

# USD 445 Coffeyville

615 Ellis Street  
Coffeyville, KS 67337

620-252-6400  
[www.cvilleschools.com](http://www.cvilleschools.com)

## SUBSTITUTE TEACHER HANDBOOK 2017-2018



Dr. Craig Correll  
Superintendent of Schools

Coffeyville Unified School District 445 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment, in its programs or activities. Coffeyville Unified School Districts is an equal opportunity employer.

**COFFEYVILLE USD 445**  
**School Information**

**Dr. Jerry Hamm Early Learning Center.....620-251-1147**

202 Walnut, Coffeyville, KS 67337

Principal .....Amanda Cavaness  
Lead Secretary .....Marlene Koch

**Community Elementary School.....620-252-6430**

102 South Cline, Coffeyville, KS 67337

Principal .....Jennifer Bright  
Asst. Principal .....Timothy Heflin  
Asst. Principal .....Treyton Thompson  
Lead Secretary .....Cheryl White  
Secretary .....Angie Deenihan  
Secretary .....Melissa Allen  
Attendance .....Kathi Sutton

**Roosevelt Middle School.....620-252-6420**

1000 W. 8th, Coffeyville, KS 67337

Principal .....Jeffrey Pegues  
Asst. Principal .....Kerri Stevens  
Lead Secretary .....Melissa Carter  
Secretary .....Linda Ryburn

**Field Kindley High School.....620-252-6410**

1110 W. 8th, Coffeyville, KS 67337

Principal .....Travis Stalford  
Asst. Principal .....Luke Claar  
Lead Secretary .....Kimberley Jones  
Book Keeper .....Jennelle Speer  
Athletic Secretary.....Shanna Brown  
Attendance .....Gayle Lanning

Substitute Coordinator, Bobbie Jo Albin .....620-252-6430

Payroll Clerk/AESOP Administrator, Darla Burwell .....620-252-6400

Board of Education Office  
615 Ellis Coffeyville KS 67337  
Phone: 620-252-6400  
Email: [www.cvilleschools.com](http://www.cvilleschools.com)  
Superintendent of Schools...Dr. Craig Correll

*BOE Approved , August 14, 2017*

## Payroll Information

Forms that must be on file in the Central Office for pay to be disbursed include:

- Copy of social security card & driver’s license
- Completed W-4
- Signed loyalty oath
- I-9 form
- Copy of Kansas certification (Regular, Substitute or Emergency)
- Copy of transcripts
- Tuberculosis test

If a substitute subs for less than a full day, the sub will be paid at half-day increments. The current pay schedule is as follows:

Pay Scale	Per Day
Substitute Teacher full day	\$90
After 10 consecutive days for same teacher	\$100
After 30 consecutive days for any teacher	\$105
After 30 consecutive days for the same teacher	\$110
After 90 consecutive days in same assignment, subs will be placed on teacher base salary, with no benefits, if they have full licensure for their current assignment.	

**Pay periods are as follows:**

<u>For the month of:</u>	<u>Payday:</u>
August .....	September 15, 2017
September .....	October 13, 2017
October .....	November 15, 2017
November .....	December 15, 2017
December .....	January 15, 2018
January .....	February 15, 2018
February .....	March 15, 2018
March .....	April 13, 2018
April .....	May 15, 2018
May .....	June 15, 2018

Note: If you substitute teach for a Special Education class, you will be paid through Tri-County Special Education Co-Op. There will be additional paperwork for you to fill out and their pay periods are different. Tri-County’s pay periods are on or before the 25<sup>th</sup> of the month. If you have further questions, please call either the Central Office (620-252-6400) or Tri-County (620-331-6303).

## **Kansas State Department of Education Teacher Certification**

Landon State Office Building, 900 SW Jackson Street - Topeka KS 66612-1182

Phone: 785-296-2288 Web: [www.ksde.org](http://www.ksde.org)

### **Kansas Fingerprint Information**

**Fingerprint Process:** All applicants for initial Kansas certification and applicants whose certificate has been expired for one year or more will be required to submit fingerprint cards for a criminal history record check. Follow procedures outlined in the Fingerprint Card Instructions below. You must use the Kansas preformatted card (FBI, FD258). Only one card is required.

### **Fingerprint Card Instructions**

1. Enter your name (including aliases,) complete mailing address, social security number, citizenship, date of birth, and personal information (sex, race, etc.). The spaces for OCA, FBI, and MNU numbers may be left blank if you do not have one of those numbers. Cards with missing or incomplete information will be rejected. **DO NOT SIGN AND DATE THE CARD YET** – this will be done in front of the law enforcement officer. Cards with incomplete information will be rejected.
2. Take the cards to a qualified law enforcement agency and have them take your fingerprints. Some law enforcement agencies may charge a fee to take your prints.
3. Have at least one form of picture identification for the law enforcement agency.
4. Place adequate postage on the envelope provided and give it to the law enforcement agency to use in submitting your fingerprints.
5. Sign and date the card in front of the officer taking your prints.
6. Request the law enforcement agency performing the fingerprinting process to staple the fingerprint cards together and mail them along with your \$50 background check fee (check or money order made payable to KSDE) to the Kansas State Department of Education in the addressed envelope provided with the application packet. **Do NOT** send cash. **Do NOT** combine the background fee and the application fee together. Submit two separate checks.
7. Cards submitted without the background check fee of \$50 will not be processed. Bent or folded cards will not be accepted and a new set of fingerprint cards will be mailed to you for prints to be taken again.
8. A background check clearance is valid for one year. Applications for certification submitted one year after the background check clearance is received will require a new set of fingerprints for a new clearance.

<b>KSDE Substituting Limitations (K.A.R. 91-31-19)</b>			
<b>Classification</b>	<b>Max Days Same Assignment</b>	<b>Max Days/Sem.</b>	<b>Max Total/Year</b>
<u>Current teaching certificate</u> -- endorsed in position held (3/5 Year Certificate)	Year	Semester	Year
<u>Current teaching certificate</u> -- for any level or any endorsement (3/5 Year Certificate)	125 Days	Semester	Year
<u>Standard Substitute Certificate</u> <sup>#</sup> -- Current/expired certificate or Recommendation from college have completed approved educational program (5 year Certificate)	90 Days	Semester	Year
<u>Emergency Substitute Certificate</u> <sup>#</sup> -- BA/BS level degree in any field (1 Year Certificate)	30 Days*	Semester	Year
<u>Emergency Substitute Certificate</u> -- completed 60 college hours (1 Year Certificate)	15 Days*	60 Days	120 Days

\*If a local school board can demonstrate, in writing, an insufficient supply of substitute teachers, the board may appeal to the commissioner of education for authority to allow individuals holding an emergency substitute teaching certificate to continue to teach for an additional length of time not exceeding a total of 93 days in a school year.

<sup>#</sup>If the state board of education has declared a time of emergency, any person holding a five-year substitute teaching certificate or an emergency substitute teaching certificate with a baccalaureate degree may teach for the duration of the time of emergency in a position made vacant by reason of the emergency.

# Kansas State Department of Education Teacher Licensure and Accreditation

FORM 5

900 SW Jackson Street, Suite 106, Topeka, KS 66612-1212 Phone: 785-296-2288 <http://www.ksde.org>

If you are applying for an initial Substitute License, have completed a **KANSAS** teacher preparation program, and have never held a standard teaching license in Kansas, submit **FORM 1**.

## To apply for an INITIAL KANSAS SUBSTITUTE LICENSE

1. Complete the application form 5 through section IV.
2. Include a \$54.00 fee made payable to the Kansas State Department of Education. Money orders and cashier's checks are preferred. Personal checks are accepted. **DO NOT SEND CASH.**
3. If you have held a Kansas standard certificate or license (current or expired): No additional documentation is needed.
4. If this is your initial Kansas Substitute license and you completed an out-of-state approved teacher education program:  
\*Attach a complete set of official transcripts; **AND**  
\*Form 5A must be completed and mailed to the licensure officer at the institution where you completed your teacher education program.
5. Mail the application, fee and all applicable supporting documents to: Teacher Licensure and Accreditation, KSDE, Landon State Office Building, 900 SW Jackson Street, Suite 106, Topeka, KS 66612-1212. Processing fee cannot be refunded and does not guarantee a license will be issued.

## To apply for RENEWAL of a KANSAS SUBSTITUTE CERTIFICATE

1. Complete the application form 5 through section IV.
2. Include a \$54.00 fee made payable to the Kansas State Department of Education. Money orders and cashier's checks are preferred. Personal checks are accepted. **DO NOT SEND CASH. Do not combine this fee with the background fee if you are submitting fingerprints.**
3. A substitute license renewal requires 50 professional development points awarded by a Kansas district. Attach an official PDC transcript and an official college/university transcript if applicable.
4. Mail the application, fee and all applicable supporting documents to: Teacher Licensure and Accreditation, KSDE, Landon State Office Building, 900 SW Jackson Street, Suite 106, Topeka, KS 66612-1212. Processing fee cannot be refunded and does not guarantee a license will be issued.



## KANSAS TEACHER LICENSURE FINGERPRINT MEMO

### Fingerprint Information

#### *Who needs a background check?*

- ✓ Any applicant applying for their first Kansas license.
- ✓ Any applicant whose Kansas certificate/license has expired.

A background clearance is valid for six months. Applications for licensure submitted six months after the background clearance report is received will require a new fingerprint card submission.

#### **If you determine you need a fingerprint background check:**

To order a fingerprint card go to [www.ksde.org](http://www.ksde.org). From the **Teaching & Learning** tab, choose **Fingerprint Cards**. For more information contact Teacher Licensure at 785-296-2288.

**Kansas State Department of Education  
Teacher Licensure and Accreditation**

900 SW Jackson Street, Suite 106, Topeka, KS 66612-1182 Phone: 785-296-2288 www.ksde.org

**EMERGENCY SUBSTITUTE LICENSE**

This application is to be used if this is your first emergency substitute license or you have not held an emergency substitute license since the 1999-2000 school year.

**Minimum requirements: 60 semester credit hours from a regionally accredited college or university**

- A. Complete section A of the application.
- B. Include a \$45.00 fee made payable to the Kansas State Department of Education. Money orders and cashier's checks are preferred. Personal checks are accepted. **DO NOT SEND CASH.**  
**Do not combine this fee with the background fee if you are submitting fingerprints.**
- C. **Attach official transcripts.** Submit a baccalaureate degree transcript (and graduate degree transcripts if a graduate degree has been earned) from a regionally accredited college or university. If no baccalaureate degree has been earned, submit transcripts verifying a minimum of 60 semester hours of college credit from a regionally accredited college or university. No photocopies or grade reports will be accepted.

**Semester credit hours and/or degrees must be earned through a college or university accredited by one of the following regional accrediting associations:** New England Association of Schools and Colleges; Middle States Association of Colleges and Schools; The Higher Learning Commission (HLC); Northwest Association of Schools and Colleges; Southern Association of Colleges and Schools; Western Association of Schools and Colleges; Association for Biblical Higher Education.

- D. Determine if you need to submit fingerprints by reviewing the Kansas Fingerprint Information on the back of this page. If fingerprints are needed, follow the instructions for submitting a fingerprint card.



**KANSAS TEACHER LICENSURE FINGERPRINT MEMO**

**Fingerprint Information**

*Who needs a background check?*

- ✓ Any applicant applying for their first Kansas license.
- ✓ Any applicant whose Kansas certificate/license has expired.

A background clearance is valid for six months. Applications for licensure submitted six months after the background clearance report is received will require a new fingerprint card submission.

**If you determine you need a fingerprint background check:**

To order a fingerprint card go to [www.ksde.org](http://www.ksde.org). From the **Teaching & Learning** tab, choose **Fingerprint Cards**. For more information contact Teacher Licensure at 785-296-2288.

- E. Mail the application, fee and all applicable supporting documents to: Teacher Licensure and Accreditation, KSDE, Landon State Office Building, 900 SW Jackson Street, Suite 106, Topeka, KS 66612-1212. Processing fee cannot be refunded and does not guarantee a license will be issued.

## **What the Substitute Can Expect From the District/School**

### **A) The District will:**

- Post teacher absences on the AESOP attendance/absence program.
- Substitutes may “choose” the absence they wish to fill from within the program.
- Absences not filled automatically by AESOP will result in the Substitute Coordinator making personal phone calls in an effort to fill the position.

### **B) The School Office will:**

- Provide you with the School Substitute Handbook
- Support you in appropriate discipline or other problems
- Acquaint you with the classroom and location of lesson plan book, teacher's guides, etc.
- Bring to your attention any special situations
- Express appreciation for your cooperation and services

### **C) The Regular Teacher will have accessible:**

- A list of pupil names and/or seating chart
- Daily and weekly schedule
- Complete and detailed lesson plans
- Fire and Tornado drill directions, which are posted in each classroom
- Name of student you can rely upon for assistance
- Name of teacher who will provide assistance
- Elementary Only:
  - List of pupils by bus number
  - A list of students with special needs (emotional, physical or medical)
  - A list showing special schedules of students in class (Reading, Math, Speech, etc.)



## What the District Expects of the Substitute

1. Report to the school main office at least 15 minutes before school begins to sign all necessary forms and clock in. All Substitute Teachers will be required to sign into the district time-clock system, "VERITIME", when they arrive at the school. A kiosk will be available in the main office.

Early Learning Center 8:00 am – 3:00 pm	Elementary 8:05 am - 3:20 pm	Middle School 8:00 am – 3:00 pm	High School 8:00 am - 3:00 pm
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2. Teach and follow the lesson plans as well as you can.
3. Assume the duties of the regular teacher that may include:
  - Maintaining lunch and attendance records
  - Grading papers (unless otherwise directed)
  - Bus duty
  - Playground supervision (except noon duty)
  - Fire drill and tornado drill supervision
  - Care of plants, materials, etc.
  - Leave the room in good order, closing all windows
  - Other responsibilities listed on school substitute guide
4. Notify the principal or office of any problems or accidents that might occur.
5. Send all student medication to the office.
6. School Board Policy JDA states, "corporal punishment shall not be permitted in the school district". It is a generally accepted policy that employees do not touch students to discipline them except to protect themselves or students.
7. Never leave a class unattended. Use the classroom phone to communicate with the office.
8. Keep the room pleasant and conducive to learning.
  - Maintain good discipline and positive relationships with students.
  - Be positive and kind to students.
  - Treat all students equally, respecting their needs as students.
9. Be professional and ethical in communications and conversations to parents, students, district staff and the general public.

The Substitute Coordinator may assign substitute teachers by the request of a teacher or administrator. In most cases, the assignment will be at the discretion of the Substitute Coordinator. Should there be a question of substitute assignments, either on the part of a substitute teacher, teacher, or administrator, the Substitute Coordinator will consult with the Director of Human Resources to make a decision on assignments based on the district's strategic plan and what is in the best interest of the students

**Evaluation of Substitute Teacher by Regular Teacher**  
**Coffeyville USD 445**  
*(INFORMATION MAY ALSO BE SUBMITTED IN AESOP)*

Substitute: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Substituted for: \_\_\_\_\_

**CLASSROOM TEACHER:**

Please comment below on the performance of your substitute and return this form to the office today.

- |   |       |       |
|---|-------|-------|
| 1. Lesson plans were followed as directed.                                  | _____ | _____ |
|   | Yes   | No    |
| 2. Procedures for correcting papers were followed.                          | _____ | _____ |
|   | Yes   | No    |
| 3. Adequate information was left for me by substitute regarding day's work. | _____ | _____ |
|   | Yes   | No    |
| 4. Classroom, desk, books, papers, etc. were left in order.                 | _____ | _____ |
|   | Yes   | No    |

5. Overall appraisal of substitute: On a 5-point appraisal scale (#1 excellent to #5 poor), please circle the number that best describes the substitute's performance.

1      2      3      4      5

6. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. If you have any concerns about having this teacher assigned to this school again, please discuss with the building principal.

NOTE: This form is available for inspection by substitute on request. Conferences may be arranged with the principal if desired.

Regular Teacher: \_\_\_\_\_

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

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

# Substitute Teacher's Experience Report Coffeyville USD 445

*(TURN IN COMPLETED REPORT TO OFFICE AT END OF THE DAY  
INFORMATION MAY ALSO BE SUBMITTED IN AESOP)*

I substituted for \_\_\_\_\_ on \_\_\_\_\_  
(Regular Teacher)

- |  |           |       |
|--|-----------|-------|
| 1. I was welcomed and assisted by the office staff.  | _____     | _____ |
|  | Yes       | No    |
| 2. The substitute teacher information provided contained the teacher's daily schedule, including any duties.                 | _____     | _____ |
|  | Yes       | No    |
| 3. The attendance directions were adequate.  | _____     | _____ |
|  | Yes       | No    |
| 4. The lunch count directions were adequate.   | _____     | _____ |
|  | Yes       | No    |
| 5. The classroom rules were posted.  | _____     | _____ |
|  | Yes       | No    |
| 6. The seating charts were up-to-date, and responsible students were labeled on the chart for each class.                    | _____     | _____ |
|  | Yes       | No    |
| 7. Lesson plans were up-to-date and contained sufficient specific and detailed information for me to perform satisfactorily. | _____     | _____ |
|  | Yes       | No    |
| 8. Teacher's editions of necessary textbooks were available.   | _____     | _____ |
|  | Yes       | No    |
| 9. How would you rate the classroom behavior of the students?  |           |       |
|  | Excellent | _____ |
|  | Good      | _____ |
|  | Fair      | _____ |
|  | Poor      | _____ |
| 10. I had a satisfying day(s) at _____.  | _____     | _____ |
| (Name of School)   | Yes       | No    |

COMMENTS:

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\_\_\_\_\_  
Substitute Teacher's Name

\_\_\_\_\_  
Date

**COFFEYVILLE USD 445**  
**JOB DESCRIPTION**

**TITLE:** Substitute Teacher

**QUALIFICATIONS:** Standard Substitute: Kansas certification and Bachelor's Degree  
Emergency Sub: Kansas emergency substitute certification and at least 60 college credit hours. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Building Principal

**JOB GOAL:** To enable each child to pursue his education as smoothly and completely as possible in the absence of his regular teacher.

**PERFORMANCE RESPONSIBILITIES:**

1. Reports to the building principal or school secretary upon arrival at the school building.
2. Reviews with the principal, department head, or team leader all plans and schedules to be followed during the teaching day.
3. Maintains the established routines and procedures of the school and classroom to which he/she is assigned.
4. Teaches the lesson outlined and described in the lesson plans or Substitute Teacher's Guide as prepared by the absent teacher.
5. Consults, as appropriate, with the building principal, department head, or team leader before initiating any teaching or other procedures not specified in the teacher handbook.
6. Assumes responsibility for overseeing pupil behavior in each and every situation just as though you are the regular teacher.
7. Reports in writing, on the form provided by the school secretary, on the day's activities at the conclusion of each teaching day.
8. Follows all policies, rules, and procedures to which regular teachers are subject and which good teaching practice dictates.
9. Accepts all assignments during the regular school day assigned by the principal, except for a 30 minute duty free lunch period when in a full-day assignment. A lunch period is not scheduled during a half-day assignment.