

WELLINGTON USD 353



2019 - 2020 SUBSTITUTE TEACHER HANDBOOK

TABLE OF CONTENTS

Table of Contents	1
Introduction	2
District Office Personnel	3
Building Information	4
Employment	5
Confidentiality	5
Payroll Information	5
Accepting Assignments	6
Identification Badges	7
Appearance	7
Professionalism and Conduct	7
Drug Free Workplace	8
Drug Free Schools	8
Tobacco Products in School Buildings	9
Complaints of Discrimination	9
Sexual Harassment	9
Fire and Tornado Drills	9
Emergencies	10
Inclement Weather	10
Notice of Non Discrimination	10

U.S.D. 353 WELLINGTON SCHOOLS SUBSTITUTE TEACHER HANDBOOK

The Wellington School District would like to welcome you to our schools as a substitute teacher. We know you will enjoy working here because of our great staff and student body. This handbook is our best effort to describe what we expect of you as a substitute teacher of U.S.D. 353 and what you can expect of Wellington Schools as an employer. We want you to read it carefully. This handbook applies to all substitute teachers.

As a condition of employment as a substitute teacher, you will agree to follow policies and procedures, which have been adopted by the board of education.

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.



USD 353 District Office Personnel

Adam Hatfield
Superintendent of Schools
USD 353 Central Office
620 326-4300

Dr. Jen Kern	Curriculum Director
Daniel Farley	Director of Special Programs
Stephanie Frazier	Business Office/Board Clerk
Wendy Goodrum	Finance Director
Stephanie Lawrence	Accounts Payable
Jennifer Robinson	Special Education Admin Asst.
Kelly Adams	KRR/LatchKey
Peggy Gilmore	Administrative Assistant/Data Clerk
Casey Witham	District Secretary/Substitute Services
Shelby Metcalf	Communications Coordinator

Substitute Services Contact

Casey Witham
cwitham@usd353.com
620-326-4300
Ext. 2091

Wellington USD 353 Building Directory

Wellington High School

620-326-4310

1700 E 16th Street
Wellington, KS 67152
Fax: 620-326-4383
John Buckendorff, Principal
Stephanie Lawrence, Assistant Principal
Roxi Nance, Secretary

Wellington Middle School

620-326-4320

605 North A Street
Wellington, KS 67152
Fax: 620-326-4390
Janet Doud, Ed.D., Principal
Brian Auftengarten, Assistant Principal
Ashley Koerner, Secretary

Eisenhower Elementary School

620-326-4340

924 N. Plum
Wellington, KS 67152
Fax: 620-326-6322
Cherity Elder, Principal
Cortney Peninger, Secretary

Kennedy Elementary School

620-326-4350

501 N. Woodlawn
Wellington, KS 67152
Fax: 620-326-7813
Gillian Macias, Principal
Karen Herrington, Secretary

Lincoln Elementary School

620-326-4360

104 South F Street
Wellington, KS 67152
Fax: 620-326-3273
Kris Hagans, Principal
Taryn Nichols, Secretary

Washington Elementary School

620-326-4370

1100 N. Washington Ave.
Wellington, KS 67152
Fax: 620-326-6480
Ann Shinliver, Instructional Administrator
Anne Biles, Secretary

District Website: www.usd353.com

Employment

Wellington USD 353 is an Equal Opportunity Employment employer. The district does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to or treatment of employees in its programs or activities.

All substitute teachers must have one of the following certificates on file with the district: Substitute Teachers License, Emergency Substitute Teachers License or a regular Teaching License. You must also complete an Application for Employment, a Form W-4 Federal Income Tax Withholding certificate, a Form K-4 Employee's Withholding Allowance Certificate for Kansas; Form I-9 Employment Eligibility Verification, two forms of identification, a signed Oath of Allegiance, completed training for Bloodborne Pathogens and current (negative) tb skin test. A background screening may be conducted.

Confidentiality

Information learned at school shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violation of this rule, which violates the privacy rights of specific individuals, may result in disciplinary action, including termination.

Payroll Information

Daily Rate: Substitute teachers will be paid at the rate of \$100 per day and \$125 per day after three continuous days in the same assignment. Half-day assignments are \$50.00 per half day.

Pay method: Paychecks will be direct deposited into your checking or savings account. Pay stubs are located in Skyward under Employee Access and are printable. You will be given a username and password to enter the system. If you require further information please contact the District Office.

Substitute Teacher pay periods start on the 11th of each month and end on the 10th of the following month (unless there is a weekend or holiday). Payday is on the 20th of each month; however, variances occur if the 20th falls during a holiday, weekend or teacher in-service.

Below is a copy of the pay periods for the 2019-2020 school year:

Pay Period	Pay Date
8/20 thru 9/10/2019	09/20/2019
9/11 thru 10/10/2019	10/17/2019
10/11 thru 11/08/2019	11/20/2019
11/11 thru 12/10/2019	12/20/2019
12/11 thru 1/10/2020	01/17/2020
1/13 thru 2/10/2020	02/20/2020
2/11 thru 3/10/2020	03/12/2020
3/11 thru 4/08/2020	04/20/2020
4/14 thru 5/08/2020	05/20/2020
5/11 thru 5/20/2020	06/19/2020

Accepting Assignments

Substitute teachers are expected to accept positions offered for which they are qualified and available. Excessive declines of offered positions could lead to removal from the sub list. Substitutes who know they will not be available for subbing for a period of time should make that known to the Substitute Service Contact person. Substitute teachers who do not accept any assignments during the school year will be removed from the sub list at the end of the school year. When a substitute teacher cancels a previously accepted assignment on the day they are schedule to work that assignment, it leaves the school district in a position of not having enough time to schedule a sub and possibly leaving a classroom without a teacher. USD 353 respectfully asks the substitute teacher to refrain from such practice.

Notification: Each school's secretary or principal will contact the substitute teacher to fulfill their subbing needs. USD 353 is not equipped with an automated system or designated staff for placements. Therefore, it is possible you may be contacted by several different schools for working the same day.

Introduction: Once a substitute has met the requirements for hire, an updated list is emailed to the schools indicating phone numbers and preferences. **You are encouraged to visit each school and introduce yourself to the principal and secretary.**

Advance Notice: Many of the assignment needs are due to various workshops, in-services, conferences and committee meetings. These are always scheduled in advance, so requests for substitute teachers can also be made in advance.

Late Notices: Substitute Teachers may be called as early as 6:00 am to fulfill an assignment for that day. These instances would be due to sudden illness or emergency circumstances.

Acceptance: You are not required to accept each assignment for which you are called. You may request to work only on specific days, at certain grade levels, at certain school sites or certain subjects. Keep in mind, however, that too many limitations will restrict your opportunities for assignments.

Limitations: Please inform the school and the Central Office when you have reached your allotted work days according to the limitations on your certificate. Keeping track of days worked as you go will also enable you to advise callers of new requests whether or not you can accept the assignment.

Cancellations: Please call the school secretary or principal as early as possible if you will be unable to fulfill your assignment.

Instructions: Special instructions may be left with the school secretary or principal in some cases. Please be sure to check with the office upon arrival.

Identification Badges

An identification badge shall be issued to each substitute teacher on the day of substituting. Badges shall be worn when the substitute teacher is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. Badges remain the property of USD 353 and shall be returned to the office at the end of the day.

Appearance

Appropriate professional appearance is essential for a strong working and learning environment that is conducive to high student and staff performance. Dress and maintain a general appearance that reflects your position and does not detract from the educational program of the school.

Professionalism and Conduct

Substitute teachers shall strictly adhere to lesson plans and shall comply with any instruction or directive from the principal, any school administrator or their designee. No substitute teacher, while on or using school property, otherwise acting as an agent, or working in an official capacity for the district shall engage in:

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage, or threat of damage, to district property.
- Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of district officials, security officers, or any other law enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested to do so.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of district policies and regulations.
- Any conduct violating federal, state or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative or disciplinary functions of the district, or any other activity sponsored by the board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect students and district property.

Drug Free Workplace

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district. As a condition of employment in the district, substitute teachers shall abide by the terms of this policy.

Drug Free Schools

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by substitute teachers on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act. P.L. 102-226, 103 St. 1928. As a condition of continued employment in the district, substitute teachers shall abide by the terms of this policy. Compliance with the terms of this policy is mandatory. Substitute teachers who are found violating the terms of this policy will be reported to the appropriate law enforcement officers.

Tobacco Products in School Buildings

The use of tobacco products in any form is prohibited in any school building, owned, leased or rented by the district used for pupil attendance purposes.

Complaints of Discrimination

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to the substitute teachers' building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any substitute teachers who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Sexual Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Violation of this policy by any employee shall result in disciplinary action, up to and including termination. This policy in its entirety, or any policy, is in the district's policy book located in the district office or on the district's website at www.usd353.com.

Fire Drills and Tornado Drills

Fire drills are conducted at least monthly and tornado drills twice a year. Substitute teachers will receive instructions as to where to take their students for evacuation during a fire or tornado drill or real fire or tornado emergency.

Emergencies

All classrooms have emergency procedures, evacuation, and first aid guides that should be used in an emergency. Substitute teachers need to familiarize themselves with the location of these guides and review them so they can use them quickly and correctly. Each classroom also contains a contact list with phone numbers and in-house extension numbers for school personnel.

In the event a child becomes ill or receives minor injuries that require a school nurse, contact the office, principal or school nurse for assistance. Do not leave sick or injured students by themselves – instead send another staff member or student for help.

Inclement Weather

In the event of inclement weather, school may be closed or starting time delayed. Substitute teachers assigned to a building should check KAKE , KWCH, KSN, the school website (www.usd353.com), and Crusader Alerts for school closings or delays.

Notice of Non-Discrimination

The USD 353 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Adam Hatfield - Superintendent of Schools
Address: 221 S. Washington Ave.
Wellington, KS 67152
Telephone Number: 620-326-4300

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481