

**SUBSTITUTE HANDBOOK
USD #325 PHILLIPSBURG**

www.usd325.com

MISSION STATEMENT

The Mission of U.S.D. #325 public schools is to provide positive school experiences and healthy school environments, which prepare students for successful and productive adult lives. We believe this may best be accomplished by cooperation between our schools, students, parents, and the communities we serve.

Equal Opportunity Employer

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The Superintendent, 240 S. Seventh Street, 785-543-5281, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans With Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal or the compliance coordinator.

Any student complaint of discrimination shall be resolved under the district's discrimination complaint procedure.

BOARD OF EDUCATION

Mr. Todd Kennedy
Mr. J.C. Sauer
Mrs. Danielle Bohl
Mr. Shawn Hoover
Mr. Brock Johnson
Mr. Jed Keeten
Mrs. Patty Northup

Website: www.usd325.com

IMPORTANT PHONE NUMBERS

USD #325 Central Office	785/543-5281
Phillipsburg Elementary School	785/543-2174
Phillipsburg Middle School	785/543-5114
Phillipsburg High School	785/543-5251
Bus Manager	785/543-2838
Central Kitchen at High School	785/543-2949
NCK Special Education Coop.	785/543-2149

Kansas School Safety Hotline Number

1-877-626-8203

The 1999 Kansas Legislature has appropriated funds to assist the State Department of Education, in cooperation with the Kansas Highway Patrol, in establishing a school safety hotline. This hotline is a toll free number available 24 hours per day, 365 days per year to give students, parents, and community members the opportunity to report any impending school violence. As you are aware, students usually have knowledge of potential school violence before it occurs. This hotline would give students the opportunity to anonymously report any potential violence.

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Substitute Assignments

1. Substitute assignments will be made by the school principal or school secretary. Substitute should check in and sign the substitute form at the school office each time they are called.
2. You may be called between 6:00 and 6:30 a.m. to fill overnight requests for substitutes needed that day.
3. You will be asked to complete a preference survey at the beginning of each year. If you want to change your preferences, or if you have a concern, contact the board office at 543-5281.
4. Please return calls promptly. Sometimes your consent or rejection of an assignment will clear the way for several other assignments.
5. If you have a second phone number where you can be reached, you may want to share that number with us.

Licensure for Substitute Teaching

In order to substitute in USD #325, you must have one of the following on file at the Board of Education office:

1. A current Kansas teaching license
2. A current Kansas substitute license
3. A current emergency substitute license

Emergency Substitute Teachers

When a substitute teacher is needed, an attempt will be made to locate a teacher holding a valid teaching license or a valid substitute license before the position is filled with a person holding an emergency substitute teacher license. An emergency substitute teacher license may be issued to an applicant who has:

1. Submitted an application and fee
2. Completed a minimum of 60 semester hours of college credit and filed fingerprints with the KBI
3. Been accepted for employment as an emergency substitute teacher by the local education agency governing board and has current license on file in district office
4. Completed all personnel paperwork at the district office prior to substituting

An emergency substitute is limited to 60 days of substituting each semester of the school year in which it is issued.

Substitute Teacher Pay

You need to sign a substitute teaching form in the principal's office each day you are assigned to a classroom. This form becomes the official verification for days you have worked and is forwarded by the building principal to the central business office for payroll processing.

Social security, state and federal withholding taxes, if they apply, are subtracted from your pay.

Payday is the 15th of each month. If the 15th falls on a weekend or bank holiday, payday will be the following banking day. (Example: You will receive a check for all days taught in September on October 15th.) Substitutes are encouraged to have their paycheck direct deposited to the financial institution of their choice and will receive a direct deposit notice with pay and tax detail listed. E-mailing direct deposit notices is also encouraged to help reduce costs for the district. All checks will be mailed to the substitute's mailing address on the pay date.

Required Business Procedures

Before your first day of substitute work, the following is required on file at the central office:

1. Your application must be on file with the superintendent of schools.
2. Teaching or substitute license must be registered with the superintendent of schools.
3. Business data on file with the payroll clerk:
 - a. Withholding statement (W-4)
 - b. Personnel information

School Directory

Elementary School

School #(785)543-2174

Crystal Laurin, Principal

Middle School

School #(785)543-5114

Chris Look, Principal

High School

School #(785)543-5251

Todd Bowman, Principal

School Starting and Closing Times

Starting and closing times of the different schools vary because of bus schedules. Please ask for this information at the time you are assigned.

Substitute teachers need to report to the principal on arrival - 15 minutes before school starting time - and remain on duty until 15 minutes after school closing time. The starting and closing times are as follows:

Phillipsburg High School

7:55 a.m. – 3:04 p.m.

Phillipsburg Middle School

8:00 a.m. - 3:13 p.m.

Phillipsburg Elementary School

8:00 a.m. - 3:20 p.m.

School Calendar

A copy of the school calendar is available to all persons requesting it at the beginning of the school year and can be found at the district website: www.usd325.com

Getting Ready for the School Day

1. Arrive at school at least 15 minutes before starting time.
2. Check in at the office when you arrive to:
 - a. Let the office know you have arrived.
 - b. Pick up your packet of information from the office.
 - c. Sign the substitute payroll form

How to Begin a Good Day

1. Be in your classroom when the students arrive so you can greet them. Be sure they know your name!
2. Have a “professional air” about you - in other words be business-like, insisting that children be seated and remain so.
3. Follow the regular routine as nearly as possible. If this is not posted, ask a student who appears to be reliable to help you (elementary level). It is usually best not to ask the whole class.
4. If there are opening exercises, make them brief and get down to the business at hand as quickly as possible.
5. Check attendance carefully.
6. Should you be challenged for doing things differently from usual, it is best not to argue with the students. Just be pleasant but firm as to how it will be done today. However, follow as nearly as possible the regular routine.
7. Since the business of the day is teaching, it is wise to get the lessons started as soon as possible to insure that your day will run more smoothly.

Classroom Management

1. Be patient.
2. Expect good behavior and be positive in your attitude.
3. Much of your success in group control will depend on your degree of fairness and consistent treatment. The students must know what to expect of you and what you expect in turn.
4. Each student is a distinctly different human being and should be respected as such. Some will need more help than others. Some will be more mischievous than others. Make personal corrections in private and avoid ridicule and sarcasm.
5. Use good common sense in meeting all problems. This cannot be stressed too much.
6. Avoid making threats - you will likely be challenged to carry them out!
7. Your sense of humor is very important. Every problem is not a tragedy!

Teaching the Lesson

1. Preparation is the key to success in this area. Should you substitute more than one day, you are under the same obligation to plan as the regular teacher.
2. Have your materials organized and be ready to start before class. Be sure you have the attention of every student in the classroom before you start.
3. Motivating the students is important. Take a few brief moments to arouse curiosity, tie the lesson in to the previous lesson, and ask a few questions to make use of a picture, story, or shared experience.

4. Your presentation should be clear as this will determine what the students will gain from the lesson. Some helpful tips include the following:
 - a. Keep the language on the students' levels of understanding.
 - b. Present one point at a time.
 - c. Go from the known to the unknown, the easy to the difficult.
 - d. Stop often and review.
 - e. Do not hesitate to repeat.
 - f. Give students an opportunity to ask questions.
 - g. Vary your voice to emphasize, maintain interest, and change and control tempo.
5. Asking good questions is most important, especially if you look at good teaching as a process of drawing out from within the students rather than stuffing them with knowledge. Good questions often have the following qualities:
 - a. They ask something you really want to know.
 - b. They are concise and expressed well.
 - c. They may often require a series of intermediate answers.
 - d. They direct and stimulate a student to observe and go in search of new information.
 - e. They guide and stimulate thought, and help with the analysis of complex problems.
 - f. They help to give a student a mind-set for what is to follow.
 - g. They help students to formulate new or unexpressed ideas.
 - h. They do not call for mere repetition of book material.

Some Rules for "Asking Questions"

1. State the question, then call on a student.
2. Discourage hand waving.
3. Respect students' answers.
4. Do not fake answers if you don't know them!
5. Help students to formulate good questions or answers when necessary. This can be done by asking further questions for clarification of what they are asking or answering.
6. In a well-planned lesson, students are given the opportunity to engage in active participation. Be sure that directions are clear and that you provide proper supervision and help.
7. Provide time for a summary. This is when all facts and concepts are brought together at the close of the lesson.
8. Any assignments you make should be clear, concise, purposeful, and take into account individual differences. Any homework should follow the same procedure. Homework should be enrichment, not new materials.

Closing the School Day

1. Leave the room in good order. Be sure that attendance records are complete and the plan book is ready for the next day.
2. The day's papers should be handled as directed.
3. Leave a note for the regular teacher telling what was accomplished during the day, special incidents, and communications.
4. If there were any parent communications you could not answer, discipline problems, accidents, or room damage, report such incidents to the office.
5. Check out through the office and see if your services will be needed the next day.

Substitute Teacher Job Description

U.S.D. #325

Purpose: The Substitute Teacher creates a positive learning environment to facilitate the personal, social, and intellectual development of students in the absence of the regular instructor. In order to respond to the individual needs and abilities of students, the Substitute Teacher must work closely with other staff and the administration of U.S.D. No. 325.

Responsible to: Principal

Payment: According to board policy

Qualifications:

- High school diploma or equivalent.
- Bachelors degree from an accredited college/university preferred.
- Current Kansas State Teaching License on file in the Central Office or appropriate temporary license.
- Health and Inoculation Certificate on file in the Central Office (after employment offer is made).
- Desire to continue career improvement.

Essential Functions:

- Facilitate the personal, social, and intellectual development of students.
- Maintain a positive learning environment and respond to the individual needs of students.
- Adhere to all district guidelines and policies.
- Communicate effectively with members of the school district and community.
- Work effectively with community organizations.
- React to change productively and handle other tasks as assigned.
- Support the value of an education.
- Support the philosophy and mission of U.S.D. No. 325.

Physical Requirements/Environmental Conditions:

- Must work in noisy and crowded environments.
- Irregular or extended hours.
- Stand, walk, talk, hear, close and far vision.
- Frequent driving.
- Occasionally lift or move 40 pounds.

General Responsibilities:

- Implement effective lessons in the absence of the regular teacher.
- Motivate students through effective communication and evaluative feedback.
- Demonstrate awareness of the needs of students and provide for individual differences.
- Set high expectations for student achievement and behavior.
- Maintain a positive climate for learning through appropriate classroom management.
- See that district policies are observed during all activities.
- Obtain advance approval of the Principal for all activities.
- Other duties as assigned by the Principal, or other Administrative Staff.