

PRATT USD 382

**SUBSTITUTE TEACHER
HANDBOOK**

2019-2020

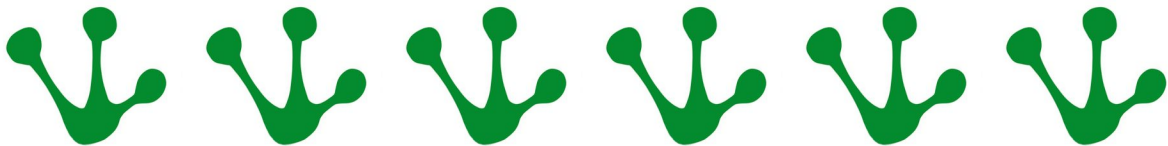


District Mission Statement

Pratt USD 382 will provide a relevant, rigorous education supported by strong relationships for students. Students graduating from Pratt USD 382 will have the foundational skills to obtain a College Degree, Professional Certificate, and/or gainful employment in a field of their choosing.

Pratt USD 382 Staff Information

District Substitute Caller	672-1287	Denise Loganbill
Southwest Elementary 8th & Washington St.	672-4520	Jason May, Principal Kirsten Blankenship, Asst. Principal Laci Brown, Secretary
Liberty Middle School 300 S. Iuka	672-4530	Ryan Creadick, Principal Beth Shelden, Secretary
Pratt High School 400 S. Hamilton Grades 9-12	672-4540	Steve Blankenship, Principal David Swank, Asst. Principal/AD Denise Loganbill, Bookkeeper/Dist. Subs Valle Swafford, Secretary
USD 382 Central Office 401 S. Hamilton Pratt, Kansas 67124 Fax: (620) 672-4509 www.usd382.com Assistant	672-4500	Tony Helfrich, Superintendent David Schmidt, Assistant Superintendent Linda Kumberg, Board Clerk Socorro Acosta, Payroll Clerk Heather Van Slyke, Administrative



Forward

Although the time students spend with a substitute teacher is usually brief, it's critical the substitute teacher ensure time is utilized for quality instruction. Substitute teachers are essential to the excellent educational experiences USD 382 provides our students. Competent substitute teachers are significant to the academic success of our students.

In order to make substitute teaching a pleasant and beneficial experience, there are responsibilities for principals, teachers, substitute teachers, and students. This handbook provides an outline of those responsibilities.

USD 382 staff wants your experiences as a substitute teacher in our district to be

enjoyable. If there is anything we can do to make your substitute teaching experiences more positive or if you have any suggestions, please speak to one of our district administrators.

The Substitute List- Prior to being placed on the district substitute list, applicants must complete the following and submit to Socorro Acosta, Central Office Payroll Clerk:

Substitute Teacher Application Form - Each substitute must complete an application for substitute teaching.

Teaching Certificate - Substitute teachers shall have either a Kansas Teaching Certificate, Kansas Substitute Teaching Certificate, or Kansas Emergency Substitute Certificate recorded at the district office.

Transcripts - Upon applying for an Emergency Substitute Teaching Certificate, you must supply official copies of college transcripts to the state as assurance for the college hours requirement. After the first year, new transcripts are not necessary.

Fingerprint Card - Required by Kansas Law if you are new to the district or if your certificate is out of date.

W-4 Federal & K-4 State Withholding Statements

I-9 Employment Eligibility Verification

Health Certificate- Certification of a negative tuberculosis test must be filed once every three years.

Loyalty Oath- Each substitute must sign a loyalty oath.

Background Check Release & Waiver

Direct Deposit Information Form- Payment is made by direct deposit to the account of the substitute's choice.

Driver's License and Social Security Card- Copies are needed prior to employment.

Principal Meetings - Substitute teachers who are new to Pratt USD 382 must meet with building principals at each building they plan to substitute in before they will be called for assignments. Attendance at the substitute workshop will fulfill this requirement.

Substitute Workshop - Substitute teachers are required to go through specific yearly training, before being placed on the substitute call list. This training is done at the yearly substitute workshop

CALLING THE SUBSTITUTE

It is the teacher's responsibility to notify the district sub caller for an anticipated absence. Either the teacher or the district sub caller will call the substitute teacher. If the absence is planned, the substitute may be contacted far in advance of the teaching assignment. However, there will also be unexpected absences. Substitutes will often be asked to teach the same day in which they are called.

Decisions regarding selection of substitutes vary from building to building. Principals and teachers seeking substitutes are influenced by factors ranging from (but not limited to) subject, grade level, past experience with and availability of the substitute. The building principal makes the final decision regarding substitute teacher selection.

USD #382 does not guarantee days of employment for substitute teachers.

COMPENSATION

1 Period or 1 hour:	\$20.00
2 Periods or 2 hours:	\$34.00
3 Periods or 3 hours:	\$48.00
4 Periods or 4 hours:	\$62.00
5 Periods or 5 hours:	\$76.00
Over 5 periods or 5 hours:	\$100.00

Long-term substitutes (on the 11th consecutive school day in the same **full-time** teaching assignment) will be paid a daily rate based on the regular base salary for those substitutes who hold regular teaching certificates or standard 5-year substitute certificates. If there is a break in service while working as a long-term substitute, the substitute will revert to the above pay scale until another 10 consecutive days have been worked. Long-term substitute rates will not apply to substitutes working in para positions.

Substitute teachers will be paid according to days reported on their substitute time cards. When signing in on the sub time cards, please use **ACTUAL TIME WORKED**, so that you are paid accurately. Payment is made on a monthly basis with dates for the pay period calculated from the 16th of the previous month through the 15th of current month. Checks are electronically transferred to a bank designated by the substitute on the 25th day of each month. Substitutes may want to, and should, keep a personal accounting of days/hours substituted for their own records.

RESPONSIBILITY OF THE SUBSTITUTE

Always report to the building secretary upon arrival.

**The school day for teachers:
7:50 a.m. to 3:50 p.m.**

**The school day for SW students:
8:00 a.m. to 3:30 p.m.**

**The school day for LMS & PHS students:
8:10 a.m. to 3:30 p.m.**

**The school day for Pre-K students:
7:45 to 11:15 a.m. & 12:00 to 3:30 p.m.**

1. Upon arrival in the building, the substitute teacher should always report to the school office secretary. At this time, the substitute will sign in and receive information regarding special activities, as well as any routine information necessary to the assignment.
2. Substitutes who anticipate being called to substitute teach should inform themselves as much as possible about the routine of the buildings in which they desire to work.
3. Professional, comfortable dress is encouraged.
4. The substitute should be prompt in arrival. Generally, a substitute teacher should arrive 15 minutes prior to the start of the school day and leave no earlier than 3:40 p.m. for full day assignments. This will allow preparation time and location of necessary materials, as well as leaving things in order for the teacher.
5. A substitute teacher should endeavor to preserve the normal routine of the class and perform all duties expected of regular teachers. Unless otherwise indicated by the classroom teacher, this is to include grading.
6. The substitute must make whatever reports are required on a daily basis.
7. Report any accidents or disciplinary incidents with students to the principal as soon as possible. If unsure of disciplinary procedures, contact the building administrator.
8. Children who are ill should be sent to the office.
9. School lunches are available to substitutes. Make arrangements for lunch at the elementary schools through the building secretary or through Power School.
10. Use extreme caution in expressing personal opinions about the classroom environment. There is a need for tolerance and respect of others' teaching procedures. Please remember substitutes are often not seeing the normal operation of the class.
11. Substitute teachers should leave the room in good order. All students should have left the room before the teacher leaves for the day.

12. The substitute should always leave a written summary for the classroom teacher. Length of the summary should be relative to the substituting assignment.

13. Substitute teachers must report to the building secretary before leaving the building for the day to complete appropriate check-out procedures.

14. If the substitute is unable to fulfill an assignment, she/he needs to call the district sub caller as soon as possible so another sub can be contacted.

Don't hesitate to ask for assistance from any staff member!

RESPONSIBILITY OF SCHOOL PERSONNEL

Responsibilities of the Office Staff:

1. The substitute should always report to the school secretary. The building secretary will give the substitute any information regarding special activities, as well as any routine information that is necessary.
2. The secretary will direct the substitute teacher to the classroom. Assistance will be provided in locating materials and information for the day's work.
3. Keys will be made available to the substitute, if necessary.

Responsibilities of the Teacher:

1. Lesson plans, information regarding rooms, procedures, schedules, lunch, class rosters, seating charts, extra duties, etc. should always be accessible in/on the teacher's desk.
2. Teacher texts and answer keys should be easily accessible.
3. Teachers should inform paraprofessionals as to their role in the absence of the teacher. This information should also be provided for the substitute.
4. Classroom rules and regulations should be included.
5. The teacher should never criticize or voice dissatisfaction with the substitute in the presence of pupils or the public. The principal should be informed immediately if there were problems.

Responsibilities of the Principal:

1. Require teachers to maintain an emergency substitute plan.
2. Notify the district sub caller regarding employment preferences.
3. The principal (or designee) should visit the classroom when a substitute is present.

4. Communicate behavior expectations clearly to classroom teachers, substitute teachers, and students.
5. Notify the director of curriculum and personnel of recurring concerns regarding any substitute.

USD 382 Bullying Policy

The Board of Education prohibits bullying in any form on school property, in a school vehicle or at a school-sponsored activity or event. Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Staff Training

The faculty and staff of USD 382, including teachers, paraprofessionals, office staff, cafeteria personnel, bus drivers and custodial staff will receive training on bullying, prevention of bullying, and means of intervention, including how it relates to the district's discipline policies and how to make appropriate referrals. Training needs will be assessed and staff development will be provided.

Student Training

The student body of USD 382 will receive age-appropriate training on bullying. Each school will provide consistent messages to students not only on bullying, harassment and intimidation, but also on character education and the fostering of a positive educational environment for all learners.

Policy Dissemination

A summary of this policy and related materials shall be available in each district facility and on the district's website. The policy shall also be published in student and employee handbooks. Parents shall also be provided with copies of this policy.

TIPS FOR THE SUBSTITUTE TEACHER

Before Class Preparation:

Write your name in bold letters on the chalkboard.

Write an agenda for the day.

Take time to review the lesson plans and highlight key points. ALWAYS follow the teacher's lesson plans. If the material is unfamiliar or confusing, please ask another teacher for assistance so you don't appear unprepared in front of the class.

Make sure you know procedures for lunch, bathroom breaks, cell phone use, etc.
Organize the desk for your day.

First Five Minutes:

Greet students at the outside or classroom door, depending on the school procedures. Try and say hello to each student and ask questions while they are getting ready for class.

Make contact with one of the first or second students in the room because they will often give you good information about what the class is like or common tricks the class plays on the substitute.

Walk around the class as students settle into their seats.

Stand at the front of the class when all students are at their desk. Establish your presence in the room. Open class with roll and a review of plans for the class/day. Humor, when used appropriately and at the right time, can establish a positive climate and reduce the tension.

During Class:

Be professional. You are an employee of USD 382 so what you say or do is a reflection on our district. Be careful with any language or references to students that is offensive. Sometimes we forget there are ears everywhere.

Establish an appropriate noise level for the classroom. Make it yours and let them know your expectations.

Constantly be aware of what's going on everywhere in the room. Have your eyes on one area and ears on another. Pay close attention to the length of time students are out of the room on bathroom breaks, etc.

If you don't know the answer, ask the students "What do you think?" or tell them "We will look for this together." Other students in the class who have a good grasp of the concept may be called on to help. This shows respect for their knowledge and encourages cooperation among the students.

If someone is causing trouble, pull up a chair next to him or her and talk with him/her confidentially, in a soft voice, without anger. Never mind that the class wants to hear every word. Ask personal questions, such as "How long have you been in this school? Were you born here? Do you have brothers and sisters? Are you okay? Try to establish a rapport with the student.

Sometimes, giving the student a responsibility like picking up the assignments or handing out an assignment will show the student you have trust in him/her. He/she will then make an effort to support your leadership.

You may allow the “three strikes, you’re out” policy by putting their names on the board or notepad and placing checks by each name for the offense. The third strike is a trip to the office.

Avoid power struggles; if you cannot get the student to respond to your requests or consequences, quietly send the student to the office or, if possible, escort him/her.

Make sure you have some fun extra things students can do when, and only when, they complete their assignments. Crossword puzzles, Suduko, and popular magazines work well with secondary students. Dot-to-dots, word finds, and mazes appeal to elementary students.

End of Class and/or Day:

Leave a note for the teacher at the end of the day to report activities: who struggled with an assignment, who excelled, who caused problems. Be sure and include positives, as well as the negatives.

Make sure the room is in order before you leave. Label stacks of paper and any late assignments that you received.

CERTIFICATION REQUIREMENTS

Kansas Teaching Certificate

- Unlimited days of employment
- 125 days limit per year in the same assignment

Five-Year Substitute Certificate

Requirements:

Previously held a valid Kansas Teaching Certificate

OR

Previously held a Kansas Substitute Teaching Certificate and completed 5 hours of college credit or has 100 recent inservice education points

OR

Holds a B.A. degree and has completed a state-approved teacher education program

Other:

Limited to 90 days per year in the same assignment.

Renewal of Five-Year Substitute Certificate

Five college hours of credit or 100 inservice education points since issuance of prior substitute certificate within six years

Prior to application for renewal (five years for inservice points). College hours may be

community college credit with prior approval from a district administrator.

Emergency Substitute License

Requirements:

Minimum of 60 college hours of credit

Other:

- Limited to 60 total days per semester
- B.A. holders limited to 30 days per year in the same assignment
- Non-B.A. holders limited to 15 days per year in the same assignment

All Forms Available at the District Office

USD 382 Employee Acceptable Use Of Computers, Networks, Internet, Electronic Mail, And Other Online Services

1. **Services.** The school district encourages employees to learn to use computers, networks, Internet, e-mail, and other online services and apply these tools in appropriate ways to the performance of tasks associated with their positions and assignments.
2. **Appropriate Use.** Employees shall communicate with telecommunication tools in a professional manner consistent with state laws and district policies governing the behavior of school employees and with federal laws governing copyright. For compliance with electronic discovery rules, employees are encouraged to use district e-mail, rather than personal e-mail accounts, to conduct district business. E-mail and telecommunications shall not be improperly utilized to disclose confidential information about district employees or to disclose information from student education records in violation of the Family Educational Rights and Privacy Act (FERPA), as amended, and its interpretive regulations, 34 C.F.R. § 99.1, et seq. This shall not apply to the student information system program or other district administrative software that is to be used by authorized employees in a manner that complies with FERPA and its interpretive regulations.

It is the responsibility of all District employees and/or persons with access to district data (including contractors and volunteers) to maintain the highest level of security to prevent data stored on portable devices from being accessed by unauthorized individuals. Portable devices include, but are not limited to, laptop computers, jump drives, and external hard drives.

3. **Social Media.** Social Media are works of user-created video, audio, text or multimedia that are published and shared in an electronic environment, such as a blog, wiki, instant messaging, texting, email, or video hosting site. While Social Media presents opportunities to engage Pratt Public Schools' employees, students, and community in conversation to improve people's lives by personalizing their educational experience, it is important to do so in a safe, productive, school related

and appropriate manner.

Following district guidelines will ensure that your actions reflect our core values of integrity, teamwork, innovation, excellence, and leadership while exhibiting a level of professionalism that our community expects and deserves.

When online, you are speaking in your personal capacity unless you have prior authorization from your principal or superintendent to speak for the District, or you hold a position such as a Communications Officer who is pre-approved to speak for the District. At the same time, staff members are always authority figures to students in the district and are held to a high standard.

Relationships with students --whether in person or via social media -- should always be of a professional nature. Pratt Public Schools reserve the right to restrict and monitor an employee's use of social media during any work hours. Staff members should try not to text or use personal cell phones during school hours, particularly in front of students. However, administration acknowledges there may be reasons and times that are appropriate for this. It is important to model behavior for students, as we are held to a higher standard as education professionals. This is also true for posting information on any social media site during school hours.

Any clubs, organizations or classes in the Pratt Public Schools district must complete a request form to receive district level approval prior to making any Twitter, Facebook, Myspace or other Social Media accounts. If an account already exists, that club, organization, or class, must still complete the request form for district approval. All accounts of this nature will be reviewed regularly, and the technology department of Pratt Public Schools must have full access to the account including all log-ins and passwords. Only staff who completed the request form for any approved site should update the site (aside from the technology department as needed). No students should have access as an administrator or have the log-in or password.

4. **Public Communication.** Communication over networks should not be considered private. Messages may be diverted accidentally to another destination. The district network administrator(s) from time to time may review directories, files, or e-mail to ascertain compliance with network guidelines for acceptable use and/or appropriate personnel action. In addition, e-mail and other electronic files may be reviewed for other purposes, such as litigation and open records requests. The network administrator(s) may delete files that are not kept to a manageable storage level or are deemed inappropriate.
5. **Student Access.** Regardless of any "technology protection measure" implemented by the District as may be required by the Children's Internet Protection Act, teachers, administrators, and others who make decisions regarding student access to the Internet shall, in making such decisions, at all times consider the district's stated educational mission and the student acceptable use policy. To the extent possible, students' use of the Internet shall be structured in ways that point students to those resources that have been evaluated prior to use. District professional staff shall supervise students utilizing district-provided Internet access. Students shall not be allowed to utilize electronic communications unless a signed consent is on

file. A family's right to decide whether or not to sign the Student Access Contract for their student shall be supported and respected. Permission is not transferable from one student to another and may not be shared.

6. **Violations.** Employees who violate this policy will be subject to appropriate disciplinary action, up to and including termination.
7. **Inappropriate Use.** The following uses of school-provided access to computers, networks, Internet, e-mail, and other online services are not permitted on the part of district employees:
 - a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
 - b. Transmitting obscene, abusive, sexually explicit, or threatening language;
 - c. Violating any local, state, or federal statute;
 - d. Accessing another employee's materials, information, or files without permission from the employee or the appropriate network administrator or principal;
 - e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission, specifically including, but not limited to the unlawful downloading of music, movies, computer software, or pictures;
 - f. Using others passwords and allowing students or third parties who are not employed by the district to use staff members' passwords;
 - g. Vandalizing, which is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
 - h. Intentionally wasting limited resources, including, but not limited to, storage of excessive amounts of personal e-mails, movies, music, and picture files on district computers or servers;
 - i. Using the district's network or computers for commercial purposes, including, but not limited to, selling items and maintenance of a personal or business website;
 - j. Harassing, bullying, insulting, or attacking others;
 - k. Accessing or transmitting e-mail or other electronic files containing

inappropriate and/or offensive material that is aimed at members of any protected class (examples would include jokes targeted at person(s) based upon gender, race, ethnicity, disability, etc.);

- l. Gaining unauthorized access to resources or entities;
 - m. Invading the privacy of individuals;
 - n. Failing to follow district policies while using computers or failing to follow any other policies or guidelines established by district administration or the user's supervisor and failure to follow instructions of supervisors;
 - o. Seeking to gain or gaining unauthorized access to information resources or other computing devices;
 - p. Using district resources to create or access personal e-mail accounts to conduct district business or to engage in conduct that would violate any district policy.
8. **Security.** Users are responsible for maintaining a safe, secure environment:
- a. Users will keep passwords secure; and
 - b. Users will change passwords when directed by the network administrator.
9. **Security Risk.** Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
10. Copyright law shall be respected for all Internet and online services.
11. **Disclaimer.** The district makes no warranties of any kind, whether express or implied, for the access it is providing, nor will it be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system. The district is not liable for any commercial transactions conducted through its system.
12. **Statements of Personal Belief.** Any statement of personal belief found on computers, networks, the Internet, e-mail, other on-line services, or any other telecommunication system shall be implicitly understood to be representative of the author's individual point of view, and not that of USD 382, its administrators, teachers, staff, or the participating school. No representations to the contrary shall be published without written approval from the designated district-level

administrator(s). Principals, district-level administrators, or their designees may review all content in any Internet or on-line accounts paid for, in whole or in part, by the district or any school, without notice of any kind.

13. **Employee Access Contract.** All employees who are assigned laptop computers will be required to complete the Staff Laptop Checkout form.
14. **District Technology Plan.** The Administrative Implemental Procedures contained in this policy shall be consistent with the District Technology Plan adopted by the Board of Education.

USD 382 Employee Access Contract

(Signature Required)

An Employee Access Contract must be on file in order for the employee to have access to district computers, networks, the Internet and Intranet, electronic mail, and employee data systems through the district's internal and external accounts.

I have read and understand the Acceptable Use of Computers, Networks, Internet, Electronic Mail and Other Online Services – Employees policy and the underlying Administrative Implemental Procedures. I further acknowledge that my use of computers, networks, Internet, e-mail, and other online services provided by Unified School District 382 are subject to and shall be conducted in compliance with Board Policy and the Administrative Implemental Procedures adopted there under.

I hereby waive any right to privacy in all electronic communication messages and consent to the monitoring, access, and disclosure of electronic communication messages by authorized Unified School District 382 employees. I further understand that my use of district computers, networks, Internet, Intranet, electronic mail, employee data systems, and other online services are subject to monitoring to ensure appropriate use of such systems and compliance with Board Policy.

Employee Name (Printed)

Employee Signature

Date

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