

Substitute Teacher Handbook

2016-2017

Hutchinson Public Schools
USD #308

Students graduate with the knowledge, skills and behaviors to be college and career ready.

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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.

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
- Affidavit of Continuous Residency
- 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 \$90 dollars per day and \$45 per half day for the 2016-17 school year.

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

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 \$101 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) schools days or more, the substitute will be paid \$130 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 \$10 at the high school and \$5 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 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
- Get 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 a 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 teachers a comprehensive 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

Shelly Kiblinger, Superintendent of Schools.....	615-4009
Administration Center, 1520 North Plum	
Rick Kraus, Assistant Superintendent.....	615-4033
Administration Center, 1520 North Plum	
Lori Blakesley, Director for Fiscal Management and Business Operations.....	615-4040
Administration Center, 1520 North Plum	
Cindy Coopridger, Director of Student Learning.....	615-4051
Administration Center, 1520 North Plum	
Ray Hemman, Public Information Director.....	615-4029
Administration Center, 1520 North Plum	
Randy Norwood, Director of Operations.....	615-5577
815 West 4 th	
Mary Smith, Director of Special Education.....	615-5502
Educational Service Center, 700 East 13 th	
Jennifer Tatro, Director of Nutrition Services.....	615-5579
815 West 4 th	
Bob Williams, Director of Support Services.....	615-5578
815 West 4 th	

School Addresses and Phone Numbers

<i>Secondary School</i>	<i>Location</i>	<i>Phone</i>	<i>Principals</i>
Hutchinson High School	810 East 13th	615-4100	Ronn Roehm Asst. Prin. Ryan Ewy Asst. Prin. Lance Lusk Asst. Prin. Paula Rice
Hutchinson Middle School—8 th Grade	200 West 14th	615-4800	Bruce Hurford Asst. Prin. Mark Thomas
Hutchinson Middle School—7 th Grade	210 East A	615-4700	Jeff Shearon Asst. Prin. Mike Self
<i>Elementary School</i>	<i>Location</i>	<i>Phone</i>	<i>Principals</i>
Avenue A Elementary	111 South Madison	615-4950	Beth Redinger
Faris Elementary	301 East 10th	615-5000	Dan Ackland
Graber Elementary	1600 North Cleveland	615-5050	Kelley Begley McCall
Hutchinson Magnet School at Allen	403 West 10th	615-4900	Bryan Cunningham
Lincoln Elementary	315 East Bigger	615-5100	Darla Fisher
McCandless Elementary	700 North Baker	615-5150	Sherri Hart Asst. Prin. Krystal Young
Morgan Elementary	100 West 27th	615-5200	Kayla Wiedeman
Wiley Elementary	900 West 21st	615-5250	Alberto Carrillo

School Hours

Elementary School

<i>School</i>	<i>First Bell</i>	<i>Final Bell</i>
Avenue A Elementary	7:50 a.m.	3:10 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 p.m.
Morgan Elementary	7:50 a.m.	3:10 p.m.
Wiley Elementary	7:50 a.m.	3:10 p.m.

Hutchinson Middle School

	Regular	Activity
Home Room	8:05 to 8:20 a.m.	8:05 to 8:10 a.m.
First Hour	8:24 to 9:08 a.m.	8:14 to 8:55 a.m.
Second Hour	9:12 to 9:56 a.m.	8:59 to 9:40 a.m.
Third Hour	10 to 10:44 a.m.	9:44 to 10:25 a.m.
Fourth Hour	10:48 a.m. to 12:03 p.m. (includes lunch)	10:29 to 11:10 a.m.
Fifth Hour	12:07 to 12:51 p.m.	11:14 a.m. to 12:26 p.m. (includes lunch)
Sixth Hour	12:55 to 1:39 p.m.	12:30 to 1:11 p.m.
Seventh Hour	1:43 to 2:27 p.m.	1:15 to 1:56 p.m.
Eighth Hour	2:31 to 3:15 p.m.	2 to 2:41 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 to 7:54 a.m.	7 to 7:54 a.m.
First Period	8 to 9:20 a.m.	8 to 8:50 a.m.
Seminar	No Seminar	8:56 to 10:01 a.m.
Second Period	9:26 to 10:46 a.m.	10:07 to 10:56 a.m.
Announcements	10:46 to 10:56 a.m.	
Third Period (includes lunch)	11:02 a.m. to 12:42 p.m.	11:02 a.m. to 12:42 p.m.
Fourth Period	12:48 to 2:03 p.m.	12:48 to 2:03 p.m.
Fifth Period	2:09 to 3:24 p.m.	2:09 to 3:24 p.m.
Passing Time: 6 minutes		

2016-17

August 2016

	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 2016

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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
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October 2016

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November 2016

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December 2016

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Aug. 11: Convocation/PD, no school for students
 Aug. 12: PD Day, no school for students
 Aug. 15: PD Day, no school for students
 Aug. 16: Teacher Work Day, no school for students
 Aug. 17: First Day of classes, Grades PreK-9
 Aug. 18: First day of classes, Grades 10-12

Sept. 5: Labor Day, No School
 Sept. 15: K-12, PD, No School for Students
 Sept. 16: K-12, PD, No School for Students
 Sept. 30: Early Release Day, K-6, PLC
 Oct. 4: HMS-7/8 Parent-Teacher Conferences, 5 to 8 p.m.
 Oct. 5: K-6 Parent-Teacher Conferences, 4 to 6 p.m.
 Oct. 6: K-12 Parent-Teacher Conferences
 Oct. 7: No School, K-12
 Oct. 14: Early Release Day, K-6, PD
 Oct. 28: Early Release Day, K-12, PLC

Nov. 8-10: 1st Trimester Finals/PLC, HHS
 Nov. 11: PD/Records, K-12
 Nov. 23-25: Thanksgiving Recess
 Dec. 2: Early Release Day, K-12, PLC
 Dec. 21-Jan. 3: Christmas-New Year's Recess
 Jan. 4: School Reconvenes, K-12
 Jan. 10: HMS 7/8 Parent-Teacher Conferences, 5-8 p.m.
 Jan. 12: 7-12 Parent-Teacher Conferences
 Jan. 13: Early Release Day, K-6, PLC
 Jan. 13: No School, 7-12
 Jan. 16: Martin Luther King Day, No School
 Jan. 27: Early Release Day, K-6, PD

Feb. 10: Early Release Day, K-12, PLC
 Feb. 17: K-6 No School, PD/Records; end of second trimester K-6
 Feb. 21-23: 2nd Trimester Finals/PLC, HHS
 Feb. 22: K-6 Parent-Teacher Conference, 4-6 p.m.
 Feb. 23: K-6 Parent-Teacher Conferences
 Feb. 24: 7-12, No School, PD/Records; end of second trimester 7-12
 Feb. 24: K-6, No School

March 3: Early Release Day, K-6, PD
 March 17: Early Release Day, K-6, PLC
 March 27 to 31: Spring Break
 April 7: Early Release Day, K-6, PLC
 April 14: Spring Holiday
 April 17: No School for Students, K-12, PD day for staff to score assessments
 April 20: Early Release, HMS only
 April 21: Early Release Day, K-6, PD
 April 28: Early Release Day, HHS only

May 5: Early Release Day, K-6, PLC
 * May 18: Final Day for Seniors
 * May 21: HHS Graduation
 May 22-24: 3rd Trimester Finals/PLC, Grades 9-11
 May 24: Last Day for K-11 Students
 May 25: Staff In Service
 May 26: Staff work day, no school for students

Legend
 PD=Professional Development
 PLC=Professional Learning Communities
Italic: No School for Students
Bold: No School for Students and Staff
Underline: Early Release

January 2017

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February 2017

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March 2017

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April 2017

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30						

May 2017

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28	29	30	31			

- First/lasts student days: /
- K-12 events: +
- Secondary only events: X
- K-6 only event: ★
- K-6 and HHS event: /
- HHS only event: △
- HMS event: →
- District holidays/breaks: ○

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

Approved by the Board March 28, 2016

* Final day for seniors and graduation may be adjusted earlier if Sports Arena not available for graduation