assignment for each day of that assignment.

If a substitute teacher teaches continuously in one assignment for a period of sixteen (16) school days or more, the substitute will be paid \$150 dollars per day for each day remaining in that assignment.

A substitute who teaches continuously in one assignment for a period of sixteen (16) school days or more and is required to travel between school buildings as a part of that daily assignment will be reimbursed mileage traveled for each day of that assignment according to the district travel policy.

Substitute teachers are not eligible for benefits under the Kansas Public Employee Retirement System.

Questions concerning the pay periods or pay checks maybe directed to the payroll office, 615-4043 or 615-4044.

### **Salary for Additional Duties**

When checking in at the start of an assignment, substitute teachers need to inquire about any additional duties they may need to perform. Substitutes will receive additional pay for duties such as playground supervision, lunch supervision, and hall duty.

At times substitute teachers may be asked to cover a class for another teacher during the scheduled planning time. Compensation for this will be \$15 at the high school and \$10 at the elementary and middle schools for each class period covered.

A timesheet will need to be completed and signed in the school office to receive payment for these additional duties.

### **Termination of Service**

When a substitute teacher finds it necessary to terminate his/her service with the Hutchinson Public School please notify human resources at 615-4032.

A substitute teacher may be terminated when an individual's continued employment is not in the best interest of students.

Substitutes who go more than 30 days without accepting an assignment will be deactivated. If the substitute wishes to continue working for Hutchinson Public School, a call to human resources will need to be made for reactivation.

### **Injuries on the Job**

All injuries are to be reported immediately to the principal and human resources.

An Accident Report Form must be filed with Human Resources. Report forms are available in the building principal's office and on the district website. Accident reports may be rejected by the Workers Compensation carrier when filed too far beyond the actual injury date. At that point any medical costs would be paid by the substitute.

It is very important to complete an accident report form when injured, even if you do not anticipate going to the doctor.

## ADMINISTRATIVE POLICIES

### **Unacceptable Conduct**

Hutchinson Public Schools strives to maintain a work environment that encourages high standards of personal and professional conduct. We expect all substitute teachers to integrate these into his/her work activities. Any violation of these standards may result in being removed from substitute teaching in Hutchinson Public Schools.

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 during working time or on district property;
- Harassment and/or sexual harassment of any kind or engaging in any discriminatory actions.

### **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. Violations of this rule, which violate the privacy rights of students and personnel, can result in removal from the substitute roster.

### **Sexual Harassment/Discrimination**

The Board of Education of the Hutchinson Public Schools is committed to the establishment of an academic and work environment that will foster excellence. Because sexual harassment and racial discrimination violate the trust and respect essential to the preservation of an environment of excellence, and because sexual harassment is a form of discrimination on the basis of sex, the Board of Education of the Hutchinson Public Schools hereby specifically prohibits any act of sexual harassment or racial discrimination. (District Policy GAAC)

A complaint form is available on the district website or by contacting human resources.

### **Dress Code**

Substitutes are expected to use common sense and reasonable judgment in selecting work attire.

## SUBSTITUTE TEACHING GUIDELINES

### **Duties and Responsibilities**

The substitute teacher is expected to arrive at least twenty (20) minutes prior to the beginning of each assignment.

When first arriving for duty, sign in at the office and receive instructions for the assignment. Check the teacher's mailbox for updates, messages or necessary information.

Lesson plans should be found in the teacher's desk or with the school secretary. If not available, seek assistance from a co-teacher or principal.

Review the class schedule for the day.

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

- Teach to the best of your ability. This involves the use of lesson plans prepared by the teacher. If the teaching period extends beyond that for which plans have been prepared, substitute teachers will make plans with the aid of a co-teacher.
- Perform any additional duties, which have been assigned to the teacher whose position you are filling. These duties may include playground supervision, lunch supervision, and hall duty.
- Leave the classroom and desk area better than you found it.
- Maintain control of the classroom.
- Discipline in accordance with the policy of Hutchinson Public Schools.
- Comply with stated policies that include time of arrival, remaining after school, preparing required records and reporting accidents to the office.
- Check out with the office before leaving at the end of the day.
- Sometimes there may be disagreements over teaching methods or other education related topics. Please remember substitutes are to complete plans as directed by the classroom teacher. Individual criticism of another teacher or other schools will not be tolerated. Areas of concern should be addressed with the building principal or human resources director.

## **Keys to Success**

Arrive on time  
Ask about extra duties  
Dress appropriately  
Show interest and enthusiasm  
Introduce yourself to the class and write your name on the board  
Have confidence as you go into the classroom  
Learn as many of the student's names as possible  
Be in touch with the teacher, if the assignment is for an extend time  
Follow the teacher's lesson plans to the extent possible  
Be professional and ethical at all times  
Remember all student's personal records are confidential  
See that equipment and materials are left in order

## **Areas to Avoid**

Discussing individuals in one school with another  
Discussing teachers or students with anyone other than the principal or human resources director  
Starting new/customizing work that may not relate to the teacher's plans  
Depending on students for information. Ask or verify with other teachers and the principal.  
Leaving the school premises with students  
Make changes in the noted class schedule without notifying the principal  
Use of school computer for personal interest

## **Building Responsibilities**

### **Principal**

The principal can answer questions about following the school practices:

- Class schedules
- Lunch schedules
- Special Education schedules
- Policies to be followed on disciplinary actions
- Accident reports
- Classroom routines, such as taking attendance
- Extra duties which may be required of the substitute teacher
- Course of procedure in emergency situations
- Other policies unique to the school
- Will arrange to provide special help when needed.

### **Teacher**

Instruct students as to attitudes, behavior and class procedures in the event of a substitute teacher

Have a seating chart available

Prepare a class schedule indicating lunch periods, time schedule, and procedures for library, restroom use and fire drills

Create concise lesson plans, including general suggestions covering classroom instruction

Make available any materials which may help the substitute teacher

Advise the substitute teacher about any unusual issues or circumstances which students may have

Prepare for the substitute teacher a list of instructions as to the following:

- Use and care of materials and supplies
- Policy to be followed for assignment and collection of homework
- Information to be reported concerning the activities of the students

## Administrative Reference Index

Mike Folks, Superintendent of Schools .....	615-4009
Administration Center, 1520 North Plum	
Rick Kraus, Assistant Superintendent.....	615-4033
Administration Center, 1520 North Plum	
Cindy Coopriders, Director of Student Learning .....	615-4051
Administration Center, 1520 North Plum	
Jessica Engelland, Director of Special Education.....	615-5502
Educational Service Center, 700 East 13 <sup>th</sup>	
Ray Hemman, Public Information Director.....	615-4029
Administration Center, 1520 North Plum	
Randy Norwood, Director of Operations.....	615-5577
815 West 4 <sup>th</sup>	
Julie Stucky, Director for Fiscal Management and Business Operations.....	615-4040
Administration Center, 1520 North Plum	
Jennifer Tatro, Director of Nutrition Services .....	615-5579
815 West 4 <sup>th</sup>	
Bob Williams, Director of Support Services .....	615-5578
815 West 4 <sup>th</sup>	

## School Addresses and Phone Numbers

<i>Secondary</i>	<i>Location</i>	<i>Phone</i>	<i>Principals</i>
Hutchinson High School	810 East 13th	615-4100	Ryan Ewy Asst. Prin. Kyle Sawyer Asst. Prin. Lance Lusk Asst. Prin. Shelia Meggers
Hutchinson Middle School—8 <sup>th</sup> Grade	200 West 14th	615-4800	Mike Self Asst. Prin. David Patterson
Hutchinson Middle School—7 <sup>th</sup> Grade	210 East A	615-4700	Nate Henry Asst. Prin. Ben O’Dell
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<i>Elementary</i>	<i>Location</i>	<i>Phone</i>	<i>Principals</i>
Avenue A	111 South Madison	615-4950	Kayla Wiedeman
Faris Elementary	301 East 10th	615-5000	Beth Redinger
Graber Elementary	1600 North Cleveland	615-5050	Jesse Ediger
Hutchinson Magnet School at Allen	403 West 10th	615-4900	Alma Henry
Lincoln Elementary	315 East Bigger	615-5100	Darla Fisher
McCandless Elementary	700 North Baker	615-5150	Krystal Young Asst. Prin. Dawn Gresham
Morgan Elementary	100 West 27th	615-5200	Bryan Cunningham Asst. Prin. Brad Binns
Wiley Elementary	900 West 21st	615-5250	Lynette Mclean
Reno County Head Start	Various	615-5750	Tamme Buller, Director

# School Hours

## Elementary

<i>School</i>	<i>First Bell</i>	<i>Final Bell</i>
Avenue A School*	8:00 a.m.	3:00 p.m.
Faris Elementary	7:50 a.m.	3:10 p.m.
Graber Elementary	7:50 a.m.	3:10 p.m.
Hutchinson Magnet School at Allen*	8:10 a.m.	3:30 p.m.
Lincoln Elementary	7:50 a.m.	3:10 p.m.
McCandless Elementary*	7:40 a.m.	3:00 p.m.
Morgan Elementary	7:50 a.m.	3:10 p.m.
Wiley Elementary	7:50 a.m.	3:10 p.m.

\*Alternate Start/End times

## Hutchinson Middle School

	Regular	Activity
First Bell	7:55 a.m.	7:55 a.m.
First Hour	8:15 to 9:00 a.m.	8:15 to 8:50 a.m.
Second Hour	9:04 to 9:49 a.m.	8:54 to 9:35 a.m.
Third Hour	9:53 to 10:38 a.m.	9:39 to 10:20 a.m.
Four Hour (includes lunch)	10:42 a.m. to 11:59 p.m.	10:24 to 11:40 a.m.
Fifth Hour	12:03 to 12:48 p.m.	11:44 a.m. to 12:25 p.m.
Sixth Hour	12:52 to 1:37 p.m.	12:29 to 1:10 p.m.
Seventh Hour	1:41 to 2:26 p.m.	1:14 to 1:55 p.m.
Eighth Hour	2:30 to 3:15 p.m.	1:59 to 2:40 p.m.
Activity	None	2:45 to 3:15 p.m.
Passing Time: 4 minutes		

## Hutchinson High School

	Monday, Tuesday, Thursday, Friday	Wednesday
Zero Hour	7:00 to 7:54 a.m.	7:00 to 7:54 a.m.
First Period	8:00 to 9:20 a.m.	8:00 to 8:49 a.m.
Seminar	No Seminar	8:55 to 9:57 a.m.
Second Period	9:26 to 10:46 a.m.	10:03 to 10:52 a.m.
Announcements	10:46 to 10:52 a.m.	
Third Period (includes lunch)	10:58 a.m. to 12:44 p.m.	10:58 a.m. to 12:44 p.m.
Fourth Period	12:50 to 2:04 p.m.	12:50 to 2:04 p.m.
Fifth Period	2:10 to 3:24 p.m.	2:10 to 3:24 p.m.
Passing Time: 6 minutes		

2019-20

AUGUST '19						
S	M	T	W	Th	F	S
				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

SEPTEMBER '19						
S	M	T	W	Th	F	S
						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					

OCTOBER '19						
S	M	T	W	Th	F	S
		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		

NOVEMBER '19						
S	M	T	W	Th	F	S
					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

DECEMBER '19						
S	M	T	W	Th	F	S
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				

JANUARY '20						
S	M	T	W	Th	F	S
			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	

FEBRUARY '20						
S	M	T	W	Th	F	S
						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

MARCH '20						
S	M	T	W	Th	F	S
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				

APRIL '20						
S	M	T	W	Th	F	S
			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		

MAY '20						
S	M	T	W	Th	F	S
					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						

- Aug. 8: PD Day, no school for students
- Aug. 9: PD Day, no school for students
- Aug. 12: PD/Convocation Day, no school for students
- Aug. 13: Teacher Work Day
- Aug. 14: Teacher Work Day
- Aug. 15: Beginning of first trimester
- Aug. 15: First Day of School, PreK to 9
- Aug. 16: First Day of School Grades 10 to 12

- Sept. 2: Labor Day
- Sept. 12: PreK-12, PD, no school for students
- Sept. 13: PreK-12, PD, no school for students
- Sept. 27: PreK-6, PD/Work Day, no school for students

- Oct. 2: PreK-6 Parent-Teacher Conferences after school by individual appointments. Regular school day.
- Oct. 3: PreK-6 Parent-Teacher Conferences by individual appointments. No school for students.
- Oct. 3: HMS and HHS Parent-Teacher Conferences, arena style. No school for students.
- Oct. 4: No school
- Oct. 18: PreK-6, PD/Work Day, no school for students
- Oct. 18: Early release HMS (noon) and HHS (12:30 p.m.)

- Nov. 5-7: HHS First trimester finals
- Nov. 7: End of first trimester
- Nov. 8: PD/Records. No school for students
- Nov. 11: Beginning of second trimester, PreK-12
- Nov. 27 to 29: Thanksgiving Recess, no school

- Dec. 13: PreK-12, PD, no school for students
- Dec. 23 to Jan. 3: Christmas/New Year's Recess, no school

- Jan. 6: School reconvenes
- Jan. 16: HHS and HMS Parent-Teacher Conferences, no school for Grades 7-12
- Jan. 17: No School, HHS and HMS
- Jan. 17: PreK-6, PD/Work Day, no school for students
- Jan. 20: Martin Luther King Day, No School

- Feb. 13: End of second trimester PreK-6
- Feb. 14: PreK-6, No school, PD/Records
- Feb. 17: Beginning of Third Trimester, PreK-6
- Feb. 18-20: Second Trimester Finals/PLC, HHS
- Feb. 19: PreK-6 Parent-Teacher Conferences after school by individual appointments. Regular school day.
- Feb. 20: PreK-6 Parent-Teacher Conferences by individual appointments. No school for students.
- Feb. 20: End of second trimester, Grades 7-12
- Feb. 21: PreK-6, no school
- Feb. 21: HMS and HHS, no school for students, PD/Records for staff
- Feb. 24: Beginning of third trimester, Grades 7-12

- March 6: PreK-6, No school for students
- March 6: Early release HMS (noon) and HHS (12:30 p.m.)
- March 20: PreK-12, PD. No school for students
- March 23 to 27: Spring Break

- April 3: Early release HMS (noon) and HHS (12:30 p.m.)
- April 10: Spring Holiday, no school
- April 23: Early release, HMS only (noon)

- May 1: Early release, HHS only (11 a.m.)
- May 8: Early release, PreK-6
- May 8: Early release HMS (noon) and HHS (12:30 p.m.)
- May 14: Final day for seniors/end of third trimester for seniors
- May 17: HHS graduation
- May 18-20: HHS third trimester finals
- May 20: Last day, PreK-11 students, end of third trimester
- May 21: Staff in-service, no school
- May 22: Staff work day, no school
- May 25: Memorial Day

*Calendar is subject to change based on state laws, funding and negotiations.*

*Approved by Board  
1-14-19*