

# **S**UBSTITUTE **T**EACHER **H**ANDBOOK



**2011 - 2012**

**RUSSELL COUNTY USD 407**  
**802 N. MAIN**  
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BOE Approved: 6/20/2011

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**Unified School District #407**  
**Russell, KS**  
**2011-2012**

**SUBSTITUTE TEACHERS**

The work of the substitute teacher is an important team function in the school district operation. We hope that as a substitute teacher you will continue our belief that "All Children Can Learn." It is important that we all work together toward that belief.

Should you have questions about the substitute procedures, please feel free to call the superintendent or a building principal. Thank you for being part of the team effort to provide quality education for the children of the Russell community.

**1. Substitute Eligibility**

To be eligible, a substitute must have a Kansas teaching license or a Kansas substitute teaching license. If using an emergency license, he/she must have 60 college credit hours and be recommended by the district. All persons approved for substitute teaching need to have the proper forms on file with the Central Administration Office at 802 N. Main. This includes a completed application, a photocopy of a current teaching license or emergency license, W-4, Form I-9 (Employment Eligibility Verification), direct deposit information form, and a photocopy of his/her driver's license, Social Security card or birth certificate and a health certificate.

**2. Securing Substitutes**

All substitutes will be secured by the individual building principal or his/her designee. Teachers may make recommendations to the principal and may secure their own substitutes if approved by the principal.

**3. Becoming Acquainted With the Schools**

After completing the substitute teaching application form, the substitute should visit the schools where he/she is qualified to teach. It is helpful if the building principal knows the substitute and the substitute become acquainted with the school location and building plan.

## USD 407 Schools

### **Bickerdyke Elementary School**

Kent Michel, Principal  
348 N. Maple  
Russell, Kansas 67665  
(785) 483-6066  
(877) 750-8098

### **Ruppenthal Middle School**

Gaylon Walter, Principal  
400 N. Elm  
Russell, KS 67665  
(785) 483-3174  
(877) 825-9428

### **Simpson Elementary School**

Kent Michel, Principal  
1323 N. Main  
Russell, KS 67665  
(785) 483-6180  
(877) 825-4375

### **Russell High School**

Larry Bernard, Principal  
565 State Street  
Russell, KS 67665  
(785) 483-5631  
(877) 750-8091

#### **4. School Hours**

All schools are in operation from 8:00 a.m. to 3:30 p.m. Substitute teachers should report *fifteen (15) minutes before school starts (7:45 a.m.) and stay fifteen (15) minutes after the school day or assignment ends (3:45 p.m.)*. In case of an emergency need for a substitute during the school day, the substitute may be asked to report on short notice. We realize having to report on short notice is an inconvenience, but we do appreciate a substitute's willingness to accept such an assignment.

#### **5. Substitute Responsibilities**

- a. Upon arrival at school, the substitute must report to the principal's office to receive information and instruction regarding the assignment. **The substitute shall "sign in" at each building every day.** This is important for verifying the actual days substituted.
- b. In addition to teaching in the classroom, the substitute teacher is expected to perform the regular assignments of the classroom teacher; i.e., lunch count, hall supervision, playground supervision, and checking papers.
- c. The substitute teacher shall perform teaching duties the length of time for which he/she is being compensated. For example:
  - Assigned to cover another classroom or to perform other assigned duties during the teacher's scheduled planning period.

- If a teacher needs a substitute for a brief period (perhaps from 8:00-10:00), the substitute teacher will be paid at a rate of \$10.71 an hour.

*The substitute will be notified in advance of the time frame he/she is expected to fulfill and should feel free to contact the building principal if flexibility is needed on a given day.*

- d. The substitute is responsible for the students in his/her charge and must stay with them at all times.
- e. The substitute will leave an evaluation of the work accomplished and any plans made for the following day. He/she should make every effort to follow existing lesson plans for the class.
- f. The substitute will not tolerate disruptive or disrespectful behavior. Principals will give assistance with extreme cases.

## 6. Staff Use of Cellular Phones/Paging Devices in School

### *Policy*

Generally speaking, staff members who use electronic devices while on duty are most likely taking time and attention away from their basic responsibilities and duty to students; and the Board of Education has an inherent right to ban their use. Cellular phones and paging devices are only to be used under the following guidelines:

Certified staff, including substitute teachers, shall not use a cellular phone/paging device while on teaching duty (8:00 a.m. – 3:30 p.m., excluding planning time and duty free lunch time). Student passing time between classes is included in the time a cellular phone/paging device is not to be used because certified staff should be helping to supervise students.

Classified staff members are not to use a cellular phone/paging device at any time they are on duty.

Certified and classified staff should turn cell phones off at the times designated above. However, if the phone is kept on silent mode (not on vibrate), the cellular phone can be carried in a purse or pocket during times it is not to be used. Staff can then check for missed calls, voice mails, or text messages at times they are allowed to use the device.

## *Exceptions*

Administrators or other staff members who have been assigned a device by the administration for job-related use and/or administrators who are using personal phones for district related correspondence are exempt from this policy.

A staff member who is serving as an active member of a volunteer firefighting organization or a volunteer emergency medical service organization may use a cell phone or personal pager for either of these purposes.

With prior permission obtained from administration, limited use of a cellular phone/paging device to deal with family emergencies is permitted by certified or classified staff.

### 7. **Teacher Responsibilities**

The regular teacher should make the following provisions for the substitute:

- a. A seating chart of each class.
- b. Grade book.
- c. Plan book with lesson plan outline.
- d. Information and directions on location of desk copies and all necessary materials.
- e. Helpful personal information about special pupils and their characteristics.

### 8. **Checking Out**

On the teacher's desk, the substitute should leave a summary of work completed and comments about the class.

The substitute should close and lock all windows and turn off all machines, electrical appliances and lights and report to the principal regarding returning the next day. If the principal is not available, the substitute should check with the secretary.

**9. Pay Procedure for Substitutes**

All substitute teachers must complete W-4 and I-9 forms and have them on file with the Central Administration Office before payment for substituting can be made. Please report name or address changes to the payroll department as soon as possible.

Paychecks are issued on the first working day of each month for the preceding month's work, as per the cut-off dates for substitute pay (below.) Substitute pay for the 2011 - 2012 school year is \$75.00 per school day. Less than one-half day service will receive compensation at the rate of \$10.71 per hour.

A substitute teacher will receive regular substitute pay until five (5) consecutive days have been taught in the same position. After five (5) consecutive days, the substitute pay is \$93.75 per day up to and including forty-five (45) days in the same position. These days must be continuous. Beginning with the 46th day, the pay is the same as beginning teacher pay; salary schedule (Bachelor + 0/Step 1).

**CUT-OFF DATES FOR SUBSTITUTE PAY**

<b><u>Pay Period</u></b>	<b><u>Pay Date</u></b>
Aug. 22 - Sept. 16, 2011 .....	Oct. 3, 2011
Sept. 19 - Oct. 21, 2011 .....	Nov. 1, 2011
Oct. 24 - Nov. 18, 2011 .....	Dec. 1, 2011
Nov. 21 - Dec. 16, 2011 .....	Jan. 4, 2012
Dec. 19 - Jan. 20, 2012 .....	Feb. 1, 2012
Jan. 23 - Feb. 17, 2012 .....	Mar. 1, 2012
Feb. 20 - Mar. 16, 2012 .....	Apr. 2, 2012
Mar. 19 - Apr. 20, 2012 .....	May 1, 2012
Apr. 23 - May 18, 2012 .....	June 1, 2012