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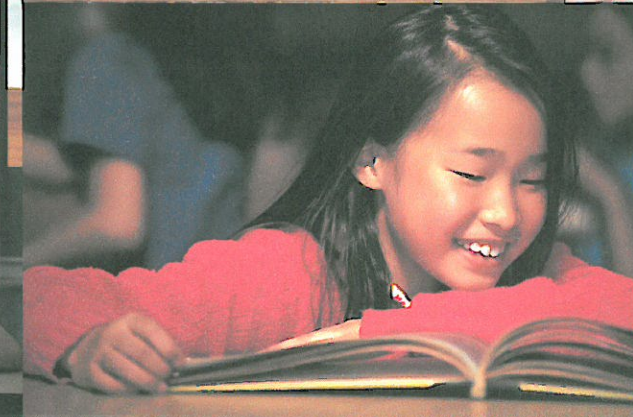
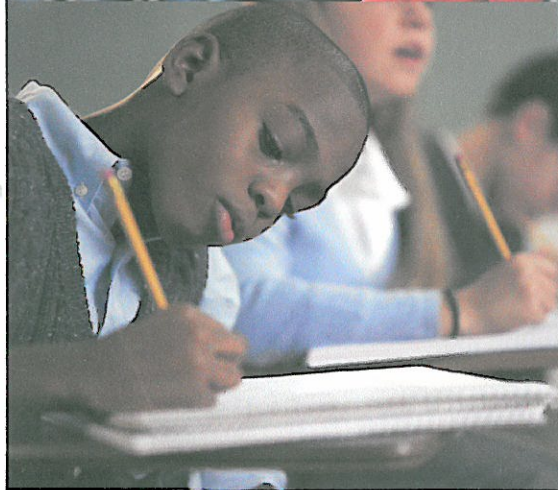
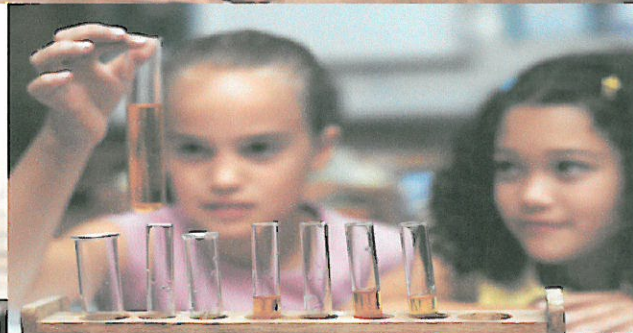
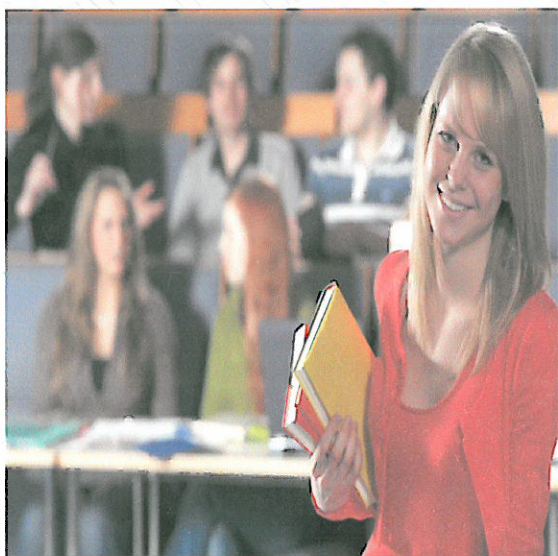
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# Kansas City, Kansas Public Schools

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*Human Resources Services*  
*Unified School District No. 500*

Dear Substitute Teacher:

Greetings and welcome to the Kansas City, Kansas Public School District! It is a GREAT day to INSPIRE EXCELLENCE in KCK! You have taken on a very important task teaching and learning for the children in Wyandotte County, Kansas. You have joined a tremendous staff of energetic, dedicated professionals who are focused on student growth, development, and achievement.

It is our belief that all students can learn and as a substitute teacher you have the responsibility to assist in divulging the success of our students.

Sincerely yours,

Mozella M. Dyer  
HR Information Systems Manager  
and Substitute Teacher Administrator  
2010 North 59<sup>th</sup> Street  
Kansas City, KS 66104  
(913) 279-2194

# SUBSTITUTE SERVICES

The Substitute Services Department is managed by an Administrator, **Mrs. Mozella Dyer**, (913) 279-2194, [mjenkins@kckps.org](mailto:mjenkins@kckps.org), who is responsible for hiring, in-service training, newsletters, correspondences, issues concerning substitute teachers, and two Human Resources Assistants. **Ms. Sheffer Wynn**, Human Resources Assistant, (913) 279-2260, [shwynn@kckps.org](mailto:shwynn@kckps.org), is responsible for placement at Elementary school buildings. **Ms. Rose Vasquez**, Human Resources Assistant, (913) 279-2254, [rovasqu@kckps.org](mailto:rovasqu@kckps.org), is responsible for placement at Secondary school buildings. Inquiries may be made to the Substitute Services Department between 6:30 a.m. and 4:00 p.m.

1. The Substitute Services Department is responsible for the hiring of all substitute teachers. All applicants must meet certain criteria before their name is added to the substitute list. Once a substitute's file is complete, their name and information will be added to the SubFinder List.
2. Substitutes may go online via WebConnect ( [www.kckps.org](http://www.kckps.org) ) to job shop and designate when you may be unavailable.
3. The SubFinder System calls substitutes Monday–Friday beginning at 5:00 am continuing until 7:30 am. It also will call out beginning at 5:00 pm continuing until 10:00 pm. The SubFinder System calls substitutes Sunday beginning at 5:00 pm continuing until 10:00 pm.
4. All substitutes should report to the school at least **30 minutes** before school begins. Substitutes must check-in at the office before going to the classroom.
5. If a substitute cannot keep an assignment, the substitute **must call** the Substitute Services Department **AND** the school. Once a substitute has canceled, he/she cannot accept a different job for that day.



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# INTRODUCTION

Substitute teachers provide an invaluable service to students, parents and staff members of the Kansas City, Kansas Public School District. Substitute teachers are a vital part of the educational process. Whenever a teacher has to be away from his/her classroom, for whatever reason, parents and students expect the educational process to continue with as little disruption as possible. Substitute teachers should assure this continuity of instruction.

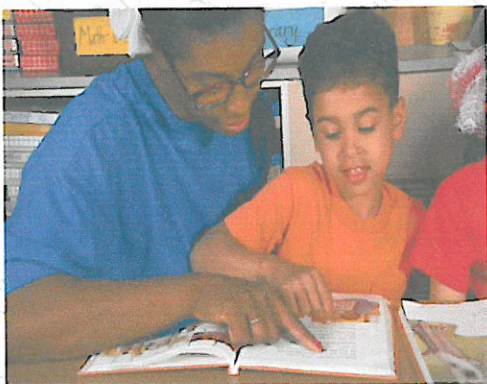
It is our hope that this handbook will promote a better understanding of the policies, procedures, and expectations generated by the Kansas City, Kansas Public School District to foster a positive learning environment. Facing different situations every day can be a demanding and challenging endeavor. This handbook will serve to address some of your questions and concerns. The Substitute Services Department stands ready to support you in your quest to assist teachers and staff in providing a quality education for our students. If ever you find yourself in need of assistance, please do not hesitate to contact the Human Resources Substitute Services Department at (913) 279-2194.

We want to take this opportunity to extend our appreciation to you for the time and effort you expend in our classrooms for the benefit of students and the good of our community. Your efforts demonstrate your professional commitment to quality education. Education has been defined as a partnership for success. Thank you for being our partner in ensuring the educational success of all students.

Jayson Strickland  
Barbara Kirkegaard  
Mozella M. Dyer

Assistant Superintendent of Teaching for Learning  
Lead Human Resources Director  
Human Resources Information Systems Manager  
and Substitute Teaching Administrator

## Number 1 Expectation: **TO INSPIRE EXCELLENCE**



First and foremost, we expect our substitute teachers to teach. You are assuming a demanding and critical role in the education of the youth in our community.

The cumulative effect of substitute teachers over the course of a year is very significant to the educational process. You are vital to us and we expect you to do your best. Please let us know how we can assist you in your substitute teaching endeavors.



# MISSION STATEMENT AND BELIEFS

The Kansas City, Kansas Public School District's Mission is to develop, through quality education, lifelong learners who will meet the demands of the future.

## BELIEFS:

- ♥ All children can learn.
- ♥ Students must be equipped to be productive, responsible adults and to meet the challenges of the future.
- ♥ Every student should be enabled to develop to his/her fullest potential
- ♥ All children are entitled to a caring and safe learning environment.
- ♥ All children should respect themselves and others.
- ♥ Quality education is a collaborative effort among the schools, students, parents and community.

## Superintendent's Charge

To Inspire Excellence: Every Grownup, Every Child, Everyday!

- ☆ full implementation of the District's "5 Step Process of Excellence in Instruction"
- ☆ reading, writing, speaking, and thinking actively taught across all content areas pre-school through grade 12
- ☆ culturally responsive teaching for learning strategies implemented across all content areas and grade levels
- ☆ 21st Century teaching for learning strategies implemented across all content areas and grade levels.



# JOB DESCRIPTION

- Title:** Substitute Teacher, Unified School District No. 500
- Reports To:** Human Resources Substitute Administrator and/or Building Principal
- Job Goal:** In the absence of the classroom teacher, the substitute teacher enables each student to pursue his or her education as smoothly and completely as possible by providing instruction, encouraging student progress and managing the learning environment.
- Qualifications:** Must hold a valid Kansas Teaching License, Kansas Substitute Teaching License or Kansas Emergency Substitute License.

## Essential Functions:

- Expected work day: 4 to 8 hours.
- Works at least 20 days during each school year and work during the last 3 months.
- Emergency substitutes attend 5 of 9 training in-services during each school year.
- Dresses in a manner consistent with school policies.
- Reports to the school office upon arrival and performs all check-in procedures as required.
- Reviews with building principal, department head, team leader, grade level teacher, etc., all plans and schedules to be followed during the teaching day.
- Maintains, as fully as possible, the established routines and procedures of the school and classroom to which assigned.
- Manages the learning environment by handling non-instructional tasks efficiently, using instructional time appropriately, maintaining an effective physical setting for instruction and maintaining appropriate student behavior in the classroom.
- Maintains accurate, complete and appropriate records and files (i.e. attendance).
- Teaches the lesson as prepared by the absent teacher. Continuity of instruction is essential.
- Reports in writing on the day's activities at the conclusion of the teaching day.
- Follows all district and school policies, rules and procedures to which regular teachers are subject and which good teaching practice dictates.
- Performs all duties assigned to the absent teacher unless excused by the building administrator. (i.e. **lunchroom, bus, and recess duty**).
- Returns instructional materials, equipment and keys to proper place.
- Ensures adequate supervision to assure the health, welfare and safety of all students.
- Reports all student injuries, accidents, illnesses and discipline problems to the appropriate authority immediately or as soon as is reasonably possible.
- Models non-discriminatory practices in all activities.
- Performs other duties as required or assigned.

**Salary:** Based on the U.S.D. 500 salary schedule for substitute teachers.

## Terms of

**Employment:** As needed during the regular school term as defined in the official school calendar.  
**Substitute teachers are "at will" employees.**

**Evaluation:** Performance may be reviewed at any time by building or district administrators.



# LICENSURE

All persons employed as substitute teachers shall hold a valid Kansas Teaching License, Standard Substitute Teaching License or Emergency Substitute License (distributed by the employing school district). Following are excerpts from the Regulations and Standards for Kansas Educators (updated July 22, 2005).

## 91-1-203. Licensure requirements.

### (d) Substitute teaching license.

Each applicant for an initial substitute teaching license shall submit to the state board the following:

- (1) An official transcript from an accredited institution verifying the granting of a bachelor's degree;
- (2) Verification from an accredited institution of completion of an approved teacher education program;
- (3) An application for substitute teaching license; and
- (4) The licensure fee.

### (e) Emergency substitute teaching license.

Each applicant for an emergency substitute teaching license shall submit to the state board the following:

- (1) An official transcript verifying the completion of at least 60 semester hours of general education coursework, professional education coursework, or a combination of these types of coursework;
- (2) An application for emergency substitute teaching license; and
- (3) The licensure fee.

## 91-1-214. Criminal history records check.

- (a) Each person making initial application for a Kansas certificate or license or for renewal of an expired certificate or license shall submit, at the time of application, a complete set of legible fingerprints of the person taken by a qualified law enforcement agency. Fingerprints submitted pursuant to this regulation shall be released by the department of education to the Kansas bureau of investigation for the purpose of conducting criminal history records checks, utilizing the files and records of the Kansas bureau of investigation and the federal bureau of investigation.
- (b) Each applicant shall pay the appropriate fee for the criminal history records check, to be determined on an annual basis.
- (c) In addition to any other requirements established by regulation for the issuance of any certificate or license specified in subsection (a), the submittal of fingerprints shall be a prerequisite to the issuance of any certificate or license by the state board. Any person making application who does not comply with the provisions of this regulation shall not be issued a certificate or license. *(Authorized by and implementing Article 6, Section 2(a) of the Kansas Constitution; effective Sept. 13, 2002.)*



# DUTIES

- A.** Arrive at the school at least **30 minutes before classes begin**. This will allow you an opportunity to become familiar with the school, the classroom and most of all, the lesson plans.
- B.** Upon arrival at the school, you should **report to the school office**, introduce yourself and state for whom you are substituting.
- C.** A staff member of the school should show you the **location of your classroom, the teachers' lounge, restrooms, cafeteria, etc.**
- D.** The **regular teacher should leave the following for your use and information:**
1. Lesson plans in sufficient detail for you to readily utilize them
  2. A seating chart
  3. Grade book
  4. Procedures for taking attendance, lunch count, restrooms, fire and tornado drills
  5. A time schedule for the day's classes and activities
  6. A list of other duties to be performed (i.e. recess duty, cafeteria supervision, etc.)
  7. Instructions for usage of materials and location of materials.
  8. Instructions for collecting, grading and/or storing student papers for the teacher.
- E.** **Follow the lesson plans left by the teacher.** Do not deviate from the lesson plans left by the teacher. You may use **supplemental activities after** the lesson plans have been completed, time permitting. If you **can not find materials required** for the lesson plans, **contact the principal** or a nearby teacher. If lesson plans are not available, please report this to the principal.
- F.** **Proper discipline and classroom order** are prerequisites to good teaching. Be firm, fair, and professional and command respect. Do not hesitate to exhibit a sense of humor. If you **need assistance** with discipline, do not hesitate to **contact a building administrator**.
- G.** As a substitute teacher, you are **expected to dress in a professional manner**. Your appearance will have a great influence on the atmosphere that you establish within the classroom. You should **never wear jeans, shorts, tank tops, tee-shirts, flip-flops, etc.**



# DUTIES (continued)

- H. Do not hesitate to ask for assistance** from fellow teachers. You will find that the staff is eager to assist you in having a successful day.
- I. At the end of the day, leave a report of the day's activities** for the regular teacher. Substitute Teacher Report forms are available in Substitute Services Department.
- J. While you are substituting in a building, you are expected to follow school regulations, professional standards and rules of ethical conduct** as are other staff members. If you have **questions concerning school policy or practices, discuss concerns with the principal.**
- K. Leave all hobbies at home.** Parents, students and other teachers will expect education to take place in your classroom.
- L. Do not leave students unsupervised.** In case of emergency, contact the office or notify a nearby teacher.
- M. At the end of the day, you must check out** with the principal or his/her representative. Be sure to return all keys, records, etc.
- N. The use of cellular phones or pagers** in the classroom during instructional time is prohibited except in extenuating circumstances approved in advance by the principal.
- O. You are expected to perform any duties** that the building administrator or designee may require you to fill.
- P. Have an enjoyable and rewarding experience!!!**

**DO NOT LEAVE THE BUILDING WITHOUT  
INFORMING THE BUILDING ADMINISTRATOR**



# PERSONNEL FILE

Prior to receiving substitute teaching assignments, all substitute teachers must have the following information on file in the Human Resources Substitute Services Department.

- ✓ Certified Personnel Application
- ✓ W-4
- ✓ Teaching License – see the following page for requirements
- ✓ Health Certificate
- ✓ Public Employee Oath – Human Resources Services has a notary available to administer the oath
- ✓ Data Sheet with Photograph
- ✓ I-9 – Employment Eligibility Verification (copy of driver’s license and Social Security card)
- ✓ Transcripts
- ✓ Background Investigation – subsequent to an offer of employment, but before the commencement of any services, the district shall conduct or cause to be conducted an investigation into the background of any individual to be employed by the school district
- ✓ Substitute Teacher Profile Sheet
- ✓ Identification Badge

Substitute teachers are required to attend a Substitute Orientation and Training session. Employment begins after approval by the Kansas City, Kansas Public School Board.




# EVALUATION

Formal evaluations of substitute teachers are not routinely completed. A substitute teacher performance report may be submitted at any time by a principal or the principal's designee.

When a substitute teacher's performance is reported to be unsatisfactory, the Substitute Services Department will notify the substitute in writing. If a second unsatisfactory performance is reported, the substitute will be notified again in writing and may be scheduled for a conference with the Substitute Teaching Administrator to discuss job performance.

A substitute may be removed from the approved substitute teacher list when three (3) or more unsatisfactory reports have been received by the Substitute Services Department. A substitute may be removed for not working during any consecutive three (3) month period.

A substitute may also be removed for an excessive number of refusals to accept teaching assignments, for not reporting for an accepted assignment, for an excessive number of cancellations, for not attending the required number of training sessions, or for not working the required number of days during the school year.

 **NOTE:** Substitute teachers are employed on a day-to-day basis by the Kansas City, Kansas Public School Board of Education. There is **NO contractual agreement** for employment between a substitute and the Kansas City, Kansas Board of Education beyond the day's assignment for which he or she may be called and/or agrees to work.

A substitute may immediately be removed for any incident involving incompetence, immorality, insubordination, gross misconduct, neglect of duty, physical or verbal abuse of students or others, and/or for accusations resulting in a criminal investigation. An opportunity to explain and/or review the situation will be provided.



# METHOD OF NOTIFICATION

Substitute teachers are called on a rotation basis by the SubFinder system. Although most substituting needs are not known until the day of the assignment, substitutes can expect to be notified as early as three weeks in advance of assignments by SubFinder. SubFinder will call substitutes from 5:00 p.m. to 10:00 p.m. and will resume calling at 5:00 a.m. and will continue until approximately 90 minutes before an assignment is scheduled to begin.

In order to help SubFinder efficiently contact substitute teachers, please consider the following suggestions.

1. Be sure (if you haven't already done so) to call **SubFinder** to **register your voice**. This will ensure that you are active in the system. The phone number for **SubFinder** is **(913) 279-2040**.
2. Once you are activated in the system, have paper and pencil by the phone to record your assignments as you receive them. This is important because the job will provide the name of the teacher, dates, grade or subject taught and the school where the assignment is located.
3. Whenever you will be unavailable to work, please call SubFinder and report yourself unavailable for whatever length of time necessary or enter your unavailability online into Subfinder via Webconnect.
4. If you accept an assignment and cannot perform duties for that day, call SubFinder or go online and cancel your job **at least 90 minutes before** the scheduled start time. If it is too late to cancel your job in the SubFinder system, please notify Substitute Services Department immediately. For secondary assignments, call **Rose Vasquez at (913) 279-2254**. For elementary assignments, call **Sheffer Wynn at (913) 279-2260**. In the event of a late cancellation, you must also contact the school to report your cancellation. A listing of phone numbers for our schools can be found on **page 16**.
5. If you accept a full-time position and will no longer be available to substitute for our district, please notify Substitute Services Department in writing so that you will NOT continue to receive calls.
6. If you do not wish to be assigned to particular grades, subjects or schools, please provide the information to Substitute Services Department in writing, so that you will not receive unnecessary or unwanted calls.



Each substitute teacher has been assigned a **SubFinder ID number** for substituting. Please **do not confuse this number** with your employee payroll number. Your SubFinder ID number is for anyone who requests you to substitute for them. Please **remember your PIN number** (employee payroll id number) is to be used to access the SubFinder system and for in-service training.

**Any new substitute** will need to call in to the SubFinder system to **register your voice**. Until you call SubFinder, **(913) 279-2040** to register, you will be unable to receive calls. Returning **substitute teachers** should call SubFinder at the beginning of the school year to review your personal information.

SubFinder calling times are from **5:00 p.m. to 10:00 p.m.** and again from **5:00 a.m. to 7:30 a.m.** If you accept an assignment, you are expected to report for that assignment. **Please be on time**. If you accept a **same day assignment late**, contact the school or the sub office to let them know that you are on your way.

A previously accepted assignment may be cancelled up until **90 minutes** before the report time. Whenever you need to cancel an assignment, you are required to provide a reason. Available reasons and codes are as follows:

- 50 – Personal Illness**
- 51 – Family Emergency**
- 52 – Child Care**
- 53 – Continuation (in present assignment)**
- 54 – Bereavement**
- 55 – Other**

If you **cannot cancel the assignment** in the SubFinder system, please notify the Substitute Services Department immediately. **Secondary** assignments, call **Rose Vasquez** at **(913) 279-2254**. **Elementary** assignments, call **Sheffer Wynn** at **(913) 279-2260**. These phone numbers are **available 24 hours** daily. You must also **contact the school** to report your cancellation. A listing of phone numbers for our schools can be found on page 16.

If you accept an assignment for **Elementary Art, Music or Physical Education**, these jobs may **require travel**. Please contact the Substitute Services Department for the travel schedule, if there are no special instructions in the SubFinder system.

**Always remember to record your job numbers**. Job numbers may be reviewed by calling SubFinder at (913) 279-2040 the same day of the assignment or going online through WebConnect ([www.kckps.org](http://www.kckps.org)).

Questions or concerns – call **Substitute Services** at **(913) 279-2194**.



# TRAINING SESSIONS

As a substitute teacher, you are a partner in providing quality education for the students of the Kansas City, KS Public School District. To assist you with the fulfillment of this critical role, training geared specifically for substitute teachers has been developed.

The purpose of this training is to improve teaching skills and confidence levels, and ensure proficiency in the deployment of appropriate and effective teaching strategies, as well as, classroom management techniques every time you take charge of the classroom.

The District's goal is for the substitute to have a positive teaching experience while students gain a day of quality instruction. Through training you will be equipped with skills necessary to be successful.

## **SUBSTITUTES ARE REQUIRED TO ATTEND FIVE (5) TRAINING SESSIONS**

Standard substitutes who hold teaching certificates are NOT required to attend training. Emergency substitutes who are enrolled in an accredited teacher certification program or who are involved in after school activities MAY be excused with PRIOR notice to the Substitute Services Department. Emergency substitutes working in long-term assignments MUST contact the Substitute Services Department for determination of training requirements.

Renewal of employment will NOT be offered to substitute teachers who fail to attend the required five (5) training sessions and **work 20 days during the current school year.**



# DRESS & GROOMING

Substitutes shall maintain high standards of professional appearance, thereby reflecting the dignity of the education profession and serving as role models for students.

✦ Skirt hemlines must be below mid-thigh.

✦ Shorts and other garments resembling shorts are generally not acceptable attire except in the gym and playground, on athletic practice fields, and on marching band practice fields. Knee-length walking shorts may be worn on other occasions only with permission of the principal or supervisor. Gym attire (shorts or warm-ups) are not acceptable dress for teaching in the regular classroom.

✦ Jeans and Capri pants are generally not acceptable professional dress. They may be worn in certain shop and agricultural classes and on spirit days and other occasions with approval of the principal or supervisor. On occasions when jeans or Capri pants are permitted in the regular classroom, “dress” jeans or Capri pants are the recommended norm.

✦ No body piercing studs or rings are permitted (except earrings on women.)

✦ Stirrup pants with oversized shirts or sweaters are not appropriate.

✦ Collarless T-shirts are generally not acceptable except when worn as part of gym attire, worn as school colors on spirit day, or worn with jeans or knee-length shorts on occasions approved by the principal or supervisor.



# LEGAL ISSUES

## SAFETY

- ◆ Treat all threats seriously. Report any threat immediately to the office.
- ◆ Every school has a written emergency plan with procedures for lockdown and/or evacuation.
- ◆ Refer students in need of conflict management to the office.
- ◆ Contact an administrator if you suspect a student is under the influence of illegal substances.
- ◆ NEVER LEAVE STUDENTS UNATTENDED.

## CHILD ABUSE

- ◆ Report suspected cases to a teacher, counselor, assistant principal, principal or secretary. Document the person to whom you have reported the incident.
- ◆ NEVER USE CORPORAL PUNISHMENT WITH STUDENTS. This includes hitting, pushing, pinching, forcing a student to stand for long periods of time, making students do push-ups or using any physical force. DO NOT TOUCH KIDS!!

## HARASSMENT

- ◆ DO NOT tolerate any form of harassment: sexual, racial, verbal, disability, etc.
- ◆ DO NOT ignore student to student conversation. Report to a teacher, counselor, assistant principal, principal or secretary. Document the person to whom you have reported the incident.
- ◆ DO NOT joke about these issues.
- ◆ DO NOT use the classroom as a forum for gaining support for your own belief system/life style
- ◆ Remember that harassment may be student to student, student to staff, staff to staff, staff to student. No form of harassment is acceptable.

## WEAPONS

- ◆ Do not bring weapons to school for any reason. Contact the appropriate personnel.
- ◆ ZERO TOLERANCE.

## HEALTH

- ◆ NEVER GIVE MEDICINE OF ANY KIND, INCLUDING ASPIRIN TO STUDENTS. Refer them to the school nurse or office for supervision taking medications.
- ◆ Report accidents or injuries to the school nurse or office immediately.
- ◆ If a student becomes ill, CALL FOR HELP! Send the student to the nurse accompanied by someone. Follow up to verify the student's status.
- ◆ Use latex gloves provided in the classroom if you contact blood or any bodily fluid.

## OTHER

- ◆ Avoid introducing controversial subjects or materials (i.e. information on the occult, racist cartoons, sexually explicit books, etc.) to classes.
- ◆ Avoid being left alone with a student for extended periods of time. When alone with a student, keep the door open.
- ◆ DO NOT date students or socialize with them after school.



# PROFESSIONAL ETHICS

## CONFIDENTIALITY

All school records and reports should be handled with care. Many records are of a confidential nature. They are maintained in order to provide information on a child's development for the professional staff.

It is essential that, as a substitute teacher, you are careful not to divulge any confidential information that has been received from contact with children and other people in the profession.

## UNDERSTANDING

As a substitute teacher, traveling from school to school, you will observe many situations and modes of operation. Rather than disparage the teachers for whom you substitute, we hope you will keep in mind that teachers do not all work in the same manner.

Understanding, not criticizing, will go far to make your teaching assignment more pleasant for you and others around you. Instead of expressing comparisons among classrooms, teachers, and schools, you should make every effort to carry on the program of the regular classroom teacher and to fit in with the existing schedule.

## CELL PHONE USE

Substitute teachers must not make or accept cell phone calls when they are on duty with students. Substitutes may make personal calls on break times when they are not supervising students. Cell phones should be placed on a silent or vibrating tone in the schools so as not to disturb the learning environment.



# SCHOOL INFORMATION

The following is a list of beginning and ending times for students. All teachers and substitute teachers are required to be on duty **30 minutes before classes begin and to remain on duty 30 minutes after students have been dismissed.** SubFinder is programmed to contact substitutes early enough to allow time to report to work as required. If it is ever necessary to leave work early, the principal will have to grant that permission.

## Secondary Schools

High Schools	7:25 a.m. to 2:20 p.m.
Middle Schools	7:50 a.m. to 2:50 p.m.
Fairfax Campus	7:25 a.m. to 2:20 p.m.
Sumner Academy	8:10 a.m. to 3:05 p.m.

## Elementary Schools

New Stanley	8:15 a.m. to 3:15 p.m.
KCK Early Childhood Center	8:15 a.m. to 3:30 p.m.
Elementary Schools Listed	8:30 a.m. to 3:30 p.m.
Douglass, Eugene Ware, Frances Willard, FW Early CC, Grant, Mark Twain, McKinley, Noble Prentis, Quindaro, Stony Point North, Stony Point South, T.A. Edison, Welborn, William Allen White	
Morse Early Childhood Center	8:45 a.m. to 4:00 p.m.
All Other Elementary Schools	9:00 a.m. to 4:00 p.m.





<b>SCHOOL</b>	<b>PHONE</b>	<b>FAX</b>	<b>ADDRESS</b>
<b>High Schools</b>			
F. L. Schlagle	627-7500	627-7555	2214 North 59th St., 66104
J. C. Harmon	627-7050	627-7185	2400 Steele Rd., 66106
Sumner Academy	627-7200	627-7205	1610 North 8th St. 66101
Washington	627-7800	627-7850	7340 Leavenworth Rd. 66109
Wyandotte	627-7650	627-7700	2501 Minnesota Avenue 66102
<b>Secondary/Adult/Alternative Schools</b>			
Bridges	627-6702	551-3547	3101 North 10th St., 66102
Fairfax Campus	627-7160	627-7190	813 Barnett, 66101
<b>Middle Schools</b>			
Argentine	627-6750	627-6783	2123 Ruby, 66106
Arrowhead	627-6600	627-6654	1715 North 82nd St., 66112
Central	627-6150	627-6152	925 Ivandale, 66101
Coronado	627-6300	627-6358	1735 North 64th Terr. 66102
Eisenhower	627-6450	627-6455	2901 North 72nd St. 66109
Northwest	627-4000	627-4052	2400 North 18th St., 66104
Rosedale	627-6900	627-6957	3600 Springfield, 66103
West	627-6000	627-6053	2600 44th St., 66104
<b>Preschools / Elementary Schools / Special</b>			
Banneker	627-4700	627-4776	2026 North 4th St., 66101
Bethel	627-3000	627-3046	7850 Yecker, 66109
Caruthers	627-4750	627-4786	1100 Waverly, 66104
Claude Huyck	627-4650	627-4686	1530 North 83rd St., 66112
Douglass	627-5100	551-3556	1310 North 9th, 66101
Emerson	627-5900	627-5937	1429 South 29th St., 66106
Eugene Ware	627-5950	627-5986	4820 Oakland, 66102
Frances Willard	627-6100	627-6126	3400 Orville, 66102
Early Childhood	627-0360	788-7932	2220 North 59th Street, 66104
Frank Rushton	627-3050	627-3088	2605 West 43rd Ave., 66103
Grant	627-4300	627-4303	1510 North 4th St., 66101
Hazel Grove	627-7000	627-7027	2401 North 67th St., 66104
John F. Kennedy	627-4950	627-4986	2600 North 72nd St., 66109
John Fiske	627-4850	627-4876	625 South Valley, 66105
KCK Early Childhood Ctr	627-4800	551-3388	1708 North 55th Street, 66102
Lindbergh	627-5150	627-5176	641 North 57th St., 66102
M.E. Pearson	627-3150	627-3176	310 North 11th St., 66102
Mark Twain	627-5200	627-5246	2300 Minnesota Avenue, 66102
McKinley	627-7350	551-3645	611 North 14th Street, 66102
Morse Early Childhood	627-6550	627-6566	912 South Baltimore, 66105
New Chelsea	627-5000	627-5013	2500 Wood, 66104
New Stanley	627-3950	627-3976	3604 Metropolitan, 66106
Noble Prentis	627-5250	627-5276	2337 South 14th, 66103
Parker	627-4200	627-4201	3334 Haskell, 66104
Quindaro	627-4400	551-3677	2800 Farrow, 66104
Silver City	627-4550	627-4576	2515 Lawrence Avenue, 66106
Stony Point North	627-4500	627-4537	8200 Elizabeth, 66112
Stony Point South	627-4600	627-4626	150 South 78th St., 66111
T.A. Edison	627-4900	722-7486	1000 Locust, 66103
W.A. White	627-6250	627-6276	2600 North 43rd Terrace, 66104
Welborn	627-4450	627-4477	5200 Leavenworth Rd., 66104
White Church	627-4250	627-4276	2226 North 85th St., 66109
Whittier	627-6400	627-6449	295 South 10th St, 66102



# WEDNESDAY AFTERNOON STAFF DEVELOPMENT

Students will be dismissed early on Wednesday afternoons for teacher staff development. Substitute teachers who accept assignments on Wednesdays, will be *paid for six (6) hours*. Following is the early dismissal schedule.



	<b>Regular Dismissal</b>	<b>Early Dismissal</b>
<b>High Schools</b>	2:20 p.m.	12:20 p.m.
<b>Fairfax Campus</b>	2:50 p.m.	12:50 p.m.
<b>Middle Schools</b>	2:55 p.m.	12:55 p.m.
<b>Sumner Academy</b>	3:05 p.m.	1:05 p.m.
<b>Elementary Schools (8:30 Start Time)</b>	3:30 p.m.	1:30 p.m.
<b>Elementary Schools (9:00 Start Time)</b>	4:00 p.m.	2:00 p.m.



# LET EFFECTIVE INSTRUCTION WORK FOR YOU

Students will be more likely to perform as you expect if you incorporate motivation and reinforcement principles into your daily routine. This involves building interest, success, feedback, and accountability into your lessons. Positive reinforcement involves encouraging students to maintain appropriate behavior. When students are on task as expected, make sure they are positively reinforced so that this behavior will continue.

The Substitute Teacher Institute provides the following principles of human behavior in their Substitute Teacher Handbook:

- ✍ *Behavior is largely a product of its immediate environment.* If students misbehave, act out, or are easily distracted it is very likely that this is in response to something in the immediate classroom environment. Your actions determine this environment.
- ✍ *Behavior is strengthened or weakened by its consequences.* The persistent behavior of students who are disruptive or non-attentive can invariably be explained by the classroom consequences of this behavior.
- ✍ *Behavior ultimately responds better to positive than to negative consequences.* By genuinely reinforcing appropriate behavior through positive consequences, many undesirable behaviors will become extinct and appropriate behavior among all students will increase.
- ✍ *Whether a behavior has been punished or reinforced is known only by the course of that behavior in the future.* The only way you can tell if a response to a behavior is punishing or reinforcing is to watch what happens to the behavior after the response. What is a punishment to one student may reinforce and perpetuate a behavior in another.

**Effective instruction can not take place without proper behavior in the classroom.**



# SALARY GUIDE

## SALARY GUIDE

### **Emergency Substitute Teacher**

Any teacher holding a valid emergency substitute license issued by the Kansas State Department of Education and who is employed on a day-to-day basis to take the place of a teacher who is absent, but is expected to return to work within 5 school days.

### **Regular Substitute Teacher**

Any teacher holding either a valid teaching license or a valid standard license issued by the Kansas State Department of Education and who is employed on a day-to-day basis to take the place of a teacher who is absent, but is expected to return within 20 school days.

### **Long-Term Substitute Teacher**

Any teacher assigned to fill a staff position for a period of **20 consecutive** school days will initially be paid the regular daily rate. After completion of 20 consecutive days this pay will be retroactive commencing from the 1st day of the assignment and will continue from the 21st day until the end of the assignment.

### **Assigned Vacancy Substitute Teacher**

Any teacher holding either a valid teaching license or a substitute license issued by the Kansas State Department of Education and is temporarily employed to fill a vacant staff position.

## SALARY SCALE

Emergency Substitute Teacher	\$123.40 per day
Certified/Standard Substitute Teacher	\$132.60 per day
Long-Term Substitute Teacher	\$153.27 per day
Assigned Vacancy Substitute Teacher	\$182.48 per day



## PAYROLL REPORTING

The payroll reporting process is automated. Licensed certified teachers (this does not include emergency substitutes) that remain in the building on Wednesday must have an IDP plan on file in order to receive IDP points and pay.



## PAYDAY

Substitute teachers are paid on the 15th and the last working day of each month. **The first payday for substitute teachers is August 31st of each school year. ALL PAYROLL INFORMATION MAY BE VIEWED VIA THE EMPLOYEE PORTAL.** The Payroll Department will order a pay card for substitute's without bank accounts upon completion of the appropriate payroll form. This form will generate a request for a pay card that will function like a VISA debit card. Upon receipt of the pay card, the Business Office will contact the substitute by telephone. The substitute will be directed to go to the Business Office to pick the pay card up. Compensation will be deposited onto the pay card according to time worked and the payroll scheduled pay dates. For further explanation regarding your pay card, contact the **Payroll Department at (913) 279-2245 or (913) 279-2275.** If direct deposit is selected, the payroll department will need 2 pay periods to pre-note your account. Direct deposits must be pre-arranged through the Payroll Department. If you believe there is a discrepancy with the number of days and/or hours of pay, then you may contact Ms. Rose Vasquez at (913) 279-2254 or Ms. Sheffer Wynn at (913) 279-2260. **Address changes must be reported immediately in writing** to the Human Resources Substitute Services Department.

PAYROLL & PAYDAY



# SUGGESTIONS FOR MEETING A CLASS FOR THE FIRST TIME

- ⇒ Arrive early (at least 30 minutes before class starts).
- ⇒ Examine and interpret the lesson plans and be ready to teach.
- ⇒ Check the daily schedule – note any special classes.
- ⇒ Find out if you have supervision or special duties.
- ⇒ Greet pupils as they arrive.
- ⇒ Write your name on the board.
- ⇒ Introduce yourself and ask students for their names.
- ⇒ Learn first names as quickly as possible.
- ⇒ Establish eye contact. This gets the students' attention.
- ⇒ Be ready to start the first activity as soon as the class convenes.
- ⇒ As you begin, tell the class that you will give 100% to make this a good day and that you expect that they will do the same.
- ⇒ Be sure you know where a student is going if he/she gets permission to leave the room. Use written passes only.
- ⇒ Lead elementary students in passing through the halls.
- ⇒ Be flexible, if necessary, improvise. You may need to have your own activities ready. Be creative.
- ⇒ Openly praise students who are behaving appropriately and doing what is expected of them.
- ⇒ HAVE FUN and don't be afraid to make mistakes.



# THE SCHOOL DAY

## WEAR YOUR ID BADGE

The first step is identifying yourself and students as a district employee is to wear your photo ID badge at all times. This is also important for the security of our students. If you forget your badge, please inform the front office so they can provide you with an alternative form of identification. If you decide to resign, it is necessary for you to return your badge to the Substitute Services Office,

## UPON ARRIVAL AT SCHOOL

It is suggested that you familiarize yourself with the district before your first assignment. Upon arrival at the school, always **CHECK-IN** with the principal's secretary, even if you have been retained by the building or the Substitute Services Office. The principal and/or secretary must be notified that you are in the building.

In the event that there has been a **CANCELLATION**, notify the Substitute Services Office immediately. You will find that your teaching duties in the classroom will go more smoothly if you review the lesson plan left by the teacher. If you are unable to find any lesson plans, contact the office to provide you with the Sub Folder for that class. If there is no seating chart, make one up. This will enable you to call students by name and help maintain classroom control.

Rapport with students should be established quickly. A pleasant, sincere, but firm approach and adherence to the routine of the classroom will help ensure a relationship of mutual respect with the students. **REMEMBER: Students should be under your supervision at all times.** All students are expected to do the work assigned. You must not accept any other standard.

You are responsible for upholding school rules, regulations, and maintaining daily records of attendance. If you are in doubt about the method of keeping records ask the building secretary, the nearest classroom teacher, or the principal.

## THE END OF THE DAY

At the end of the day, leave a note reporting what you have accomplished, including comments on subjects and students. Stop by the office and sign out. This will ensure that your time has been recorded accurately and eliminate any problems.



# BULLYING

Simple definition of Bullying and Harassment: When a kid repeatedly does or says something to you for the purpose of hurting you (or threatening to hurt you) or to seriously alarm or embarrass you in public.

♣ **Bullying means: any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have negative effects.**

♣ -- Harming a student or staff member, whether physically or mentally

♣ -- Damaging a student's or staff member's property

♣ -- Placing a student or staff member in reasonable fear of damage to the student or staff member

♣ -- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property

♣ **Cyber Bullying is being cruel to others by sending or posting harmful materials using technological means. An individual or group that uses information and communication involving electronic technologies to facilitate, deliberate, and repeat harassment or threats to an individual or group. Online social cruelty.**

♣ - Using new communication technology (cellular phones, internet, and other forms of electronic media) to torment others taking humiliation to a frightening level.

♣ - Hiding behind the anonymity of the Internet, cyber bullies are able to hurl threats, spread rumors, trash reputations, and damage fragile egos.

♣ **Report incidents of bullying to administration when students are being threatened. In serious cases inform the parents.**



## AT NO TIME ARE YOU TO ADMINISTER CORPORAL PUNISHMENT!!

Discipline problems generally occur for one of three reasons. From the student's viewpoint, these reasons include:

- ✓ The student can't do it -- so why even try?.
- ✓ The student can already do it -- so why bother?
- ✓ It won't make any difference if I do it or not -- so why bother?.

To help students stay on task, make sure that what you are asking of them is not too easy. If the students are bored you are more likely to get misbehavior. At the other end of the spectrum, if students feel there is no way they can do what is being asked, you are also likely to get misbehavior. Many students would prefer to be known as troublemakers than to be seen as "dumb" by their peers.

Make sure that students are held accountable for what they are being asked to do. Several strategies can be used and may include the following:

- ✓ Direct your questions and activities to all students, not just those who raise their hands. We know that when students are actively involved in the learning process, they are less likely to engage in inappropriate behavior.
- ✓ Move around the classroom and position yourself near students who could benefit from your presence and assistance.
- ✓ Relate the content you are teaching to the students' personal lives, whenever possible.
- ✓ Provide feedback that tells the students what it is that they are doing right, what needs to be improved, and how to improve. This sends the message that you expect them to get it right and that you will help them to be right.
- ✓ By following the teacher's lesson plans, the students will feel that the day fits into the general structure of the class and is not a "day off". This provides more continuity in the instruction program and is more likely to encourage students to continue behaving in the manner expected when their teacher is present.

No substitute shall use physical force or physical contact against a student or strike a student as punishment for a violation of the Code of Student Conduct. Provided, however, nothing in this policy shall be construed to impair a substitute from using reasonable and necessary physical force to restrain a student in order to protect one's self, other persons, prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

CORPORAL PUNISHMENT



# HELPFUL HINTS\* FOR SUCCESSFUL SUBSTITUTE TEACHING

1. Arrive **early**, not just at the required time.
2. At each school, **familiarize yourself** with the locations of fire extinguishers, emergency exit routes, “call buttons” to the office, etc.
3. Keep a **sense of humor**; it helps both your digestive system and the climate in the classroom.
4. Expect to **be challenged**; it comes with the territory at all grade levels.
5. **Let the teacher know** specifically what lessons weren’t completed. This information should be included in your detailed note that you leave for the teacher at the end of the day. (Explain reasons why, if needed.)
6. Don’t feel threatened or uncomfortable when **administrators visit** your classroom. They can be a great help in maintaining discipline and assisting with your instruction.
7. Make sure the students **know your name**, but don’t let them call you by your first name; it diminishes the respect you want to establish and maintain.
8. **Expect interruptions**. Fire drills, electrical outages, playground injuries, visits from other teachers, students being “pulled out” for other programs or services are all par for the course.
9. When in doubt, confused, or otherwise unable to carry out your duties, **seek help** from another teacher at the same grade level (elementary) or subject area (secondary).
10. **Do more than required**. Your extra efforts will be noted and appreciated.

*\*(Compiled from suggestions submitted by successful  
Northside Independent School District substitute teachers.)*



# SUBSTITUTE TEACHING TIPS

The following tips, if practiced routinely, may help eliminate classroom problems before they begin.

- ✍ Take control early and let students know that rules will be enforced.
- ✍ Explain how you intend to manage the classroom through the instructional period/day lesson. Help students understand your intentions with a lesson. Making lessons interesting will help you keep students' interest.
- ✍ Students are familiar with discipline plans left by their teacher; please try to follow them.

## TIPS TO REMEMBER

- ✍ Ignore behaviors at first. Students may just be asking a classmate a simple question. If problems persist, then start with a positive reminder. Making eye contact can sometimes be a reminder to students that you have an idea they are causing a problem. Making eye contact can stop problems very quickly.
- ✍ Proximity is a strategy that is effective for good classroom management. Moving around the room will help keep all students involved in the lesson. Often moving to students who are causing problems will get them to stop acting inappropriately.
- ✍ Relocating students may be done but should only be done if other requests to stop the undesired action fail. Asking students to change seat locations may be disruptive and challenging.
- ✍ Private conferences or talking one-on-one to students is a good option for disruptive students. Never degrade or intimidate students when disciplining. Always stick to the rules. Remember, being fair and consistent is an important feature of working with students.
- ✍ Common sense should be used anytime you are working with students. Make all consequences fit the infraction.
- ✍ Exercise self control by always being in control. As the adult in the classroom the substitute is expected to be the authority figure. Treat all students with respect. Avoid discussions that contain controversial topics, personal qualities, decisions, opinions or judgments.

**ALWAYS CONSULT AN ADMINISTRATOR FOR MAJOR DISCIPLINE ISSUES**



# SUB PACK

A SubPack is like an **emergency preparedness kit** for the classroom. It should contain a variety of **useful and necessary classroom supplies and materials**. The contents of a SubPack can be organized into four categories: **Personal and Professional Items, Classroom Supplies, Rewards and Motivators,** and **Activity Materials**. The specific contents of your SubPack will be personalized to fit your teaching style and the grade levels you most often teach. Check the pack at the end of every day, refill it with what is necessary, and have it by the door or in the car ready for the next day.

## Personal & Professional Items

Pen, pencil, and colored marking pen  
Substitute Teacher Report  
(to leave for the permanent teacher)  
District information  
(maps, addresses, phone numbers,  
policies, starting times, etc.)  
A coffee mug or water bottle  
A whistle  
(useful for P.E. and playground duty)  
A small package of tissues  
Snacks  
(granola bar, pretzels, bottled water)  
An individualized Hall Pass  
A small bag or coin purse for keys, driver's  
license, money (enough for lunch), and  
other essential items.  
Band-Aids®  
Headache medicine (for you only)  
Small sewing kit with safety pins

## Classroom Supplies

Crayons  
Rubber bands  
Colored markers, pencils, and/or crayons  
Labeled ball-point pens  
(red, blue, black)  
Pencils and small pencil sharpener  
Transparent and masking tape  
White board markers and dry eraser  
Chalk  
Scissors  
Glue sticks  
Paper clips, staples, and a small stapler  
Post-it note pads  
(various sizes and colors)  
Ruler  
File folders  
Calculator  
Lined and blank paper  
Name tag materials (address labels or  
masking tape will work)

## Activity Materials

Tangrams  
Bookmarks  
Picture books and brainteasers  
Estimation jar  
Timer  
Copies of a 5 minute filler  
(or early finisher) activity  
Newspaper

## Rewards/Motivators

Mystery Box  
Tickets  
Certificates  
Stickers  
Stamp and Ink Pad  
Privilege Cards  
(get a drink, first in line, etc.)



# RESOURCES FOR SUCCESSFUL SUBSTITUTE TEACHING

There are literally hundreds of good web sites on the internet for substitute teachers. Of course, some are better than others, so feel free to browse for yourself until you find what you need. To get you started, here are a few excellent sites to explore.

<http://substation.usu.edu> is the site created and maintained by the Substitute Teacher Training Institute at Utah State University. It contains articles and resources for substitute teachers.

[www.proteacher.net](http://www.proteacher.net) serves as a bulletin board for substitute teachers. In addition to lots of helpful hints and success stories, there is plenty of room for commiseration so you won't feel alone in your experiences as a substitute.

[www.disciplinehelp.com](http://www.disciplinehelp.com) provides solutions for handling 117 specific types of student misbehavior in the classroom. This site also provides an excellent theoretical foundation for behavior management and "Behavior of the Day" to learn how to manage hundreds of different student behaviors.

[www.iloveteaching.com](http://www.iloveteaching.com) provides both the novice and the substitute teacher with a wide variety of resources, including classroom management tips and tools, motivation strategies, encouraging words, and common mistakes made by new and substitute teachers.

[www.teach-nology.com](http://www.teach-nology.com) Instructional materials and ideas, along with workbooks, worksheets, puzzles, educational games, etc., can all be found on this one site. There is also an excellent article for first time substitute teachers that is a must read for all beginning substitutes.

[www.education-world.com](http://www.education-world.com) contains a wide array of resources for substitutes, including articles from The Education World such as "Substitute Survival: Tools You Can Use," and "Ten Games for Classroom Fun"; activity tools such as free worksheets, brainteasers, and writing prompts; and additional links to more internet resources.

<http://puzzlemaker.school.discovery.com> is a multiple award-winning site that provides the substitute with many ways to create his/her own puzzles and other word game activities. Because you build the puzzles yourself, you can use age and grade level appropriate activities for students at any instructional level.

[www.honorlevel.com](http://www.honorlevel.com) Several excellent articles on discipline in the classroom are provided, including 11 Techniques for Better Classroom Discipline, Four Steps for Better Classroom Discipline, and Discipline Techniques that Backfire.



# ELEMENTARY SUBSTITUTE TEACHER REPORT

Substitute: \_\_\_\_\_

Date: \_\_\_\_\_

Sub Number: \_\_\_\_\_

Grade: \_\_\_\_\_

Substitute for: \_\_\_\_\_

School: \_\_\_\_\_

Notes regarding lesson plans: \_\_\_\_\_

---

---

I also taught: \_\_\_\_\_

---

Notes regarding behavior: \_\_\_\_\_

---

---

Terrific helpers: \_\_\_\_\_

---

---

Students who were absent: \_\_\_\_\_

---

Messages for the permanent teacher: \_\_\_\_\_

---

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# SECONDARY SUBSTITUTE TEACHER REPORT

Substitute: \_\_\_\_\_

Date: \_\_\_\_\_

Sub Number: \_\_\_\_\_

Grade: \_\_\_\_\_

Substitute for: \_\_\_\_\_

School: \_\_\_\_\_

PERIOD	NOTES ABOUT LESSONS	NOTES ABOUT STUDENTS
1		
2		
3		
4		
5		
6		
7		
8		

Messages for the permanent teacher: \_\_\_\_\_

\_\_\_\_\_





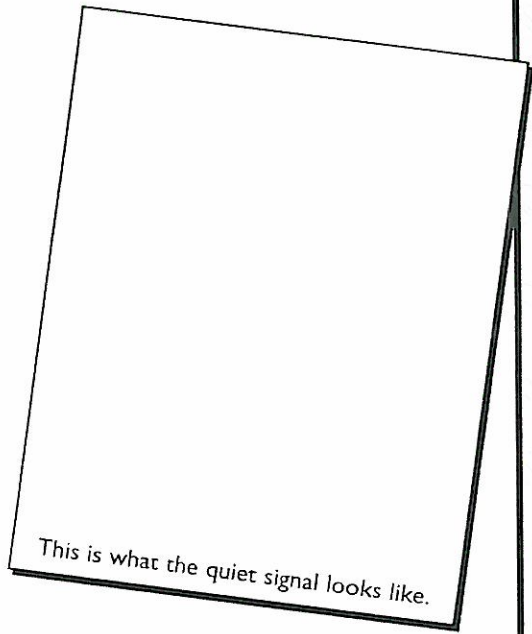


# Classroom Management Plan

Classroom Quiet Signal/Reward and Incentive Program

Classroom Quiet Signal

Lined writing area for the Classroom Quiet Signal section.



Reward and Incentive Program

Lined writing area for the Reward and Incentive Program section.











# Lesson Plan

Please follow this lesson.

**Lesson:**

-----

Time:

Location of materials

-----

Objective:

**Step-by-step Procedures**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Teaching Strategy**

- Brainstorming
- KWL
- Questioning
- Other \_\_\_\_\_
- Concept Mapping
- Cooperative Learning
- Audio Visual Materials

**Desired Assessment**

- Leave for me to check
- Have students check their own
- You check and leave for me to review
- Other \_\_\_\_\_
- You check and return to students
- Have students trade papers to check







# Contact Information

The information listed below will help you get in touch with the right people.

## Security Location:

contact person:

phone:

## Main Office Location:

contact person:

phone:

## Attendance Office Location:

contact person:

phone:

## Other:

contact person:

phone:

## Other:

contact person:

phone:

## Other:

contact person:

phone:







# People to Know

Listed below are names and room numbers of individuals who can answer questions.

Name of Teacher	Room Number

Name of Student

## Volunteer Schedule

Monday	Tuesday	Wednesday	Thursday	Friday









# CRISIS MANAGEMENT AND EMERGENCY RESPONSE PLAN

During the course of any school day, events may occur which threatens the safety and well being of both students and school personnel. These disruptions may be weather related, man-made disasters or situations within the confines of a building site. Whatever the situation, it is imperative that appropriate and organized action be taken.

Please do not wait until such occasion arises, familiarize yourself with the building crisis management and emergency response plan. This information is available in each school office. As a substitute teacher you are expected to follow the building site plan and execute appropriate action to secure the safety of students.

## FIRST:

- ⊕ Secure safety of students assigned to you and remain with them.
- ⊕ Follow procedures to secure classroom and protect students.
- ⊕ Procedures should be posted in the classroom. (Review emergency plans immediately after arriving at the school.
- ⊕ If evacuation is required, take roll book and seating assignment charts.
- ⊕ Refer media questions to the Superintendent's Office and/or Chief of Staff. **ALL student information is confidential, including names, and cannot be shared with the media/public in case of crisis and/or emergency situation.**
- ⊕ Ask assistance from fellow teachers and or building principal when possible. .
- ⊕ Remain calm and professional.

## SUBSTITUTES WITHOUT STUDENTS:

- ⊕ Check restrooms, gym, common areas, cafeteria, outside areas, dressing rooms, and/or any area where students might be in transit or unsupervised.
- ⊕ Take students to the nearest room that is supervised by a teacher.
- ⊕ Record attendance to be given to designated building administrator.

## EMERGENCY BUILDING CODES:

- ⊕ **CODE BLUE -- medical emergency. Trained staff needs to respond.**
- ⊕ **CODE YELLOW -- inclement weather. Evacuate to designated shelter areas.**
- ⊕ **CODE RED -- intruder in the building. Remain in the classroom.**



# WEATHER RELATED SCHOOL CLOSINGS

**When schools have to close due to extreme cold, snow or ice, all major radio and television stations will be notified by 6 a.m.**

School closing information will be broadcast over a cooperative system formed by radio and television stations. Stations in the cooperative include:

- \* WDAF-TV Channel 4
- \* KCTV-TV Channel 5
- \* KMBC-TV Channel 9
- \* KSHB-TV Channel 41
- \* KMBZ Radio Station (AM 980)
- \* KCUR Radio Station (FM 89.3)
- \* KMXV Radio Station (FM 93.3)
- \* KFKF Radio Station (FM 94.1)
- \* KBEQ Radio Station (FM 104.3)
- \* WDAF Radio Station (FM 106.5)

Other stations contacted:

- \* LaGrand Radio Station (AM 1350)
- \* La Playa Radio Station (AM 1480)
- \* KPRS Radio Station (FM 103.3)

Should early dismissal be necessary during the school day, radio and TV announcements will be made and each school will be notified. Principals and teachers will be certain that no child is released until arrangements for proper supervision have been made.











# Removal From The Substitute List

A substitute teacher is subject to REMOVAL from the substitute list if the Substitute Services Department receives a negative complaint including, but not limited to, one or more of the following:

1. Failure to follow lesson plans and perform all duties in a prompt, timely, and efficient manner;
2. Falsification of information on documents used for consideration of employment;
3. Failure to comply with Board policy and/or administrative policy;
4. Willful or repeated failure to comply with official directives from supervisors;
5. Insubordination, which is defined as a disobedience of express or implied directions of the Board or other person in authority, infraction of rules, or a general disaffected attitude toward authority, or any other action importing willful or overt defiance of, or complete contempt for, authority or a conscious disregard thereof;
6. Unexcused tardiness, or continued lateness to work;
7. Continued unavailability to work; not meeting 20 day requirement; nor working during the last three months of the school year without notice.
8. Use of inappropriate language or behavior, sexual harassment of, sexual abuse of, or physical violence and/or threats against students or other employees;
9. Distribution of non-related school materials without permission from the building principal;
10. Commission of an act which would constitute lewdness, indecency, or pornography;
11. Commission of an act which would constitute either a felony or a misdemeanor involving moral turpitude; and,
12. Commission of an act which would constitute any crime involving theft, robbery, embezzlement, misapplication of funds, fraud or organized crime.



# Declination/Resignation of Substitute Teacher Position

I do not wish to retain my position as a substitute teacher with the Kansas City, Kansas Public Schools. Please consider this statement as my formal resignation.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Please return this form to the Substitute Services Department.

Or Mail To:

**Substitute Services Department  
Kansas City, Kansas Public Schools  
2010 North 59th Street  
Kansas City, Kansas 66104**

**Resignations must be submitted to Substitute Services in writing.**



# EMPLOYEE HANDBOOK EXCERPTS

## 4.1.1.0.0 General Non-Discrimination Policy

Pursuant to Title IX of the Education Amendments of 1972, the Kansas City, Kansas School District does not discriminate on the basis of sex in any education program or activity, including programs, services, facilities, privileges, advantages or accommodations in facilities.

## .6.0 Sexual Harassment

The Board of Education is committed to providing an environment free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of school district employees and students is prohibited.

## .6.1 Sexual Harassment - Definition

It shall be a violation of school district policy to harass another employee sexually, to permit the sexual harassment of an employee by an employee or a non-employee, or to harass or permit the harassment of a student sexually. Sexual harassment may take many forms, including, but not limited to:

- .6.1.1 Verbal harassment or abuse including unwelcome sexually oriented communication;
- .6.1.2 Subtle pressure or requests for sexual activity.
- .6.1.3 Persistent, unwanted attempts to change a professional relationship to a personal one-;
- .6.1.4 Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- .6.1.5 Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or a student's status;
- .6.1.6 Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment or a student's status; or
- .6.1.7 Sexual assault.

## 4.1.13.6.0 Drug Free Workplace

### .6.1 General Policy

The Board of Education is committed to programs that promote safety in the workplace, employee health and well-being, and the public's confidence in this school district. Consistent with the spirit and intent of this commitment, the Board has developed this policy statement regarding the unlawful manufacture, distribution, dispensing, possession or use of drugs (controlled substance) and alcohol by all employees.

Employee involvement with drugs and alcohol can adversely affect job performance and employee morale, jeopardize the health, safety and welfare of students and fellow employees, and undermine the public's confidence. Such involvement is particularly unacceptable for employees in light of the nature of their work. Our goal, therefore, and the purpose of this policy is to establish and maintain a safe workplace and a healthy and efficient workplace free from the effects of drug and alcohol abuse.



# EMPLOYEE HANDBOOK EXCERPTS (continued)

## INTERNET, NETWORK, TECHNOLOGY and ELECTRONIC MAIL ACCEPTABLE USE POLICY

### 4.1.13.9.1 PURPOSE

The purpose of school district-provided technology, Internet access and Electronic Mail ("E-Mail") is to facilitate communications in support of research and education. To remain eligible as users, employees must restrict their activities to endeavors which are in support of and consistent with the educational objectives of the Kansas City, Kansas School District. Internet access is a privilege, not a right. Access entails responsibility.

### .9.2 The Internet

The Kansas City, Kansas School District (herein sometimes referred to as "KCKSD") is pleased to offer its employees, students, volunteers, and authorized visitors ("Users") access to the Internet, an electronic highway connecting millions of users all over the world. This computer technology will help propel our schools through the communication age by allowing employees to access and use resources from distant computers, communicate and collaborate with individuals and groups around the world, publish knowledge and information to a world-wide audience, and significantly expand their available information base. The Internet is a tool for life-long learning. It is a necessary tool for Kansas City, Kansas Schools to develop students ready to live and work in the 21st Century.

### .9.5 Privacy is not guaranteed

The Superintendent and his designee, as well as the authorized Technical and Information Services administrator may review files and monitor all computer and Internet activity to maintain system integrity and ensure that users are acting responsibly. Privacy is not guaranteed.

### .9.6 Use is a Privilege

Use of the Internet is a privilege, not a right. Users violating policies pertaining to standards of conduct or Internet use shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

**FOR MORE DETAILS ON THE DISTRICT'S ACCEPTABLE USE POLICY VISIT:**

[http://www.kckps.org/departments/tis/policies/aup\\_staff.html](http://www.kckps.org/departments/tis/policies/aup_staff.html)