

HUGOTON USD 210 SCHOOLS

Substitute Handbook

2023 - 2024



“Home of the Eagles”

Hugoton Public Schools

Central Office : (620)544-4397

ECDC : (620)544-4334

Elementary : (620)544-4376

Middle School : (620)544-4341

High School : (620)544-4311

Building Information

Hugoton ECDC & Elementary

(620)544-4334 & (620)544-4376

Tiffany Boxum -- Preschool - 2nd Principal

Sarah Trujillo -- Counselor

Sonia Macias -- Substitute Coordinator

Sonia Watkins -- 3rd - 6th Intermediate Principal

Susan Ellsaesser -- Counselor

Linda Gooch -- Substitute Coordinator

Hugoton Middle School

(620)544-4341

Tina Salmans -- Principal

Nicole Gold -- Counselor

Lupe Shopteese -- Substitute Coordinator

Hugoton High School

(620)544-4311

Melody Witt -- Principal

C.J. Korf -- Assistant Principal/AD

Beth Settlemeier -- Counselor

Hannah Craig -- Substitute Coordinator

To be placed in substitute folders:

One important principle as an employee or substitute in our building is confidentiality. It is imperative that information you gain in this building to help children with special needs stay in this building.

There will be no tolerance for individuals who do not uphold this principle.

USD 210 MISSION STATEMENT

Hugoton Schools will ensure academic achievement for all students. This will be achieved through:

- Relevant Educational Opportunities
 - Rigorous Coursework
- An Environment Built Around Caring Relationships

DAILY PROCEDURES AND EXPECTATIONS OF SUBSTITUTES

Arrival & Checkout (unless otherwise told): School day STARTS at 8:00 AM. If you need to cancel a job please let the building Sub Coordinator know before 7:00 AM of the day you are in for.

Always check in at the school office and pick up keys, sub binder, etc. that may be needed. **You are required to clock in and out using the scanner computer system in each building by your 10 digit phone number and passcode.** This does not affect the hours you will be paid for, rather tracks hours for the Affordable Care Act reporting. You will receive an invitation from Frontline once you have completed all of your onboarding paperwork. You will need to set up your account. Please write down your user name and password as the district is unable to reset this for you. Once you have completed your sign up in Frontline you will be able to login to view your time. If you happen to miss a punch please notify the sub coordinator in the building or you can email ginny.muncy@usd210.org. We ask that by the 5th and 20th of the month you review and submit your timesheet.

ECDC/Elementary - arrive at school by 7:45 am for all-day duty only; arrive at school by 12:00 noon for afternoon duty only. Check out time is 3:45pm unless otherwise agreed upon by building principals. Always check out of the office before you leave. If you have special notes to make to the teacher or the office, please do so before leaving. If the matter deals with discipline or behavior of a student/s, inform the principal as soon as possible.

Middle School/High School - arrive at school by 7:45 am for all-day duty or morning duty only; arrive at 12:10 pm for afternoon duty. Check out time is 3:45pm unless otherwise agreed upon by building principals. Middle School/High School teachers have a plan period. Please check in with your building Sub Coordinator (Lupe Shopteese--MS/Hannah Craig--HS) to see if you are needed during a planning period, please **do not** plan on using this as a free time. Always check out of the office before you leave. If you have special notes to make to the teacher or the office, please do so before leaving. If the matter deals with discipline or behavior of a student/s, inform the principal as soon as possible.

Parking MS/HS: Substitutes may park in the front of the cafeteria in the North parking lot and enter through the front doors. If you are subbing in the IA Building you are welcome to park in front of the building in the teacher designated parking spots. Please still check in with the front office.

Keys/Substitute Paperwork/Electronics: Keys, paperwork, & electronics need to be picked up from the respective office when you arrive. **Keys are not to be given to the students.** Please be responsible with the school keys and electronics and turn in at the end of the day when you clock out. **Make sure you have logged out of all personal accounts on any school electronic.** Report lost keys to the office immediately.

Injury and Accident Reporting Procedures:

1. Notify the office immediately by intercom/phone when a student has been injured. **DO NOT** leave the class unattended.
2. The office will be responsible to see that proper medical attention is obtained.
3. The substitute must fill out an accident report before leaving the building.

Dress Code: Professional dress is required for school personnel, including subs. Clothing should not cause distractions or invite negative comments from students, parents, or other school personnel. Tight fitting clothing is not recommended, regardless of gender or age. More casual attire is acceptable for **PE/Weights/Shop** classes. Common sense dictates reasonableness.

Student Intern: If a student is interning in a teacher's class, that student is **not** to be left alone as a supervisor.

High School Seminar: Seminar period is designed to provide students with an adult advisor for 4 years who will assist the student in weekly grade checks on Mondays in all of their courses & assist students with school wide initiatives which may take place during seminar. Students are expected to keep themselves occupied with a book or homework. They are not to travel to other seminars unless requested by teacher. No email = No travel. There is no travel on Wednesdays! Wednesday is IPS day.

Students Leaving Building: Students are not to leave the building to check their vehicles at any time unless approved by the front office.

Cell Phone Policy: In all buildings please be present in the classroom and not on your cell phone. You are here to supervise and teach the students. **Middle School** is a no cell phone zone for students. **High School** allows students to carry their cell phones. In

general cell phones are to be left in their pocket or book bag. Please follow your teacher's sub notes as some classes will allow use of their cell phones.

Pay - \$105 per day or \$52.50 half day

Pay day is the 1st and the 15th of every month. If the 1st falls on a weekend, you will be paid the following working day of the next month. If the 15th falls on a weekend, you will be paid the Friday before.

Example: If you start work September 1st to the 15th, you will receive your first paycheck on October 1st.

Professional Development Days

Professional development days will be offered to you as a substitute teacher for USD 210. Please note the following days:

Aug 15, 2023

Feb 2, 2023

Apr 11, 2023

*These days are not required but highly recommended that you attend.

List of Key Ideas

1. Introduce yourself and show that you know what you're doing.
2. Take attendance within the first 5 minutes of class.
3. Give clear instructions without being apologetic about the regular teacher being absent.
4. Be confident and relate an attitude that is positive.
5. Take notes for the teacher after each class period so that nothing is forgotten.
6. Study the lesson plans before the class begins and take note of any materials needed, especially if machines are involved.
7. Be alert. Know what is going on. Do not sit at your desk and be occupied with other matters. Move around the classroom.
8. Proximity is very important. If a student is misbehaving, visiting with other students, not working, move to the side of the student.
9. Overlook the small things which are unintentional, but don't let them snowball.

10. Know the line that you will not allow a student to cross and inform the students as well.
11. Respect the feelings of students and be encouraging at all times.
12. Keep your sense of humor.
13. Be consistent. Be Fair. NEVER argue with a student.
14. Remember to follow the rules of **CONFIDENTIALITY** when working with USD 210 students. You will more than likely be given information on students that are not to be repeated outside your work day. All questions and/or concerns need to be taken to the building principal.

We are ready to have a great year!



**USD 210 thanks you for your dedication and
service to our district!**