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USD 353 District Personnel

Mark Whitener

Superintendent of Schools

USD 353 Central Office
620 326-4300

Adam Hatfield

Assistant Superintendent

Heath Peine

Special Education Director

Stephanie Frazier

Accts Payable/Board Clerk

Wendy Goodrum

Business Office Manager

Helen Hawkins

Payroll

Jennifer Robinson

Special Education Admin Asst

Casey Witham

Receptionist

Brandi Peterson

Benefits/Subs

Substitute Services Contact

Brandi Peterson

bpeterson@usd353.com

620-326-4300

Ext. 134

USD 353 Building Directory

Wellington High School

1700 E. 16th
Wellington, KS 67152
(620) 326-4310

John Buckendorff, *Principal*
Janet Doud *Asst. Principal*
Roxi Nance, *Secretary*
Stephanie Lawrence, *Financial Secretary*

Eisenhower Elementary

924 N. Plum
Wellington, KS 67152
(620) 326-4340

Kelly Adams, *Principal*
Courtney Peninger, *Secretary*

Lincoln Elementary

104 South F
Wellington, KS 67152
(620) 326-4360

Erin Sweetwood, *Principal*
Taryn Nichols, *Secretary*

Wellington Middle School

605 North A
Wellington, KS 67152
(620) 326-4320

Jamie Ybarra, *Principal*
Brian Aufdengarten, *Asst. Principal*
Ashley Koerner, *Secretary*
Sabrina Torneden, *Secretary*

Kennedy Elementary

501 N. Woodlawn
Wellington, KS 67152
(620) 326-4350

TBD *Principal*
Karen Herrington, *Secretary*

Washington Elementary

1100 North Washington
Wellington, KS 67152
(620) 326-4370

Ann Shinliver, *Instructional Admin.*
Anne Biles, *Secretary*

Roosevelt Education Center

201 North B
Wellington, KS 67152
(620) 326-4330

Zachary Lawrence, School Director

Items at a Glance

- **Each school arranges** for their own substitute teaching assignments. An automated call system is not available.
- **To substitute teach** in any school in the USD 353 district, you must have a current license from the state.
- **Working limitations** indicated on your license will be adhered to. The Substitute Teacher is responsible for keeping track of number days worked in District 353, so as not to exceed limitations.
- **Staff Development Opportunities**—Substitute Teachers are welcome to attend in-services offered in the District if space is available.
- **The dress code** is business casual for the classroom and appropriate attire for a PE class or a field trip.
- **Check In and Out** at the school office each day.
- **The School Emergency Management Guide** is available at the school office if unable to locate in the classroom.
- **The Teacher's lesson plans** should be available for the substitute teacher to follow. If plans are not available, please check with the school office.
- **Classroom attendance** is recorded daily on Infinite Campus. Please contact the school office if rosters have not been made available.
- **For school closings**, please listen to the local radio and television stations for announcements of closings due to inclement weather or an emergency. You are now eligible to receive Text Alerts when school is cancelled, please inquire at Central Office. All assignments will be cancelled for that day.
- **Report incidents** of sexual harassment, bullying, and acts of violence to the Principal as soon as possible.
- **Complete a "Substitute Report"** form at the end of your assignment for the Teacher and school Principal.
- **If you cannot report** to your scheduled assignment, please call the school secretary as soon as possible.
- **It is the Substitutes responsibility** to turn in the Substitute Teaching Assignments Record Form to the Central Office, Business Office by the close of business the 11th of each month in which you have worked.
-

Certification & Eligibility

Certification/License

State regulations require that substitute teachers have one of the following certificates:

- Current **Kansas Teaching Certificate** (125 substitute teaching days in the same assignment.)
- Current **Kansas Standard Substitute Certificate** (valid for five years and allows for 90 days of substitute teaching in the same assignment.)
- **Emergency Substitute Teacher License WITH a baccalaureate degree** (limited to 30 days in the same assignment.)
- **Emergency Substitute Teacher License with NO baccalaureate degree** (limited to 15 days substitute teaching in the same assignment.)

Eligibility

In order to substitute teach for Wellington USD 353, we need ...

- A current copy of one of the certificates/licenses listed above.
- Application Form to substitute teach for USD 353
- W-4 and K-4 Withholding Allowance Certificates
- I-9 Employment Eligibility Verification
- Race/Ethnicity Form
- Two forms of ID to be copied to be placed on file.
- TB test within the past 12 months
- Oath or Affirmation
- Complete in-services on the web for Bloodborne Pathogens

Policies & Information

Professional Ethics

Confidentiality: Demonstrate the ability to keep school/district information confidential. All student records and reports should be handled with care. They are maintained in order to provide information on child development for the professional staff. It is essential that, as a substitute teacher, you are careful not to divulge any confidential information which has been received from contact with children and other people in the profession.

Responsibilities: Certified substitute teachers are responsible for knowing the principles of child development, accepted teaching techniques and educational program, and the rules and regulations of Wellington USD 353. The two latter responsibilities can be fulfilled by familiarizing yourself with the information in this handbook and any other materials given to you at the individual schools. Substitute teachers are responsible in keeping track of their work days so as not to exceed the limitations on their certificates.

Discernment: Maintain high professional and ethical standards in your contacts with pupils, teachers and parents. Exercise due care to protect the mental and physical safety of students and colleagues. Refrain from expressing opinions of or comparisons between schools and teachers for which you may substitute. Acceptance, not criticism, will go far to make your teaching assignments more pleasant for you and others.

Consequences: Teachers or principals have the authority and responsibility to monitor and report any substitute teacher who fails to comply with USD 353 policies, procedures or practices. It is important to hold our substitute teachers to the same legal, professional and ethical standards that we expect from our classroom teachers.

Policies & Information

Working with Students

Cooperation: The students and substitute teacher should work together in the classroom to make the day worthwhile and productive.

Effectiveness: Take time to start the day right making sure the class is in order and all materials are ready. The substitute should learn the students' names and seating arrangements. The substitute's name should be written on the board and pronounced for the students.

Remain on Task: Be focused on the objectives of the lesson plan. Use positive methods to increase the student's interest and willingness to cooperate. Check the substitute folder to see if any students have been identified as "*helpers*" or "*reliable*" that could be a source of help and information during the day.

Permission: A child should not be released from school without permission from the principal. Any person not connected with the school who seeks information about a child or permission to take the child from the room, should be referred directly to the principal. The principal will then determine whether or not the child can be excused.

Assignments

Accepting Assignments

Notification: Each school's secretary or principal 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.

School Cancellations: If the district cancels school, you do not work and will not be paid. Please listen to the radio and TV for emergency school closings.

Assignments

Assignment Policies

Handbook: Read and follow the USD 353 Substitute Handbook.

Training: Receive instruction on procedures and policies of bloodborne pathogens, & health safety. All required trainings must be completed on our tutorial web site before you can accept your first assignment.

Lesson Plans: You are expected to follow the teacher's lesson plan each time you substitute for Wellington—USD 353.

Ethics: Exercise mature judgment which reflects the ethical standards of the teaching profession.

Cell Phones: Please leave your cell phone ringer off during class time or while supervising a lunch or recess. Calls may be made only during lunch or plan time.

Supervision: Students are not to leave the classroom unless authorized. Never set students out in the hall by themselves.

Incidents: Inform the principal of unusual incidents which occur during the day, especially those which may necessitate a conference with students or parents.

Accidents/Illness: In the event of any accident or health problem, the school nurse should be notified as well as the principal.

Availability: A substitute is to be available at all times while on assignment. Including planning periods. Substitute teachers hired for a full day assignment are expected to be available to the students for questions and additional assistance. Please do not leave the building or take care of personal business when on assignment. Planning periods that occur at the beginning or end of the day do not permit a late arrival or an early departure.

Assignments

Assignment Check In/Out

Check In: Please check in with the school office at the beginning and end of each day. You may be asked to sign in and out or be given special instructions or information.

Lesson Plans & Roster: You are expected to follow the teacher's lesson plan each time you substitute for Wellington—USD 353. In the event there are no useable lesson plans, contact the school secretary or principal.

Attendance: Record daily attendance for each classroom on the form provided in your substitute folder. Please turn the form in to the school office.

Discipline: Be familiar with discipline procedures and learn to get control of the class. Good discipline is positive—not negative. At no time are you to administer corporal punishment. You may request assistance from the principal.

Reports: At the end of your day, please leave the absent teacher any detailed notes you may have. Please fill out the *Substitute Report Form* for each assignment, and turn in to the Central Office, Business Office by the end of Business the 11th of each month in which you have an assignment. Please feel free to use the school Pony system.

Check Out: Please be sure to stop in the school office at the end of each day.

Compensation Information

Wages

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: Paystubs are mailed to your home address and will be direct deposited into your checking or savings account.

Pay Periods

Your paycheck will be direct deposited to your chosen account the morning of payday. A schedule is indicated below, but the general rule of thumb is — pay day on the 20th of the month and pay periods are from the 10th to the 10th of each month. Variances occur if the 20th falls during a holiday, weekend or teacher in-service.

Pay Period	Pay Date
8/22—9/08/17	9/20/16
9/11—10/10/17	10/19/16
10/11—11/10/17	11/20/1617
11/13—12/08/17	12/19/17
12/11—1/10/18	1/19/18
1/11—2/09/18	2/20/18
2/12—3/10/18	3/15/18
3/12—4/10/18	4/20/18
4/11—5/10/18	5/18/18
5/11—5/22/18	6/20/18

Health, Safety & Security

Crisis Management

Please review the **Crisis Prevention & Intervention Plan** booklet you received when you applied to substitute teach in the Wellington school district. A copy will also be available in the classroom. The booklet gives detailed information and procedures for handling emergency situations; as well as, names and phone numbers of the people in charge.

Also available in the classroom is the **School Emergency Management Guide** in a slide chart format that provides a quick reference for handling these situations. Please make sure you know where the guide is and can quickly locate in case of need. Please check with the school office if you are unable to locate the guide.

Bloodborne Pathogens

The **Bloodborne Pathogens Exposure Control Plan** guide for USD 353 is available in all classrooms and given to staff at the time of hiring. In-service training on bloodborne pathogens and safety will be provided (or given instructions to do in-services on the web) to all substitute teachers before they are placed in the classroom. Each attendee will receive the control plan guide.

Work Related Accidents

Worker's Compensation insurance is provided to all permanent staff and substitutes.

- **Report** all work-related injuries immediately to the school principal and school nurse.
- **Complete** an accident report form and submit to Human Resources at the Central Office.
- If the injury is life or limb threatening, **911** will be called.

Health, Safety & Security

Student Accident Reports

School nurses are to complete a Student Accident Report form when a student sustains an injury on school property during the school day or while participating in school related extracurricular activities.

Sexual Harassment

It is the policy of Wellington USD 353 to provide 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. It shall be a violation of this policy for any student or employee of Wellington USD 353 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

If you believe a student is being harassed by another student or USD 353 employee, report your suspicions to the school principal who in turn will report to the Superintendent.

If you are a victim of any form of sexual harassment, report to the school principal immediately. All reports and complaints will be investigated by school district officials.

Bullying, Anti-Hazing, Cyber-Bullying & Harassment

Purpose and Philosophy: Student hazing, harassment, bullying, cyber-bullying, and victimization activities that are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust, and mean-spiritedness. USD 353 is committed to providing a safe and orderly environment for all students that promotes respect, civility and dignity, so this policy's purpose is to create and preserve an educational environment free from such activities.

Health, Safety & Security

Policy: USD 353 strictly prohibits students from engaging individually or collectively in any form of hazing, harassment or bullying/victimization, and cyber bullying of any related initiation activity on school property, in conjunction with any school activity or involving any person associated with the school regardless of where the incident occurs. Any student who participates in such activity, or conspires to engage in the same will face immediate disciplinary action: up to and including suspension, expulsion, exclusion and loss of participation in extra-curricular activities. In addition, students who participate in hazing, harassment or bullying/victimization, and cyber bullying may be referred to law enforcement authorities and may face subsequent prosecution.

Definitions:

- “*Hazing, harassment, bullying/victimization, and cyber-bullying*” means any action taken or situation created that causes or is reasonably likely to cause, harassment, bodily danger or physical harm, serious mental or emotional harm. Extreme embarrassment or ridicule, or personal degradation or loss of dignity to any person associated with the school.
- “*Consent*” is no defense to such activities; i.e., the implied or expressed consent of a person to participate shall not be a defense to discipline under this policy.
- “*Related initiation activity*” means any method or initiation or pre-initiation into a student organization, club or team, or any past-time or amusement engaged in with respect to such organization, club or team, that causes or is likely to cause bodily danger or physical harm, serious mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any person associated with the school.
- The terms “*hazing*” and “*related initiation activity*” do not include customary athletic events, intramural activities, or similar student contest or competitions.
- “*Conspire to engage in the same*” means to plan, encourage, or fail to report both listed and related initiation activities prohibited by the policy.
- “*Cyber-bullying*” consists of covert, psychological bullying conveyed through the electronic mediums such as cell phones, web-logs and we-sites, on-line chat rooms, ‘MUD’ rooms (multi-user domains where individuals take on different characters) and Xangas (on-line personal profiles where some adolescents create lists of people they do not like). It is verbal (over the telephone or cell phone), or written (flaming, threats racial, sexual or homophobic harassment) using the various mediums available (Shariff and Gouin (2005), p.3).

Prohibited Conduct: Activities that may be construed as having, harassment, bullying/victimization, and cyber-bullying include, but are not limited to:

- Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual (including activities commonly known as the “choking game”.)
- Any act that involves forced consumption of food, alcohol, drugs, or other substance or any other forced activity that could adversely affect the physical health or safety of an individual.
- Any activity that would subject an individual to extreme mental stress, embarrassment, or emotional harm, or any other forced activity that could adversely affect the mental health or dignity of the individual.

Health, Safety & Security

Examples of Hazing, Harassment, Bullying/Victimization, Cyber-bullying: Many different types of activities can be considered hazing, harassment, bullying/victimization, and cyber-bullying. Although not intended as an exhaustive list, the following examples are provided to inform students, parents, educators about specific misconduct that may be considered hazing, harassment, bullying/victimization, and cyber-bullying:

- Any activity that might reasonably bring physical harm to an individual; such as, slapping, pushing, shoving, bumping, beating, paddling, taping or otherwise restraining students against their will, or forced calisthenics done individually or as a group.
- Activities that unreasonably interfere with a student's academic efforts by causing exhaustion, prolonged loss of sleep or loss of reasonable study time.
- Morally degrading or humiliating games, pranks, stunts, practical jokes or any other verbal, written or electronic activities that make a student the object of amusement, ridicule or intimidation.
- Any activity that involves (not limited to) flaming, harassment, denigration, impersonation, outing and trickery, cyber stalking and exclusion utilizing any electronic device.
- Forcing, coercing or permitting students to eat or drink alcohol or consume illicit or controlled substances.
- Forcing, coercing or permitting students to eat or drink foreign or unusual substances or foods.
- Throwing or applying whipped cream, shaving cream, toothpaste, paint, honey, eggs or any other substance on an individual's body.
- Requiring personal servitude.
- Harassment including, but not limited to, pushing, cursing, shouting or yelling. (See BOE policy.)
- Requiring students to wear uncomfortable, ridiculous or embarrassing clothing or underclothing.
- Requiring students to participate in acts of vandalism, theft, assault, sexual acts or other criminal activities.
- Causing indecent exposure or any other gross and lewd behavior involving nudity.
- Subjecting an individual to cruel or unusual psychological conditions for any reason.
- Compelling an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine moral or religious beliefs or contrary to the rules, policies and regulations of USD 353.
- Racial references: the use of racial slurs, names or terms that may be offensive to other individuals. This includes joking and "horseplay" type references as well. For an explanation of inappropriate words or behaviors contact the Program Director.

Reporting

- School personnel and students who become aware of any actions that could be having harassment, bullying/victimization, and cyber-bullying or related initiation activity shall report such incident immediately to the building principal so that prompt and appropriate action can be taken.

This policy will be included in all the student handbooks in Wellington USD 353 and the USD 353 Board of Education policy handbook.

Annual Review and Training

The school administrators shall develop an annual process for sharing information pertaining to bullying behaviors with students, staff and community. All USD 353 staff and student training will be implemented annually in each building.

Health, Safety & Security

Drug Free Schools

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. The USD 353 Board of Education has adopted a policy for drug testing of students participating in extracurricular activities.

Use of Tobacco Products

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

Students and staff participating in school sponsored activities, regardless of the location, are prohibited from the possession or use of tobacco products.

Weapons Policy

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm or other weapon shall result in expulsion from school. Expulsion hearings for weapon possession shall be conducted by the superintendent or designee. Students violating this policy shall be reported to the appropriate law enforcement agencies.

Calendar and Forms

School Calendar

Substitute Teaching Record Form

This form is for your use only if you wish to keep track of your assignments. The school secretary will send payroll a list of substitute placements each month for paychecks to be issued.

Substitute Assignment Report Form

This form is for your use to provide feedback about your experience in this assignment. We appreciate your comments. Please file out and keep a copy then return the others to the school office, with your signature.

