



**USD 262**  
**Valley Center Schools**  
**2022-2023**

**Substitute Teacher Handbook**

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## **The USD 262 Vision Statement:**

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

## **The USD 262 Mission Statement:**

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

## GENERAL INFORMATION

**ALL SUBSTITUTE TEACHERS MUST HOLD A CURRENT KANSAS TEACHING LICENSE.**

### **Types of Licenses Available:**

**PROFESSIONAL TEACHING LICENSE:** Valid for a five-year period.

Anyone who holds a current Kansas Professional Teaching License can substitute teach.

**STANDARD SUBSTITUTE LICENSE:** Valid for a five-year period.

To earn a Standard Substitute License you must have previously held a Kansas Professional Teaching License or;

You must have earned a baccalaureate degree and must have completed a teacher preparation program from an accredited teacher education institution.

### **EMERGENCY SUBSTITUTE LICENSE:**

The first Emergency Substitute License is valid for the current school year. Each renewal of an Emergency Substitute License is valid for two years.

To earn an Emergency Substitute license you must have completed 60 credit hours from a regionally accredited college or university.

### **TEMPORARY EMERGENCY AUTHORIZED LICENSE (TEAL):**

Anyone with a high-school diploma and who completes the required training may be granted this temporary license.

### **SUBSTITUTE EMPLOYEE ELIGIBILITY:**

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

- Employment Application (online only)
- Valid Substitute Teaching License
- Release of Information & Authorization Form (background check)
- Form I9 Employment Eligibility Verification (with supporting documentation)
- K4
- W4
- Equal Opportunity Affirmative Action Data
- State of Kansas Employee's Oath
- USD 262 Employee Information

- Certification of Health (with TB test) for School Personnel
- Direct Deposit Form (optional)

The following items must be completed online after meeting with Human Resources:

- Substitute Waiver
- Acceptable Use Policy (district internet access)
- Bloodborne Pathogens, Harassment/Bullying, and FERPA Assessments

### **ASSIGNING SUBSTITUTES:**

The name, telephone number and email address of each substitute teacher is placed on the official substitute lists in Red RoverRed Rover, the district's online substitute management system.

Substitute opportunities are only filled with persons registered in Red RoverRed Rover. Teachers are *not* authorized to call a substitute. Do not accept a position outside of Red RoverRed Roverunless it comes from the Principal or their designee.

Substitutes will be notified through the Red Rover system or they may access Red Rover online to check for available jobs. Due to regulations placed on all Kansas schools, Red Rover notifies substitutes in order of license type:

- Substitutes with a Professional/Initial Teaching License will be contacted first (or have the most visibility to available jobs on the website);
- Substitutes with Standard Substitute Licenses will be contacted next;
- Finally, substitutes with Emergency Substitute Licenses will be contacted

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 with any license type may be contacted by a building principal (or designee) on a very short notice.

### **SALARY FOR SUBSTITUTE SERVICE:**

Substitutes will receive \$125.00 dollars per day and \$62.50 per half day for the 2022-2023 school year.

Substitutes' payroll checks are available on the 10<sup>th</sup> and 25<sup>th</sup> day of each month. If one of these days of the months falls on a weekend or holiday, the checks are available on the first school day preceding the pay date. Time cards from the 1<sup>st</sup> day of the month through the 15<sup>th</sup> are paid on the 25<sup>th</sup>, and time cards for the 16<sup>th</sup> through the last day of a month are paid on the 10<sup>th</sup> of the next month.

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

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

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

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

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

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

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

### **TERMINATION OF SUBSTITUTE SERVICE:**

When a substitute teacher finds it necessary to terminate his/her service with Valley Center Public Schools, please contact the Human Resources Department at the District Office, 316.755.7000.

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

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

## USD 262 ADMINISTRATIVE POLICIES

### **UNACCEPTABLE CONDUCT:**

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

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

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

### **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 infringe upon the privacy rights of students and personnel, can result in removal from the substitute teacher roster.

### **SEXUAL HARASSMENT:**

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

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

### **DRESS CODE:**

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

### **ADDRESS/PHONE CHANGES:**

Change of address or telephone numbers *must* be reported promptly to the Human Resources Department, 143 S. Meridian Avenue, Valley Center, KS 67147; or you may call or email Carla Clark, HR Administrative Assistant, with these changes at 316.755.7000 or [carla.clark@usd262.net](mailto:carla.clark@usd262.net).

### **HEALTH CERTIFICATES:**

All USD 262 employees, including substitutes, must provide a Certification of Health signed by a licensed physician, registered physician's assistant or advanced registered nurse practitioner on a form prescribed by



the Kansas State Department of Health that is less than one (1) year old. 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. If at any time there is reasonable cause to believe that any employee is suffering from an illness detrimental to the health of students, a new certificate of health may be required.

## **SUBSTITUTE AS AN EMPLOYEE**

### **REPORTING FOR ASSIGNMENT:**

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

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

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

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

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

### **DUTIES AND RESPONSIBILITIES:**

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

- Teach to the best of your ability, under the supervision of the principal. This involves the use of lesson plans prepared by the teacher. Familiarize yourself with the content of courses to be taught.
- If the teaching period extends beyond that for which plans have been prepared, substitute teachers will make their plans with the aid of the principal.
- Perform any additional duties which have been assigned to the teacher whose positions you are filling unless other arrangements have been made by the principal. These duties may include playground supervision, lunch supervision, hall duty, and other responsibilities.
- Practice and maintain good housekeeping routines in all classes.
- Written work completed by students should be handled according to the teacher's substitute instructions and left for the teacher in an organized manner.

- Leave the classroom and desk in good order.
- Maintain control of the classroom.
- Discipline in accordance with the policy of the school handbook.
- Comply with all Board of Education policies, specifically the stated policies that include time of arrival, remaining after school, preparing required records and reporting accidents to the office.
- Practice professional ethics in all relationships with students, parents, teachers and community leaders.
- If a substitute is concerned about any practice at the school, the substitute should talk to the building principal.

***ACCEPTABLE FOR A SUBSTITUTE:***

- Be on time.
- Ask about extra duties.
- Be well groomed.
- Be interested and enthusiastic.
- Introduce yourself to the class and write your name on the board.
- Be self-confident as you go into the classroom.
- Learn as many of the student's names as possible.
- Communicate with the teacher, when possible, especially if the assignment is for an extended time.
- Follow the teacher's plans as much as possible.
- Be professional and ethical at all times.
- Remember that all students' personal records are confidential.
- Follow instructions in the teacher's sub plans and any additional instructions from the principal (or designee).
- See that room equipment and records are left in order.

***NOT ACCEPTABLE:***

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

## **RESPONSIBILITIES OF THE PRINCIPAL (or Designee)**

The principal will explain the school policies regarding the following:

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

The principal will arrange to provide additional assistance when needed.

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

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

## **RESPONSIBILITIES OF THE CLASSROOM TEACHER**

Instruct students regarding attitudes, behavior and class procedure in the event of a substitute teacher.

Have available a class schedule indicating lunch periods, time schedules, and procedures for library, restroom use and fire drills.

Have prepared concise lesson plans, including general suggestions covering the classroom instruction.

Make available any materials which may help the substitute teacher.

Inform the substitute teacher about any 504 plans, or IEP's to be followed and any unusual sickness or other habits or special needs which students may have.

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

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

## RESOURCES AND SERVICES

### **Instructional Services:**

Substitute teachers will have access to the following resources when planning their substitute teaching program, especially in the case of a long-term substitute: school psychologist(s), school nurse(s), and school counselor(s).

### **Orientation to the System:**

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

## PERSONNEL REFERENCE INDEX

Dr. Cory Gibson	Superintendent of Schools	316.755.7000
Dr. Mike Bonner	Assistant Superintendent of Schools	316.755.7000
Adelyn Soellner	Executive Director of Academic Affairs	316.755.7000
Nathanael Norman	Director of Ark Valley Cooperative	316.755.7000
Brianna Deas	Academic Support Coordinator	316.755.7000
Sara Haden	Administrative Assistant/BOE Clerk	316.755.7000
Carla Clark	Human Resources Administrative Assistant	316.755.7000
Desirae Tyler	District Office Administrative Assistant	316.755.7000
Susan Harris	Director of Finances	316.755.7000
Molly Rainey	Director of Food Services	316.766.7000
Debbie O'Rear	Payroll Clerk	316.755.7000
Josh Huffman	Director of Technology	316.755.7010
Jerri Truman	IT Help Desk Technician	316.755.7010
Mark Marshall	Director of Transportation	316.755.7112

## SCHOOL BUILDINGS OFFICE HOURS

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

## INCLEMENT WEATHER

School closing announcement for inclement weather will be made by 6:00 AM.

Please check the USD 262 Twitter and Facebook pages.

Information will also be made available to local media outlets.

## SCHOOL ADDRESSES, PHONE NUMBERS, ADMINISTRATION & SECRETARIES

<i>School</i>	<i>Location</i>	<i>Phone</i>	<i>Personnel</i>
Valley Center High School (9-12 Grades)	9600 N. Meridian	316.755.7070	Principal: Bruce Lolling Assistant Principal/AD: Chris Asmussen Assistant Principal: Kent Hipp Assistant Principal: Melissa Seacat Post-Secondary Preparation: Kristen Allen Secretary: Emily Nash
Valley Center Middle School (6-7-8 Grades)	800 N. Meridian	316.755.7060	Principal: Chad Cramer Assistant Principal: Cody Lee Assistant Principal/AD: Kyrie Edwards Secretary: Sabrina Alley
Valley Center Intermediate (4-5 Grades)	737 N. Meridian	316.755.7050	Principal: Lauren Frederic Secretary: Tammy Johnson
Wheatland Elementary (K-3)	800 Meadow	316.655.7040	Principal: Rachel McClaran Secretary: Amber Robinson
West Elementary (K-3)	501 N. Sheridan	316.755.7030	Principal: Mark Hoy Secretary: Tiffany Moses
Abilene Elementary (PRK-3)	522 N. Abilene	316.755.7020	Principal: Nick Grummert Secretary: Diane Truman
Valley Center Learning Center & Adult Diploma Completion Center	426 S. Meridian	316.755.7060	Lead Instructor: Jeff Tracy

\*Please note that Substitutes are not able to remove themselves from a sub job in Red Rover.

If you need to cancel, please call and/or email Carla Clark, HR Administrative Assistant as soon as possible. She will remove you and the system will call out again.

However, if it within a day or so of the job, please try to let the secretary of the building (that you were to sub at) know as well. Their emails are all [firstname.lastname@usd262.net](mailto:firstname.lastname@usd262.net)

## SCHOOL HOURS/SCHEDULES

### **Valley Center Elementary Schools: Abilene – West – Wheatland**

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

### **Valley Center Intermediate School**

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

### **Valley Center Middle School**

Advisory – 7:40-8:01  
1<sup>st</sup> Hour – 8:04 - 8:54  
2<sup>nd</sup> Hour – 8:57 - 9:47  
3<sup>rd</sup> Hour – 9:50 - 10:40  
4<sup>th</sup> Hour – 10:43 – 11:33  
5<sup>th</sup> Hour – 11:33 - 1:04

1<sup>st</sup> Lunch – 11:33 – 12:03  
2<sup>nd</sup> Lunch – 12:03 - 12:33  
3<sup>rd</sup> Lunch – 12:33 – 1:03

6<sup>th</sup> Hour – 1:07 – 1:57  
7<sup>th</sup> Hour – 2:00 - 2:50

### **Valley Center High School**

Advisory 7:40 – 8:09  
Period 1 8:13 – 9:02  
Period 2 9:06 – 9:55  
Period 3. 9:59 – 10:48  
Period 4 10:52 – 11:41  
Period 5 11:45 – 1:09  
**Lunch 1st 11:41-12:16**  
**2nd 12:34-1:09**  
Period 6 1:13 – 2:02  
Period 7 2:06 – 2:55





