

2023-2024

USD 405 – LYONS



**SUBSTITUTE TEACHER
HANDBOOK**

BOE approved April 10, 2023

BOE approved increase in
wages July 10, 2023

USD 405 – LYONS

SCHOOL DIRECTORY

FRISBIE EDUCATION CENTER **(DISTRICT OFFICE)**

800 S. Workman/620-257-5196

BILL DAY - Superintendent
JESSICA GOFORTH – Clerk
CHERYL DAVIS– Deputy Clerk
SYDNEY KOLLHOFF - Payroll/Treasurer
DONA STRUBHAR – Accounts Payable

RICE COUNTY SPECIAL SERVICES COOP **(RCSSC)**

800 S. Workman/620-257-5196

KATIE HERRMAN - Director
GREG KONDA – Coordinator
CHERYL DAVIS – Deputy Data Clerk

LYONS HIGH SCHOOL

601 E. American Road/620-257-5114

DEREK CARLSON – Principal
JEFF FUSS – Asst. Principal/Athletic Director
LESLIE ROBL – Secretary
LYNETTE FERGUSON – Secretary

LYONS MIDDLE SCHOOL

501 E. American Road/620-257-3961

B J SMITH – Principal
STEPHANIE GEEVES– Secretary
BRIDGET STARBUCK – Secretary

CENTRAL ELEMENTARY

501 W. Lincoln/620-257-5612

TERRI GLASS – Principal
ANGELA MURPHY – Secretary

PARK ELEMENTARY

121 S. Workman/620-257-5624

KRISTIN BORROWMAN – Principal
LAURA RHODES– Secretary

GENERAL INFORMATION

SUBSTITUTE TEACHER PAY

Prior to being paid, substitute teachers must complete and return to the payroll clerk all requested information (detailed in Application Process).

Substitute teachers are paid at the rate of **\$127.00 per day**.

Substitute teachers are employed for a minimum of 1/3 day. When a substitute teaches for less than a full day, contracted time will be calculated to 1/3, 2/3 or full. Substitutes with duties less than a full day must report no more than 15 minutes prior to assuming their duties. Substitutes may remain at school no more than 15 minutes after school is dismissed and must check out at the principal's office.

1/3 day	2.50 hours	\$42.00
2/3 day	5.00 hours	\$84.00
Full	7.50 hours	\$127.00
Secretarial	Hourly	\$11.88
Food Service	Hourly	\$12.20

SCHEDULING SUBSTITUTE TEACHERS

When it is necessary for a regular teacher to be absent from school, it's the responsibility of that teacher to notify the principal or designee as soon as possible and no later than 6:45 a.m. on the day the absence is to occur. Substitute teachers will be assigned by school principals or their designees. Teachers desiring to plan in advance may obtain their sub's name from the principal.

SUBSTITUTE CHECK-IN LIST

Substitutes are to report to the principal's office upon arrival. They are to sign the Substitute Check-In List. (A sample is included in this booklet.) Record the following information: Date, Name, Teacher, and Time In. At the end of the day, the substitute teacher is to sign out on the Check-In List. This is very important because this is what is used for payroll.

EMPLOYMENT PROCEDURES

APPLICATION PROCESS

Persons wishing to serve as a substitute teacher for USD 405 – Lyons need to complete and return the following information to the Frisbie Education Center.

- Complete Substitute Teacher Application online
- Submit copy of current Kansas teacher or substitute teacher license
- W-4 Federal tax withholding form
- K-4 State tax withholding form
- Employment eligibility verification form (Federal I-9 form including 2 forms of ID)
- Signed loyalty oath
- 403(b) Plan Enrollment Form

An application form for substitute teaching is available online at: www.usd405.com/ Employment

SUBSTITUTE TEACHER DIRECTORY

The "substitute teacher" directory lists all approved substitute teachers, their telephone numbers, and will specify the range of grade levels and/or content areas the substitute teacher and administration decide are appropriate. It is on file in the school offices and at the Frisbie Education Center. It is the substitute teacher's responsibility to keep the Frisbie Education Center informed of any changes in this directory information.

MISSION STATEMENT

USD 405 will be accountable for providing a balanced quality education in a positive environment where each student will develop into a self-reliant, life-long learner, with the ability to meet society's challenges.



USD 405 DISTRICT OUTCOMES

APPRECIATION OF SELF AND FAMILY: The school will provide opportunities for each student to demonstrate positive self-esteem, independent learning skills, integrity, self-discipline, a desire to learn, a healthy attitude toward change, and a willingness to take on difficult challenges.

ACQUISITION OF SKILLS FOR LIFE AND WORK: The school will provide opportunities for each student to acquire a core of knowledge necessary for success in: a changing world, higher level thinking, problem solving, and decision making.

APPRECIATION OF LIFE: The school will provide opportunities for each student to recognize the potential of improving the quality of life through the following areas: physical health, mental health, the arts, the humanities, technology studies, and the natural world.

APPRECIATION OF OTHERS: The school will provide opportunities for each student to exhibit: patriotism, citizenship, respect for authority, and service to others.

SCHOOL HOURS

LYONS HIGH SCHOOL (9th – 12th Grades)

8:00 a.m. – 3:10 p.m. M-Th

9:00 a.m. – 3:10 p.m. Friday

LYONS MIDDLE SCHOOL (6th – 8th Grades)

8:00 a.m. – 3:10 p.m. M-Th

9:00 a.m. – 3:10 p.m. Friday

CENTRAL ELEMENTARY (3rd – 5th Grades)

8:00 a.m. – 3:15 p.m. M-Th

9:00 a.m. – 3:15 p.m. Friday

PARK ELEMENTARY (PK – 2nd Grades)

8:00 a.m. – 3:15 p.m. M-Th

9:00 a.m. – 3:15 p.m. Friday



SCHOOL BREAKFAST HOURS

7:30 a.m. – 7:55 a.m. Monday-Friday

SUBSTITUTE CHECK-IN LIST

DATE	NAME OF SUB	TEACHER	TIME IN	TIME OUT

KSDE Guidelines for Substitute Teachers K.A.R. 91-31-34

SUBSTITUTE TEACHER WITH VALID TEACHER OR ADMINISTRATOR LICENSE:

If a teacher holding an appropriate license or certificate is not available, the school district shall use a substitute teacher holding a valid Kansas teacher or administrator license or certificate at any level or in any field or subject. A school district shall not allow any person holding a Kansas teaching license or certificate to substitute teach for more than 125 days in the same assignment.

SUBSTITUTE TEACHER WITH A VALID SUBSTITUTE TEACHING LICENSE:

If a substitute teacher holding a valid Kansas teacher or administrator license or certificate

is not available, the school district shall use a substitute teacher holding a valid Kansas substitute teaching license or certificate. A school district shall not allow a person holding a substitute teaching license or certificate to teach for more than 90 days in the same assignment.

SUBSTITUTE TEACHER WITH A BACHELOR'S DEGREE AND EMERGENCY SUBSTITUTE TEACHING LICENSE:

If a substitute teacher holding a valid Kansas substitute teaching license or certificate is not available, the school district shall use a person who holds a bachelor's degree and an emergency substitute teaching license or certificate. The school district shall not allow a person who holds a bachelor's degree and an emergency substitute teaching license or certificate to teach for more than 30 days in the same assignment.

SUBSTITUTE TEACHER WITH EMERGENCY SUBSTITUTE TEACHING LICENSE:

If a person holding a bachelor's degree and an emergency substitute teaching license or certificate is not available, the school district shall use a person who has been licensed or certified by the state board as an emergency substitute teacher. A school district shall not allow any person who does not hold a baccalaureate degree to teach for more than fifteen days in the same assignment or more than 60 days in a semester.

EXTENSION OF EMERGENCY SUBSTITUTE ASSIGNMENT FROM COMMISSIONER OF EDUCATION:

If a local board of education documents that there is an insufficient supply of substitute teachers, the board may appeal to the

commissioner of education for authority to allow individuals holding an emergency substitute teaching license or certificate to continue to teach for an additional length of time that shall not exceed a total of 93 days in a school year.

LONG-TERM EXTENSION BY EXCEPTION OF STATE BOARD OF EDUCATION:

If the state board of education has declared a time of emergency, any person holding a five-year substitute teaching license or certificate or an emergency substitute teaching license or certificate with a baccalaureate degree may teach for the duration of the time of emergency in a position made vacant by reason of the emergency.

SUBSTITUTE CALL RECORD

Each principal will maintain a daily "Substitute Call Record" on which will be recorded the names of substitutes contacted for each teacher absence.

REGULAR TEACHER'S RESPONSIBILITY

- Provide sufficiently detailed instructional lesson plans so the substitute can effectively teach students that day.
- Provide the substitute with updated information, which is located at the teacher's desk and is easily accessible, including the following:
 - classroom and individual student schedules (daily and weekly)
 - location of needed information, teachers' manuals and answer keys
 - extra duty assignments
 - emergency evacuation procedures
 - keys needed to gain access
- Provide a list of the specific tasks to be completed by the substitute.

- Provide labeled attendance information, records or forms needing to be completed so substitute teachers can successfully complete necessary reports.
- Provide a method for identifying students such as a seating chart or name tags.
- Provide a brief description of students' special needs and other important and necessary information about the students and a list of "class helpers" who may be particularly helpful in providing needed information or assistance.
- Provide student and classroom management information including classroom rules and positive and negative behavior consequences.
- Discuss with students that normal high expectations are to be continued in the teacher's absence and display a high regard for completed student work when returning by giving it the same weight as regular assignments.
- Never criticize, make light of a substitute's work in the presence of students, or voice dissatisfaction with what may have been done. If the substitute's performance deserves criticism, this should be communicated to the principal in a professional manner.

PRINCIPAL'S RESPONSIBILITY to the SUBSTITUTE TEACHER

- Orient the substitute teacher to important school policies and procedures, available instructional resources and copying, and to the school facility (i.e. location of the copy machine, staff eating area). It may also be helpful to have available copies of the school master schedule and staff handbook.
- Provide needed routing information as well as information about any social activities for that day, when the substitute reports to the principal's office.
- Escort the substitute to the classroom and assist in locating needed resources for the day (unless the substitute is very familiar with the school and teacher).
- Communicate to the substitute teacher additional supervision duties assigned for that day.

- Supervise and monitor the substitute's performance by visiting the classroom and observing instruction.
- Informally assess the substitute's performance and discuss any concerns with the Administrative Team.

SUBSTITUTE TEACHER'S RESPONSIBILITY to the SCHOOL and STUDENTS

- Gain information needed about substituting in particular schools and classrooms. Substitutes may schedule classroom visits through the principal's office.
- Follow the school's established policies and procedures for all certified staff members. When employed, substitutes are a member of that school staff and are responsible for implementing school policies.
- Follow the regular teacher's instructional plans as close as possible in order to preserve the normal classroom routine and provide students with as "normal" a day as possible.
- Perform all duties expected of the regular teacher including helping supervise hallways and other areas of the school.
- Grade all assigned work unless requested not to do so by the teacher.
- Arrive on time in order to provide time for reviewing directions and resources and becoming familiar with the classroom and instruction to be provided.
- Report to the principal's office upon arrival. Be sure to sign the Substitute Check-In List. When called ahead of time, the substitute should report to school no more than 15 minutes prior to assuming their duties.
- Behave in a task-oriented and business-like manner. Seek administrator's help when encountering difficult disciplinary situations. Do not administer corporal punishment as it may not be administered to students by any staff members including substitute teachers.
- Send students who are ill to the principal's office.
- Do not release students to the custody of other persons; release students from school only when authorized to do so by the principal's office.
- Use available planning time to prepare for instruction, and complete other requested tasks. Regardless of when the planning period is scheduled during the day, the substitute teacher should remain at school unless permission to leave has been obtained by the principal. Substitutes should plan to remain at school all day if expecting to be paid a full day's wage.
- Leave the classroom in good order, put materials back in their proper places, close all windows, and make sure all students have left the classroom.
- Report to the principal any accidents or major incidents which occurred during the day.
- Remain at school no more than 15 minutes after school and check out at the principal's office.
- Provide a summary statement communicating the work accomplished and any highlights or problems encountered.
- Display tolerance and use extreme caution in expressing personal opinions about what is found in the classroom.
- Prepare in advance for all types of situations including preparing a special collection of stories, games, songs, artwork, etc., which can be adapted to many situations.
- When in doubt, ask another staff member for advice or assistance!