

Substitute Teacher Handbook



2025-2026

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WELCOME

Welcome to the Hoxie Community Schools family! We are very pleased that you are interested in being a vital part of the Substitute Teaching Program at Hoxie Community Schools.

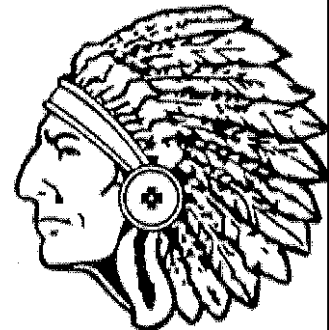
Because of the difficulty involved in going into a school with little planning and preparation, it is important that the substitute teacher have a positive attitude and enthusiasm as well as be dependable, flexible and acquainted with the requirements, policies and procedures necessary to maintain the highest possible standards of service to our students. Standards are high for teachers in our district, as we constantly pursue excellence in our educational programs, and we will do our best to help you every step of the way.

Adhering to the same high standards as regular teachers, our substitute teachers are considered an important part of achieving this educational excellence. We expect our substitutes to teach. You assume a demanding and critical role in the education of the youth in our district. The cumulative effect of substitute teachers over the course of a year is significant to the educational process. You are an important person to us, and we expect you to do your best.

The responsibilities of the substitute teacher are the same as those of the regular classroom teacher with a few small exceptions. The substitute teacher must maintain the interests of the students, follow the plans prepared by the regular classroom teacher and fulfill the teacher's responsibilities for reporting and completing records (absentees, tardies, behavior, etc.). Long term and emergency substitute teachers will have more responsibility than short term substitute teachers, but all substitute teachers must observe the school policies regarding grading, discipline, safety of students, and maintain professional standards. The building principal should be notified if assistance is needed.

Read this handbook carefully to be knowledgeable about district expectations and procedures. Please ask regular staff members to assist you whenever the need arises. If you need help, just ask!

Welcome to USD 412! We're glad you're here!



EMPLOYMENT INFORMATION

Applying to be a USD 412 Substitute:

After you have received your Emergency Substitute Certificate, Teaching Certificate, or Substitute Certificate you will need to contact Mandy Shipley, District/Board Clerk at 785-675-3258 (mshipley@hoxie.org) to start the onboarding process for the district. These required documents must be completed and on file with the District Office before you will be placed on our substitute teacher list.

Items Needed to Be Delivered to District Office:

- Onboarding Employment Paperwork
- Driver's License and Social Security Card
- Certification of Health
- TB Skin Test

****Substitute teachers or emergency substitutes will not be placed on the USD 412 substitute teachers list unless all of the above-mentioned items are on file in the District Office.****

Building principals have the right to deny the placement of specific substitute teachers in their buildings.

If you have any questions concerning substitute teaching for USD 412 or how to apply, please contact the District Office at 785-675-3258.

Renewing Substitute Certification:

The RENEWAL process is now an online application process. Any person who has held an emergency substitute license since the 1999-2000 school year should use the online application process. On the applications page, choose the link to Form 8 - Renewal of Emergency Substitute license. Step-by-step instructions for completing the online application process are provided. This is a one-step process that can be done in just a few minutes. Applicants will be responsible to pay their own fees.

If you do not complete your renewal process before your current certification expires, you will have to submit a full application, fingerprint card, and fees again to re-certify!

Injuries on the Job:

As an employee of Hoxie Community Schools, a substitute is covered for worker's compensation. Any injury sustained as an employee on school property, while in the normal course of duties as a substitute teacher, should be reported immediately to the school principal on the day of the injury, using the appropriate forms. If the injury is not reported within 10 days of the accident, the claim may be denied. If medical treatment is necessary, the injured employee must seek authorized treatment at the USD 412 designated location. Please contact Mandy Shipley, District Clerk, for all information pertaining to this.

Audio & Visual Surveillance:

To ensure a safe and secure environment for both students and staff, audio and visual surveillance cameras may be used in public and common areas within the school premises. The primary purpose of these cameras is to enhance safety, prevent unauthorized access, and respond to emergencies quickly.

These cameras are not intended for monitoring or recording the private activities of students and staff. The use of these devices is strictly for security purposes, and recordings will only be accessed when necessary, such as in response to an incident or emergency.

The school is committed to respecting the privacy and dignity of all individuals and assures that any footage will be used only in accordance with established policies and legal guidelines.

USD 412 School Contact Information:

USD 412 District Office

1100 Queen Ave.

Hoxie, KS 67740

Phone: 785-675-3258

Fax: 785-675-2126

<https://www.hoxie.org/>

Sharris Werner, Superintendent

Mandy Shipley, District/Board Clerk

Hannah Franklin, Assistant District Secretary

Hoxie Grade School

Grades PreK-6

1100 Queen

Ave.

Hoxie, KS 67740

Phone: 785-675-3254

Sharris Werner, Principal

Celeste Schippers, Grade School Secretary

Hoxie Junior/Senior High School

Grades 7-12

1625 Queen Ave.

Hoxie, KS 67740

Phone: 785-675-3286

Chris Gardner, Principal

Amber Vaughn, Junior/Senior High School Secretary

SUBSTITUTE EXPECTATIONS AND INFORMATION

Scheduling Substitute Jobs

USD 412 uses a combination of an excel spreadsheet where substitutes can sign up for substitute opportunities and texts and/or phone calls from building secretaries to schedule substitutes to fulfill teaching absences in our district.

During the course of your substitute teaching for USD 412 if you have any questions or concerns concerning how we schedule or anything about substitute teaching, please do not hesitate to contact our building secretaries and/or principals.

Substitute Expectations/Duties

As a part of the Hoxie Community School's education team, it is important that our substitute teachers have a positive attitude and enthusiasm as well as be dependable, flexible and acquainted with the requirements, policies and procedures. Some of the expectations USD 412 has for its substitute teachers follows.

Professional Ethics/Confidentiality: Substitutes should demonstrate the ability to keep school/district information confidential. All student records and reports should be handled with care. They are maintained in order to provide information on child development for the professional staff. It is essential that, as a teacher, you are careful not to divulge any confidential information that has been received from contact with children and other people in the profession. Maintain high professional and ethical standards in your contacts with students, teachers and parents. Refrain from expressing opinions of, or comparisons between, various buildings and/or teachers for which you may substitute.

Teaching Knowledge: Classroom teachers are expected to leave you the information you need to teach the subject area/grade level you are assigned to. Have a backup plan! The development of your own teacher "survival kit" will serve you well during your career as a substitute. This kit should include activities in which you can involve students when your day doesn't go according to plan. When the technology doesn't work, the library is too full for your students, or you need a few minutes to just get your bearings, your "survival kit" will be a welcomed tool.

Student Handbooks: You will be expected to have a general knowledge of Student Handbooks, which are located on our website, www.hoxie.org.

Reporting for Duty: Substitute teachers are to report in and out of the office at each school where you are to substitute. If requested by the school administrator, substitute teachers will be required to wear a substitute badge for identification at all times while on duty. To maintain the highest possible standards of service to our students, you will need time to be oriented on what is expected of you and be prepared before you enter the classroom. If you are substitute teaching at the beginning of the school day, you are to report to the school office no later than 7:40 am. Of course, if you are not called until late in the morning, we expect you will report as soon as possible. If you are scheduled to substitute in the afternoon, we request that you report to the school office at least 20 minutes before your class is to begin.

Allow time for the office secretaries to provide information for you. Examples are:

- Schedule of the teacher you are substituting for
- Lunch procedures

- How to take attendance
- The location of your room
- Necessary usernames and passwords

Information for the Day: You should be given essential information concerning what is required of you and various information for the day. We expect our teachers to have the following available to you:

- Daily lesson plans, made out in detail
- Daily and weekly time schedule of classes
- Lunch Schedules
- Roster of student's names
- Seating chart, if applicable
- List of supervisory responsibilities
- Important or pertinent information about students
- Copies of textbooks, manuals and workbooks being used
- Emergency lesson plans available if detailed plans could not be made
- Dismissal information and instructions so our elementary children are at the right place at dismissal.

If any of the above are not available, please communicate that with the building principal. Your feedback is an important part of making this a successful experience for everyone.

Be familiar with policies for the building where you are teaching for the day (ie.hall passes, etc.). Students are not to leave the classroom unless it is authorized. Do not leave a student or class unsupervised.

In the Classroom:

- Substitute teachers are to fulfill the teacher's responsibilities for reporting and completing records (absentees, tardies). Attendance is very important. We use PowerSchool to input absences. Go to <https://hoxie.powerschool.com/subs/pw.html> and select the teacher you are the substitute for. Substitute teachers will accept all classroom and extra duties assigned to the classroom teacher for whom they are substituting.
- Substitute teachers must observe the school policies in regard to discipline, responsibility for the safety of students, and maintaining professional standards. Exercise mature judgment that reflects the ethical standards of the teaching profession. Don't hesitate to ask questions or ask for assistance. The building principal should be notified if assistance is needed.
- The responsibilities of the substitute teacher are the same as those of the regular classroom teacher. We expect our substitutes to teach. You are to maintain the interests of the students and follow the plans prepared by the regular classroom teacher as closely as possible.
- Organize classroom activities and maintain control and discipline that is conducive to a productive learning environment.
- Plan for extra time in the classroom. At times, even the best plans do not follow a strict time schedule. Plan ahead with alternative activities for situations where time is a problem. Students need to be continuously involved in learning activities.
- Collect and leave assignments due for the regular teacher. Follow teachers' expectations for grading.
- We ask that you communicate with the regular teacher. Please complete the summary sheet that you will find in your packet and turn in to the school office.

Additional Duties:

- Be a good supervisor by assisting in the hall, lunch, and other appropriate supervision as needed. Following the expectations of regular staff is expected.
- When discipline is a concern, the building principal should be notified if assistance is needed.
- Inform the principal of any unusual incidents that occur during the day, especially those which may necessitate a conference with either students or parents. In the event of any accident or health problem, the school office and principal are to be notified.
- You are not to leave the building during your planning period without notifying the office. Planning time should be used for planning, or a conference with the principal, or students if necessary. If there is an emergency that requires you to leave the building, check with the principal.
- You are required to remain at school until the professional day has been observed (3:50 for staff members). Please do not leave the school grounds until you have followed proper student dismissal procedures, have completed all required tasks, and checked out in the office.

Security / Emergency Procedures:

It is important for building security to ensure that all doors remain closed and exterior access doors remain locked. **Do not** prop doors open at any time. When you arrive at the school, you will be given a substitute badge to gain access throughout the day.

Emergencies can arise at any time, and you should be prepared to handle them with a minimum of confusion. Procedures differ between the two buildings. Should the fire alarm sound, fire evacuation procedures and locations are posted in each classroom.

Emergency procedures and guidelines for handling student accidents, illnesses, etc. should be handled immediately. Please send the student to the office or contact the office for assistance. If the situation requires, dial 911.

At various times throughout the year, fire and other emergency drills may be conducted. Familiarize yourself with tornado and fire drill procedures for each building you are in. There are maps with exit paths in each room to show where classes are supposed to go in the event of an emergency or if you are present during a practice drill. When such drills are conducted you should:

1. Remain calm.
2. Inform the students of the drill, while demanding their silence and cooperation.
3. Conduct your class to the evacuation point in an orderly manner.
4. Permit students to re-enter only upon the direction of the administration.

Lock Down:

Each school office will provide you with the instructions to follow in a lockdown situation.

Severe Weather Information:

Unfortunately, there is a time of the year when we do have severe weather. Every precaution will be taken to protect the staff and students. Should dangerous weather occur during school hours, the school alarm will sound. Please follow the posted safe location to evacuate the students to. In the event of bad weather, school may be closed or delayed. The district will send a text and email to all students and staff. Teachers are requested to listen to the following radio and or TV stations:

RADIO STATIONS

KFNF (101.1)

KKQY The Bull (101.9)

KQLS (100.3)

KJLS (103.3)

TELEVISION STATIONS

KBSH CBS (Channel 7/707)

KSN NBC (Channel 2/702)

Teachers will be allowed to leave immediately after all of the students have left the school building when school is dismissed for inclement weather.

Release of Students:

It is the policy of this district to release students only to their parent, guardian or designated representatives, and only through the principal's office. Any notes or requests received in the classroom should be forwarded to the office. A student should remain in the classroom until a request is made by the principal or his/her designated representative, to send the student to the office for release. At the grade school, this may include crossing guard duties.

Substitute Checkout:

Substitute teachers are to observe a professional working day. Except in non-feasible situations, the substitute is to be on duty a minimum of 20 minutes prior to the beginning of the first class and 20 minutes following the end of the school day for full day assignments. The professional workday hours are set forth with the directory information provided on school web pages.

EMERGENCY deviations from these expectations should be requested from the principal. Please complete the summary form at the end of the day. Remember that the written report left for the classroom teacher is appreciated and helpful.

Materials and equipment should be back in the proper place, windows closed, and doors locked. The substitute should always check out with the office staff at the conclusion of the workday to insure accurate payroll accounting. It is also a good idea to check with the secretary to make sure the regular classroom teacher will be back.

CLOSING

We are committed to making your experience a positive one! We want to give you the tools to make your days at Hoxie Community Schools successful. As part of your training, we will go over confidentiality with you in a little more detail, we will show you how to do attendance on our school information system (PowerSchool), we will give you some time with a staff member to show you how to use some of the technology in our classrooms, and we will be available to answer any questions you may have. Please don't hesitate to ask building principals for assistance at any time. Your neighbors in the hallway you are working in are also great resources. They can often point you in the right direction and be someone that can support you while you're here. We appreciate you and are happy you're here!

