

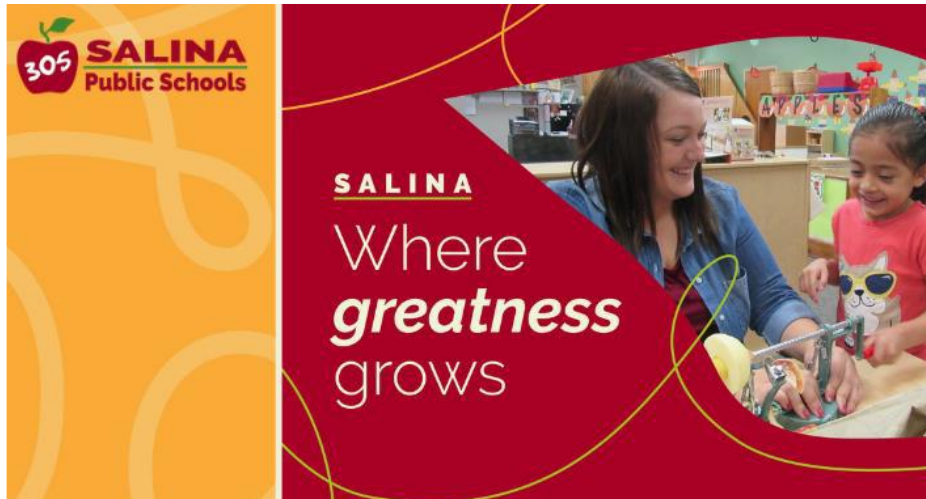
2023  
2024

# **SUBSTITUTE HANDBOOK**



## Our Mission

The mission of Salina Public Schools is to be the best place to learn and work by embracing challenges, creating belonging, fostering pride and inspiring hope.



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# WELCOME

***Welcome to the Salina Public Schools!*** We appreciate your contributions to USD #305. As a substitute teacher, substitute nurse or classified substitute you are a very important part of our school staff, because you help maintain **learning** in the classroom when our staff are unavailable.

The General Purpose of the Substitute Handbook is to make you aware of the policies and procedures that will affect you while you are substituting for USD #305. We seek to promote the highest degree of understanding, efficiency and unity through consistent communication and use of personnel policies and operational procedures. We also strive to provide a common set of rules, benefits, and procedures for all Substitute Support Staff. While every effort is made to keep this Handbook current, changes do occur and may not be included in this Handbook until the next publication date. USD #305 reserves the right to change, suspend, cancel or depart from the policies discussed in this Handbook and stated herein, with or without notice. This Handbook is not a contract and may be changed or updated from time to time.

Again, welcome to USD #305, Salina Public Schools. While we hope our relationship will be long and mutually beneficial, it should be recognized that neither you, nor we, have entered into any contract of guaranteed employment, expressed or implied. Your substitute employment with USD 305 is voluntarily entered into, and you are free to indicate your desire to no longer substitute for our School District at any time. Similarly, USD #305 is free to remove you from our Substitute List at any time. Our relationship is one of voluntary *employment at will*.

After you have read this Handbook, contact a Human Resources representative if you have any questions.

***We wish you great success as you pursue your career as a member of our team.***



# JOB DESCRIPTIONS

## SUBSTITUTE TEACHER

**Purpose:** The teacher is responsible for creating an environment which enables each student to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

**Supervised by and Reports to:** Building Administrator

**Pay Rate:** As established by the Board of Education

### Qualifications:

- 1 Kansas Licensure or Kansas endorsed/licensed as a substitute teacher
- 2 Health Certificate
- 3 Desire to continue career improvement

### Essential Functions:

- 1 Facilitate the personal, social, and intellectual development of students.
- 2 Establish a positive learning environment and respond to the individual needs of students.
- 3 Ensure that all activities conform to district and building rules and regulations.
- 4 Communicate effectively with colleagues, parents, and community members.
- 5 Understand and support the mission and goals of USD#305.

### Physical Requirements/Environmental Conditions:

- 1 Requires prolonged sitting or standing.
- 2 Requires stooping, bending and reaching.
- 3 Work in a noisy crowded environment.

### General Responsibilities:

- 1 Teaches the lesson outlined and described by the absent regular teacher.
- 2 Effectively assess student performance and provide students with effective feedback.
- 3 Establish and maintain appropriate expectations for student achievement and behavior.
- 4 Be present in the classroom and available to students when class is in session.
- 5 Assist with supervision of hallways, playgrounds, and parking lots, as requested between classes and before and after school.
- 6 Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
- 7 Complete the substitute teacher's report form and turn in to the building administrator at the end of each day.
- 8 Become familiar with the Board of Education and Building Policies regarding classroom management.
- 9 Discuss any serious problems that may occur, while on duty, with the building principal.
- 10 Leave a statement regarding the work accomplished on the daily lesson plan.
- 11 Other duties, as assigned by the supervisor, which are consistent with the general requirements and qualifications of the position.

## CLASSIFIED SUBSTITUTE

**Purpose:** The classified substitute is responsible for creating an environment, which enables each student to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher.

**Supervised by and reports to:** Building Administrator

**Payment Rate:** As established by the Board of Education

**Qualifications:**

- 1 Have a completed all the application requirements thru the USD 305 Human Resources Office.
- 2 Health Certificate
- 3 Desire to continue career improvement

**Essential Functions:**

- 1 Facilitate the personal, social, and intellectual development of students.
- 2 Establish a positive environment and respond to the individual needs of students.
- 3 Ensure that all activities conform to district and building rules and regulations.
- 4 Communicate effectively with colleagues, parents, and community members.
- 5 Understand and support the mission and goals of USD#305.

**Physical Requirements/Environmental Conditions:**

- 1 Requires prolonged sitting or standing.
- 2 Requires stooping, bending and reaching.
- 3 Work in a noisy crowded environment.

**General Responsibilities:**

- 1 Follow the outlined job responsibilities as described by the building administrator for the absent employee.
- 2 Establish and maintain appropriate expectations for student achievement and behavior.
- 3 Be present in your assigned area and available to students as needed.
- 4 Assist with supervision of hallways, playgrounds, and parking lots, as requested between classes and before and after school.
- 5 Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
- 6 Complete the classified substitute report form and turn in to the building administrator at the end of each day.
- 7 Other duties, as assigned by the supervisor, which are consistent with the general requirements and qualifications of the position.

## SUBSTITUTE NURSE

**Purpose:** The Substitute Nurse is responsible for addressing the health needs of USD 305 students in the absence of the School Nurse.

**Supervised by and Reports to:** Building Administrator

**Payment Rate:** As established by the Board of Education

### **Qualifications:**

- 1 Current Kansas Board of Nursing License (Registered Nurse).
- 2 Bachelor degree in Nursing.
- 3 Must have current certification in First Aid and CPR.
- 4 Must have knowledge and ability to use office machines and health equipment as required.
- 5 Maintain current TB testing as required by Health Department regulations (after employment offer is made).

### **Performance Responsibilities:**

- 1 Evaluating and caring for injuries (providing basic first aid until parents decide appropriate action), contact parents and/or doctor according to health policies, document all actions taken in the health room and make appropriate reports as directed by the district to remain in compliance.
- 2 Maintain school health record, document screening results, referral status, immunization record and health assessment to ensure all activities conform to state and district guidelines.
- 3 Notification of parents of the need for medical referrals and follow up on them so that all students receive the proper care.
- 4 Assist with monitoring Blood Borne Pathogen procedures and assist the district with training personnel to meet OSHA standards, monitor communicable diseases, and inform teachers and parents of procedures to ensure the safety of staff and students.
- 5 Ensure documentation of medication and maintain, dispense, and secure all student medication according to policy for medication administration to remain in compliance.
- 6 Identification, assessment, planning, intervention and evaluation of student health concerns so students receive proper care.
- 7 Ensure health room has first aide and health supplies and inform the district monthly of any needed supplies; check AED monthly and working order of equipment and request repairs as needed to support district staff.
- 8 Maintain a high level of confidentiality regarding student and staff information if order to remain in compliance with legal requirements and to maintain a professional work environment.
- 9 Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Physical Requirements/Environmental Conditions:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment. May be required to wear protective garments and/or gloves for exposure control under limited circumstances. Ability to move, lift, pull or push heavy objects.



# QUALIFICATIONS FOR SUBSTITUTE EMPLOYMENT

All Substitute Employees with USD 305 must complete the following qualification processes prior to their first day of work:

## Criminal Background Investigation

All criminal background investigation forms and fingerprint cards, when necessary, must be accurately completed and submitted to the USD 305 Human Resources Office prior to a conditional employee's first day of work. Work status will remain conditional until results of all criminal background investigations are received.

In the event the criminal background investigation shows that the conditional employee has been convicted of a terminating criminal offense, the substitute employee will receive notification that his/her substitute employment is terminated immediately.

## Drug Screening

The board of education reserves the right to require drug testing or retesting of any employee should there be sufficient reason to believe that the employee is in an impaired state or otherwise using alcohol or drugs while on duty. A positive drug or alcohol screen is grounds for immediate termination of any employee.

## Physical Examination

Prior to their first day of work, all substitute employees must provide proof of a negative tuberculosis test and a physician's written confirmation of fitness to perform their job duties.

Further, all substitute employees in positions requiring moderate to extreme physical exertion must complete and pass an ergonomic physical prior to their first day of work.

In the event that the results of the ergonomic physical indicate that the employee cannot perform the physical duties of the position safely, the employee will be notified, and his/her employment will be terminated immediately.

## New Hire Paperwork

All pertinent new hire paperwork must be completed and on file, including all of the following: W4, K4, I-9 (including appropriate documentation), Drug & Tobacco Free Policies and Oath Form.

## Certification

Valid Certification from the State of Kansas shall be on file in the Human Resource Office as appropriate for the substitute in question. The following information is available from the Kansas State Department of Education Web Site: [www.ksde.org](http://www.ksde.org). For any questions regarding licensure, this web site is the best source of information. All application forms are available at this web site.

- STANDARD TEACHING LICENSES:
  - Initial (2 years) – The initial Kansas teaching license
  - Professional (5 years) – A 2<sup>nd</sup> level license that is maintained through professional development
  - Accomplished (10 years) – an advanced level license for an individual who has completed an advanced performance assessment
- STANDARD SUBSTITUTE LICENSE - must hold a degree and have completed a teacher preparation program in order to qualify
- EMERGENCY SUBSTITUTE LICENSE – must have completed a minimum of 60 semester credit hours from a regionally accredited college or university
- RN OR LPN LICENSE – Required for all Nurse Substitutes

# COMPENSATION

## Pay Schedule for Substitute Teachers

The pay rates for substitute teachers is based on the type of substitute license held. Current pay rates are:

Initial/Professional Teaching License:	\$142 per day (7.75 hours)
Standard/Professional Sub License:	\$142 per day (7.75 hours)
Emergency Sub License:	\$115 per day (7.75 hours)

Any certified substitute who accepts a Long-Term Substitute job, defined as a job expected to run 15 days or more when accepted, will be paid \$158 per day, no matter which type of license the substitute currently possesses.

Compensation is the same for all levels of teaching; Elementary, Middle School and Secondary.

When Substitutes work at multiple locations and have the equivalent of 7 ¾ hours in labor and travel time, they will be compensated for a full day.

### Pay Schedule for Nurses

All substitute nurses will be paid **\$25.81** per hour.

### Pay Schedule for Classified Personnel

Classified substitutes are paid according to the Classified Salary Schedule. The minimum rate of pay for a classified substitute is \$11.81/hour. However, rate of pay may vary depending on the position covered by the classified substitute.

### Information for All Substitutes

Payroll checks are issued on the 25<sup>th</sup> of each month for substitutes. If you did not opt for Direct Deposit, checks are mailed to the home address on file with the Human Resources department. Contact the Payroll Office (309-4707 or 309-4711) if payroll questions arise.

## CONFIDENTIALITY

Substitutes will perform services for USD 305 that may require access to confidential information. Confidential information is defined as personally identifiable student/staff information, education records, employment records or any other data/information concerning any matters affecting or relating to USD 305, its business or operations, which falls within an exception to the Kansas Open Records Act, and/or any other information/data that USD 305 deems to be confidential. Such confidential information may be written or oral.

It is expected that all Substitutes shall:

- hold any/all confidential information received from USD 305 in strict confidence and exercise a reasonable degree of care to prevent disclosure to others;
- not disclose or divulge either directly or indirectly confidential information to others unless first authorized to do so by your supervisor;
- not reproduce the confidential information nor use this information commercially or for any purpose other than the performance of your job duties;
- upon request or upon termination of his/her relationship with USD 305, deliver to USD 305 any notes, documents, equipment, and materials received from USD 305 or originating from employment with USD 305.

Any failure to adequately protect confidential information is grounds for discipline up to and including termination.

## PURSUING LONG-TERM EMPLOYMENT

If you should determine that you wish to expand your relationship with USD #305 and seek Long-Term Employment with our District, we suggest that you review the following processes and procedures that are utilized in adding to our regular long-term staff.

## Vacancy, Posting and Application Process

In an effort to find and hire the most qualified applicant possible, all position vacancies will be posted internally and advertised externally as is deemed appropriate. If interested in applying for a vacant position you must submit your application on the website at <https://www.applitrack.com/usd305/onlineapp/>

### Job Description

All USD 305 Certified Substitutes must meet the requirements set forth by the Kansas State Department of Education.

All USD 305 positions have a current job description on file in the Human Resources Department. Each job description contains the position's purpose statement and job functions.

# POLICIES AND PROCEDURES

USD 305 Board Policies are located at

[https://www.usd305.com/about\\_us/board\\_of\\_education/board\\_of\\_education\\_policies](https://www.usd305.com/about_us/board_of_education/board_of_education_policies).

Substitutes must comply with *all* USD 305 Board Policies. Substitutes should pay particular attention to the following:

## Photo ID Badges

Upon hire, you will be issued a photo ID badge. Upon entering any USD 305 building, all employees, substitute employees, volunteers and visitors are required to wear identification badges appropriate to their position and purpose. If you should arrive without that badge, the school office will provide a temporary school substitute badge.

ID badges are mandatory, must be worn above the waist and must be clearly visible. **No alterations** of any kind may be made to any ID Badge. Substitute Employees may be charged a small fee for replacement of badges lost, destroyed or otherwise made unusable.

## Appropriate Attire

Teaching is a profession and substitutes/teachers are expected to act and dress as professional individuals. Acceptable dress is business casual for the classroom and appropriate attire for a PE class or a field trip. It shall be the duty of the principal to consult with substitutes who do not dress in a professional manner.

## Discipline Procedures

Substitute teachers are responsible for maintaining discipline and providing a classroom atmosphere conducive to learning.

- Review classroom rules and expectations.
- Be fair and consistent.
- Set the tone – don't be intimidated, antagonized or ridiculed.
- Be pleasant, yet firm.
- Discipline problems are reduced when the substitute teacher is prepared, organized, and shows enthusiasm for their assigned position.
- **Do not touch, slap or otherwise engage in physical confrontation with a student in an attempt to discipline.**
- If a serious situation occurs beyond your knowledge of district procedures, please contact the building administrator immediately.
- Maintain eye contact with the students involved but never invade their personal space unless they are causing physical harm to another student.
- Encourage alternative solutions to the conflict. Allow for options that will help the student maintain their dignity.
- Reward good behavior with positive reinforcement. Smiles and non-verbal cues are very important in conveying appreciation and approval to students.

## Personnel Disciplinary Action

USD 305 supervisors and department heads must responsibly and impartially supervise and, when necessary, discipline or recommend disciplinary action for the personnel they supervise.

Supervisors shall exercise their discretion with good judgment when assessing whether to take disciplinary action. Penalties imposed should reflect the seriousness of the violation or circumstances for which the substitute employee is being disciplined. In taking or recommending disciplinary action of any type, supervisors and department heads shall do so in an effort that best meets the mission of USD 305.

In any case of disciplinary action (except a verbal reprimand) the supervisor or department head shall submit a written report. This report shall be made with the substitute employee's knowledge and the substitute employee will be required to read and will be requested to acknowledge the report with his/her signature. In the event the substitute employee refuses to sign the report, a notation to that effect shall become a part of the report.

## Confidentiality

**Student Information:** Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule which violates the privacy rights of students could result in disciplinary actions being taken against the substitute employee, including termination.

**Personnel Information:** Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule which violate the privacy rights of personnel could result in disciplinary actions being taken against the substitute employee, including termination.

## Termination

All substitute employees covered under this handbook are considered “at-will” employees. This means that either the substitute employee or employer may terminate employment at any time for any or no reason. While generally USD 305 adheres to progressive discipline, it is not bound or obligated to do so.

“At-will” employees are not guaranteed employment for any set period of time. Further, disciplinary actions may result in either immediate termination or termination at the end of an unsuccessful probationary period.

## Use of District Resources

All employees are required to make an effort to conserve energy by turning off lights, fans, computers, radios, etc, in rooms that are unoccupied and by turning down thermostats in the evenings and weekends. Further, all outside doors will remain closed during the heating and cooling seasons.

Employer provided cellular telephones, computers, Internet, e-mail and fax machines may be used only for business related communication. Personal use during work hours is prohibited. No USD 305 technology may be used to access inappropriate material of any kind.

Personal use of telephones should be kept to a minimum and use of employer provided cell phones will be strictly scrutinized and employees will be expected to reimburse USD 305 for the cost of any personal and/or unauthorized use.

## Workplace Safety

Every employee is entitled to a safe and healthy workplace. To ensure this, USD 305 has adopted a “Zero Accident Culture” (ZAC). All substitute employees are strongly encouraged to contribute to this culture by keeping their work environment clean and clear of obstructions, tripping hazards, clutter, etc.

All work-related accidents **must** be reported to the USD 305 Human Resources Office as quickly as possible (must be within 10 days) after their occurrence. Failure to report work-related accidents could result in disqualification of Workers Compensation benefits.

## Blood Borne Pathogens

“Universal Precautions” shall always be observed to prevent contact with any body fluid (blood, urine, feces, etc.) and other potentially infected materials. The term “Universal Precautions” means that all blood and body fluids should be treated as if known to be infectious for HIV or Hepatitis B. “Universal Precautions” include, but are not limited to, the use of protective gloves, proper disposal of possibly infected materials and appropriate hand washing procedures.

## Smoke and Drug Free Workplace

USD 305 is a smoke and drug free workplace. It is unlawful for employees, substitute employees, students, volunteers or visitors to manufacture, distribute, dispense or have in their possession any controlled substance on school grounds.

## At-Will Employment

All substitute employees covered under this handbook are considered “at-will” employees. “At-will” employees are not guaranteed employment for any set period of time and their employment may be terminated at any time for any or no reason. While generally USD 305 adheres to progressive discipline, it is not obligated to do so.

## Discrimination & Harassment

USD 305 maintains a work environment free of discrimination, intimidation, insult and harassment based upon race, religion, sex, age, national origin, ancestry or disability. Sexual harassment includes conduct on the basis of sex involving one or more of the following: (1) a district employee conditioning the provision of an aid, benefit, or service of the district

on an individual's participation in unwelcomed sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

USD 305 maintains a ZERO tolerance policy to any form of discrimination or harassment and will take immediate disciplinary action if such behavior occurs. Any substitute employee who feels that he/she is being subjected to discrimination or harassment must immediately contact his/her supervisor and/or the Executive Director of Human Resources.

# SUBSTITUTE TEACHER EXPECTATIONS

## Orientation

Prior to your first day on the job, you will complete a paid orientation session. Orientation will include:

- Completion of employment paperwork;
- Training on the Absence Management substitute system;
- Training on the SKYWARD student management system (certified substitutes only); and
- Classroom observation at one of our 12 instructional buildings (certified substitutes only.)

Additional observation opportunities may be available upon request.

Because the duties associated with classified and nursing substitute assignments vary so widely depending on each assignment, the responsibility for necessary substitute training will be left to the supervisor of the absent employee on the first day of the assignment.

## Teacher Responsibilities

With each absence, we expect our teachers to provide you with the following information either through the Absence Management system at the time you sign up for the job, or upon your arrival at the building:

1. An up-to-date lesson to be used that day;
2. Room seating chart with the classroom students' names;
3. The daily program and time schedule;
4. A duty chart;
5. The schedule for specials; and
6. Other information helpful to the substitute.

## Building Contact Information and Hours

Building	Phone	Grade Level	Start	Dismissal
Central High School	785.309.3500	9-12	7:00 AM	2:45 PM
Coronado	785.309.4100	K-5	8:00 AM	3:45 PM
Cottonwood	785.309-4600	K-5	8:00 AM	3:45 PM
Heusner	785.309.4200	K-5	8:00 AM	3:45 PM
Lakewood Middle	785.309.4000	6-8	7:00 AM	2:45 PM
Meadowlark Ridge	785.309.4300	K-5	8:00 AM	3:45 PM
Oakdale	785.309.4310	K-5	8:00 AM	3:45 PM
Schilling	785.309.4400	K-5	8:00 AM	3:45 PM
South High School	785.309.3700	9-12	7:00 AM	2:45 PM
South Middle	785.309.3900	6-8	7:00 AM	2:45 PM
Stewart	785.309.4450	K-5	8:00 AM	3:45 PM
Sunset	785.309.4520	K-5	8:00 AM	3:45 PM

## Reporting for Duty

All Substitutes should check in at the building office upon arrival. An office staff member will provide you with any materials and information you need to get started. Such information may include, administrator contact information, how to make office referrals, the emergency plans, etc. Because each school has its own unique needs and requirements, you'll need to obtain this information each time you're assigned to a building that is new to you.

Report Times: Assignment report times are given through Absence Management. Please note the time, if you are using the phone automation system. If using the website the report time will be listed.

Cancellations: ***If For Any Reason You Cannot Report*** to your scheduled assignment Absence Management will not allow you to cancel an assignment within 24 hours of your report time. In that case, you ***MUST call the school to cancel*** stating you are not able to report and provide your name and the teacher's name you were scheduled to substitute for. School phone numbers are located on the website and the back of the handbook.

## Proper Discipline

Be familiar with discipline procedures and learn to get control of the class when substituting. Be fair, firm and friendly in the operation of the class. Good discipline is positive, not negative. At no time are you to administer corporal punishment. When following the building's discipline procedure, you may need to request assistance from the office.

## Classroom Management

It is the responsibility of the substitute teacher to strive to teach, within their ability, the classroom materials left by the regular teacher. The following suggestions should minimize problems, establish a good classroom routine, provide a positive learning environment, and establish mutual respect:

- The initial impression of the substitute teacher will determine successful classroom management. Self-confidence, knowledge, flexibility and resourcefulness are pre-requisites for the position you are about to enter.
- Provide a successful learning experience by being prompt, neat, patient, enthusiastic and accepting.
- Attempt to call students by name - create name tags or seating charts if they have not been provided.
- Establish your rules and expectations from the beginning of the day/class. Communicate clearly before an issue arises. A proactive (vs. reactive) approach is always best.
- Be alert! Make eye contact with students. Use proper English grammar.
- You are the supervisor and the adult in control. Use instructional time wisely. Do not do extra personal things, use your cell phone, or sit with casual reading-take charge. Don't allow students to challenge your authority.
- Be fair and consistent – students need to know what to expect of you and what you expect of them in order to create and maintain a positive classroom environment.
- Expect good behavior. Students tend to respond to what is expected of them– make sure they understand the correlation between choice and consequence. However, if discipline problems occur which you are unable to manage, contact the principal or designee for immediate assistance.
- Busy students have less time to create problems. Get students on-task at the earliest possible convenience.
- Encourage student involvement in class discussions, questioning and other activities. Be sure that all instructions are clear.
- Carry out your duties as a professional – act like the expert, not one of the kids. If you don't know the answer, work together to “look it up”.
- Providing positive feedback creates a successful learning experience – compliment the students when possible.
- Keep your sense of humor.
- 

## Substitute Teacher Fundamentals

- Substitutes must be a good supervisor by assisting in hall, lunch, and other supervisory duties. Following the expectations of regular staff will be much appreciated by your co-workers and administrators.
- Substitutes must take charge of the class and make it a day of worthwhile experiences for all students.
- Substitutes must introduce themselves to students in a friendly manner and write your name on the whiteboard for them to see.
- Substitutes must observe all time schedules.
- Substitutes must ensure ALL students are accounted for at ALL times. Notify the building office immediately if a student is unaccounted for.
- Substitutes should address any questions/concerns regarding the classroom with the building administrator before leaving that day.
- Substitutes will familiarize themselves with the location of the Crisis/Emergency Procedures.



- Substitutes will review the lesson plans left by the teacher in preparation to follow his/her lesson plans and instructions.
- Substitutes will report any incident(s) to the school administrator that involve “bullying,” and act as a “mandated reporter” while substituting for USD 305.
- Substitutes understand classroom telephones are to be used for school purposes only, except in emergency situations and that cell phones should be turned on silent and should not in any way interfere with classroom instructions.
- Substitutes understand that using inappropriate or vulgar language, “calling” students names and/or referring to them in a derogatory manner of any sort is prohibited.
- Substitutes do not put their hands on students.
- Substitutes are attentive in class and engage students in learning at all times.
- Substitutes are not entitled to a planning period unless filling a long-term substitute position.
- Substitutes will not leave students unattended

### End of Assignment Report

Substitute teachers must leave a detailed note of the following: lesson accomplishments, absent students, and students’ names of positive and negative behavior. Please leave the classroom in good order before leaving. Last, any school keys or temporary substitute badges must be returned to the school office before departing.

## CLASSIFIED AND NURSING SUBSTITUTE EXPECTATIONS

### Orientation

Prior to your first day on the job, classified and nursing substitutes will receive orientation on the following:

- Completion of employment paperwork;
- Absence Management substitute system;
- Timesheets

Because the duties associated with classified and nursing substitute assignments vary so widely depending on each assignment, the responsibility for proper substitute training will be left to the supervisor of the absent employee on the first day of the assignment.

### Building Contact Information and Hours

<b>Building</b>	<b>Phone</b>	<b>Grade Level</b>	<b>Start</b>	<b>Dismissal</b>
Central High School	785.309.3500	9-12	7:00 AM	2:45 PM
Coronado	785.309.4100	K-5	8:00 AM	3:45 PM
Cottonwood	785.309-4600	K-5	8:00 AM	3:45 PM
Heusner	785.309.4200	K-5	8:00 AM	3:45 PM
Lakewood Middle	785.309.4000	6-8	7:00 AM	2:45 PM
Meadowlark Ridge	785.309.4300	K-5	8:00 AM	3:45 PM
Oakdale	785.309.4310	K-5	8:00 AM	3:45 PM
Schilling	785.309.4400	K-5	8:00 AM	3:45 PM
South High School	785.309.3700	9-12	7:00 AM	2:45 PM
South Middle	785.309.3900	6-8	7:00 AM	2:45 PM
Stewart	785.309.4450	K-5	8:00 AM	3:45 PM
Sunset	785.309.4520	K-5	8:00 AM	3:45 PM

### Reporting for Duty

All Substitutes should check in at the building office upon arrival. You will be met by a staff member who will provide you with any materials and information you’ll need to get started.

Report Times: Assignment report times are given through Absence Management. Please note the time, if you are using the phone automation system. If using the website the report time will be listed.

Cancellations: ***If For Any Reason You Cannot Report*** to your scheduled assignment Absence Management will not allow you to cancel an assignment within 24 hours of your report time. In that case ***you MUST call the school to cancel***, stating you are not able to report and provide your name and the teacher's name you were scheduled to substitute for. School phone numbers are located on the website and the back of the handbook.

## OTHER IMPORTANT INFORMATION FOR ALL SUBSTITUTES

### Absence Management

We use an automated system to provide substitutes for our district's teachers. The Absence Management automation system is at work 24/7 for you. 1.800.942.3767 or [www.aesonline.com](http://www.aesonline.com). Calls are made between 6:00AM until 8:30AM and again from 4:00 PM until 10:00PM. Substitutes can adjust their "call times" through the Absence Management account.

### School Closings and Late Starts

In the event of inclement weather or an emergency, any school closures or late starts will be announced on the local radio and television stations. All substitute teacher assignments will be cancelled for any day that the district closes due to weather. On late-start days all start-times will be delayed two hours.

### Building Information

Building specific information including a building handbook may be obtained from the office. Location of lesson plans, seating charts, room numbers, classroom daily schedule, location of the Crisis/Emergency Procedures Folder and a list of students' names should be available in the classroom.

### School Lunch

These low cost nutritious meals are readily available for all school personnel. Please let the building secretary know prior to 9:00a.m. if you are planning to eat.

# 2023-2024 SCHOOL CALENDAR



www.usd305.com  
Phone: 785.309.4700

### First Day of School

Grades 1-5 (K Screening/Conference by Appt.): Friday, Aug. 11  
 Grades 6 and 9: Friday, Aug. 11  
 (No School Grades 7, 8, 10, 11, 12)  
 Grades 1-12 (K and PreK Screening by Appt.): Monday, Aug. 14  
 K-12 Attend (PreK Screening by Appt.): Tuesday, Aug. 15  
 All Grades (PreK-12) Attend: Wednesday, Aug. 16

### Hours

Elementary Schools (K-5): 8:30 a.m. - 3:25 p.m.  
 Middle Schools (6-8): 7:45 a.m. - 2:40 p.m.  
 High Schools (9-12): 7:45 a.m. - 2:40 p.m.

## 2023-2024 Calendar

August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	<u>25</u>	26
27	28	29	30	31		

Aug. 2-3 New Certified Staff Report  
 Aug. 4 Optional Staff Dev. Day  
 Aug. 7-10 Teacher Staff Dev. or Workdays  
 Aug. 11 First Day of School Gr. 1-5, 6 & 9 (K Screening/Conference by Appt.) (No School Gr. 7, 8, 10, 11, 12)  
 Aug. 14 Grades 1-12 (K and PreK Screening/Conference by Appt.)  
 Aug. 15 K-12 Attend (PreK Screening/Conference by Appt.)  
 Aug. 16 All Grades (PreK-12) Attend  
 Aug. 25 No School/Inservice

September 2023

S	M	T	W	T	F	S
					1	2
3	<u>4</u>	5	6	7	8	9
10	11	12	13	<u>14</u>	<u>15</u>	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept. 4 No School/Labor Day Recess  
 Sept. 13, 14 All Grades Parent-Teacher Conf. (13 p.m. and 14 All Day)  
 Sept. 14, 15 No School for All Grades

October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	<u>13</u>	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 12 End of 1st Quarter  
 Oct. 13 No School/Inservice/Teacher Workday  
 Oct. 16 Start of 2nd Quarter

November 2023

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	<u>22</u>	<u>23</u>	<u>24</u>	25
26	27	28	29	30		

Nov. 22-24 Thanksgiving Recess

December 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	<u>20</u>	<u>21</u>	<u>22</u>	23
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	30

Dec. 19 End of 2nd Quarter  
 Dec. 20 No School/Teacher Workday  
 Dec. 21-29 Winter Recess

January 2024

S	M	T	W	T	F	S
	<u>1</u>	<u>2</u>	<u>3</u>	4	5	6
7	8	9	10	11	12	13
14	<u>15</u>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan. 1-2 Winter Recess  
 Jan. 3 No School/Inservice  
 Jan. 4 Classes Resume/Start of 3rd Quarter  
 Jan. 15 No School

February 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	<u>8</u>	<u>9</u>	10
11	<u>12</u>	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb. 7, 8 All Grades Parent-Teacher Conf. (7 p.m. and 8 All Day)  
 Feb. 8, 9 No School for All Grades  
 Feb. 12 No School

March 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	<u>8</u>	9
10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	16
17	18	19	20	21	22	23
<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	30

March 7 End of 3rd Quarter  
 March 8 No School/Inservice/Teacher Workday  
 March 11-15 Spring Recess  
 March 18 Start of 4th Quarter

April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	<u>8</u>	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 8 No School

May 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	<u>23</u>	24	25
26	27	28	29	30	31	

May 19 Graduation  
 May 22 Last Day for Students  
 May 23 Last Day for Teachers  
 May 27 Memorial Day

June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	<u>19</u>	20	21	22
<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	29

June 19 No Summer School/Juneteenth

### Connect with us!

YouTube: USD305  
 Facebook: USD 305  
 Twitter: @USD305  
 Instagram: @usd305  
 LinkedIn: Salina USD 305  
 Mobile App: Salina Public Schools  
 USD 305 Focus Newsletter: Sign up at www.usd305.com

### Underline = No School All Students

Note: This calendar may be altered at the discretion of the Salina USD 305 Board of Education.

## NOTICE OF NONDISCRIMINATION

Unified School District #305 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning Unified School District #305 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District #305 Executive Director of Human Resources, P.O. Box 797, Salina, Kansas 67402, 785-309-4726.

## EQUAL OPPORTUNITY EMPLOYER

No person employed, or seeking employment, by USD 305 shall be appointed, promoted, demoted, removed or advanced in any way otherwise affected on any basis or for any reason other than qualification, merit and fitness for duty. Discrimination against any person on the basis of race, sex, religion, age, color, national origin, ancestry, disability or familial status is expressly prohibited except where physical fitness, sex or age is a bona fide occupational qualification.

Note:

- The purpose of the Substitute Handbook is to make you aware of the policies and procedures that will affect you while you are substituting for USD #305. We seek to promote the highest degree of understanding, efficiency and unity through consistent communication and use of personnel policies and operational procedures. We also strive to provide a common set of rules, benefits, and procedures for all substitute support staff. While every effort is made to keep this Handbook current, changes do occur and may not be included in this Handbook until the next publication date.
- USD #305 reserves the right to change, suspend, cancel or depart from the policies discussed in this Handbook and stated herein, with or without notice.
- This Handbook is not a contract and may be changed or updated from time to time.
- This handbook may contain errors or omissions. Notify Human Resources in writing for clarification, interpretation, or notice of these.