



**SUBSTITUTE
TEACHER
INFORMATION
GUIDE**

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WELCOME

Welcome to the Gardner Edgerton School District family. We are confident you will find working as a substitute teacher in our District enriching and gratifying. The information in this guide is intended to promote your comfort level and confidence as a substitute teacher in USD 231. This guide provides the practical and relevant information necessary to be an effective substitute teacher in our District, however, it cannot address all the situations/scenarios you may experience. Part of being a successful and confident substitute teacher is recognizing when you need assistance. If you have questions or need assistance, each and every administrator and faculty member is available to help you.

Important Role

The Gardner Edgerton School District is very aware the classroom teacher is the key component in student success. We focus a great deal of time, energy and resources on our teachers and their classrooms. Part of our awareness is understanding there will be times when teachers need to be away from the classroom. When these times arise, the goal becomes making the necessary arrangements to ensure the ongoing stability of the learning environment and that each student remains on his/her path to success.

Whenever a teacher is absent, the rest of the building team joins together to ensure progress continues. At this point, the substitute teacher becomes a vital member of the team. When you accept a placement as a substitute, you will be asked to eagerly and enthusiastically accept the challenges of stepping in for an established and respected teacher, and to meet USD 231's high professional expectations. Substitute teachers who approach the work in this manner and accept our high standards are immediately acknowledged accepted as team members and can expect consistent assignments in the District. The Gardner Edgerton School District admires our dedicated and hard-working substitute teachers – each of you is another reason why USD 231 is one of the best school districts in Kansas.

The Gardner Edgerton School District Legacy of Excellence

The Gardner Edgerton School District continues to experience rapid growth and new facility development. In the very near future, USD 231 will serve over 6,000 students in our 11 state-of-the-art facilities. Amazing front line staff, strong leadership, community support and a commitment to students are the tangibles, which set USD 231 apart as an exceptional school district.

What You Will Find

- Seven elementary schools – serving early childhood through fourth grade
- Three middle schools – serving fifth through eighth grade
- One high school – serving ninth through twelfth grade
- New or recently renovated facilities
- Technology-driven classrooms
- Full continuum of special education services
- Culture of collaboration and camaraderie
- Caring and supportive learning environments
- Individualized approach – meeting the needs of all students
- High expectations – challenging students and staff to exceed expectations
- Competitive ideology – providing students with opportunities to demonstrate their talents in academics, fine arts, athletics and extra-curricular activities
- Progressive, hands-on leadership
- Extraordinary support staff, including secretaries, aides, para-educators, nutritional service workers and custodial/maintenance workers
- Ongoing professional development opportunities
- Respect, admiration and support of parents, patrons and the community

DISTRICT OFFICE DIRECTORY

USD 231 District Office

231 East Madison
Gardner, KS 66030
913-856-2000

Office Hours

School Calendar
Monday – Friday
8:00-4:30

Summer Calendar
Monday - Thursday
8:00-4:30

Office of Superintendent

Superintendent of Schools:
Board Clerk:

Dr. Brian Huff
Deb Starling

913 856-2004
913 856-2004

Community Relations

Asst Superintendent-Ed Services

Ben Boothe

913 856-2054

Business/Finance Department

Director:

913 856-2047

Receptionist:

Stacie Swords

913 856-2000

Human Resources Department

Asst Superintendent-Admin Services:
HR Office Manager:
Benefits Manager:
Executive Director of HR:

Jody Marshall
Daphne Pippitt
Amy Jackson
Mark Meyer

913 856-2015
913 856-2016
913 856-2013
913 856-2019

Education Services Department

Executive Director of Elementary Ed:
Executive Director of Secondary Ed:
Executive Director of SpEd:
Special Education Coordinator:
Administrative Assistant:
Special Education Coordinator:
Administrative Assistant:
Special Education Coordinator:
MIS Data Clerk:
Director of Mentoring/PD:
Ed Services Administrative Assistant:
Technology Integration Coordinator:
Technology Integration Coordinator:

Christi Whitter
Heather Peeke
Shay Carter
Olivia Riscovallez
Angela Plank
Kelly Edwards
Rose O'Dea
Lauren Averill
Missy Burling
Karla Reed
Paulette Osborn
Dr. Tracy Platt
Cinnemon Buie

913 856-2062
913 856-2000
913 856-2063
913 856-2062
913 856-2080
913 856-2063
913 856-2063
913 856-2000
913 856-2062
913 856-2007
913 856-2007
913 856-2007
913 856-2007

Technology Department

Director:

Anthony Coppola

913 856-2057

Help Desk:

913 856-2020

Copy Center:

Pamela Coppola

913 856-3061

Nutrition Services

Director:

Amy Droegemeier

913 856-2066

BUILDING DIRECTORY

HIGH SCHOOL

Gardner Edgerton High School

425 North Waverly Gardner, KS 66030 913 856-2600

Park on the north or west side of the school. Check in at the office on south side of the school.

School Hours of Operation 8:00-3:00

Front Office Staff

Principal:	Frank Bell	913 856-2600
Assistant Principal:	Anthony Taylor	913 856-2600
Assistant Principal/Frosh:	Molly Bachkora	913 856-2600
Director of Student Support Services:	Melissa McIntire	913 856-2600
Assistant Principal/AD:	Jason Radel	913 856-2600
Assistant Principal:	Michael Simpson	913 856-2600
Building Secretary:	Bobbi Smith	913 856-2601
Substitute Secretary:	Jill Washington	913 856-2610

MIDDLE SCHOOLS

Pioneer Ridge Middle School

16200 Kill Creek Road Gardner, KS 66030 913 856-3850

Park on south side of the school and check in at the office on the south side of the school.

School Hours of Operation 8:10-3:15

Front Office Staff

Principal:	Josh Kindler	913 856-3850
Assistant Principal:	Ryan Colston	913 856-3850
Building Secretary:	Shelly Serrioz	913 856-3801

Trail Ridge Middle School

495 East Grand Street Gardner, KS 66030 913 856-3550

Park on east side of the school and check in at the office on the east side of the school.

School Hours of Operation 8:10-3:15

Front Office Staff

Principal:	John Martin	913 856-3550
Assistant Principal:	Denise Rousselo	913 856-3550
Building Secretary:	Karen Insogna	913 856-3556

Wheatridge Middle School

318 East Washington Gardner, KS 66030 913 856-2900

Park on east or west side of the school and check in at the office on the west side of the school.

School Hours of Operation 8:10-3:15

Front Office Staff

Principal:	Tanner Rainbolt	913 856-2900
Assistant Principal:	John Duncanson	913 856-2900
Building Secretary:	Katina Holle	913 856-2902

ELEMENTARY SCHOOLS

Edgerton Elementary School

400 West Nelson Edgerton, KS 66021 913 856-3500

Park on south side of the school and check in at the office on the south side of the school.

School Hours of Operation 8:20-3:25

Front Office Staff

Principal: Jennie Adrian 913 856-3500

Building Secretary: Brittney Partee 913 856-3501

Gardner Elementary School

218 East Shawnee Gardner, KS 66030 913 856-3300

Park on north, south or west side of school and check in at the office on south side of the school.

School Hours of Operation 8:20-3:25

Front Office Staff

Principal: Colin Stucky 913 856-3300

Building Secretary: Kelly Ashbaugh 913 856-3329

Grand Star Elementary School

401 East Grand Gardner, KS 66030 913 856-3750

Park on north side of school and check in at the office on north side of the school.

School Hours of Operation 8:20-3:25

Front Office Staff

Principal: Corina Ouellette 913 856-3750

Building Secretary: Amy Comstock 913 856-3752

Madison Elementary School

800 West Madison Gardner, KS 66030 913 856-0400

Park on west side of the school and check in at the office on west side of the school.

School Hours of Operation 8:20-3:25

Front Office Staff

Principal: Emily Fleming 913 856-0401

Building Secretary: Melissa Billings/Sara Cox 913 856-0402

Moonlight Elementary School

17960 South Moonlight Road Gardner, KS 66030 913 856-3100

Park on east side of the school and check in at the office on the east side of the school.

School Hours of Operation 8:20-3:25

Front Office Staff

Principal: Katie Beach 913 856-3100

Building Secretary: Lori Klaassen 913 856-3135

Nike Elementary School

19500 South Gardner Road

Gardner, KS 66030 913 856-3000

Park on south side of school and check in at the office on the south side of the school.

School Hours of Operation

8:20-3:25

Front Office Staff**Principal:**

Bruce Haber

913 856-3000

Building Secretary:

Brenda Ahrens

913 856-3070

Sunflower Elementary School

775 North Center Street

Gardner, KS 66030 913 856-3700

Park on west side of school and check in at the office on the west side of the school.

School Hours of Operation

8:20-3:25

Front Office Staff**Principal:**

Jason Jones

913 856-3700

Building Secretary:

Janet McConville

913 856-3702

SUBSTITUTE TEACHER REQUIREMENTS**USD 231 Policies and Requirements:****New Substitute Checklist**

The following items must be completed and returned to the USD 231 Human Resources Office before serving as a substitute in the District:

- Copy of Kansas Teaching License, or
- Copy of Kansas Emergency Substitute License
- W-4 Federal Tax Withholding Form
- K-4 Kansas Tax Withholding Form
- Substitute Information Sheet
- Authorization for Release of Information (criminal background check)
- Form I-9
- Color Copy of Social Security Card and Driver's License
- Certificate of Negative Tuberculin Test
- Direct Payroll Deposit Form (attach voided check/deposit slip)
- Emergency Care Plan
- Oath or Affirmation of Officer/Employee
- Policies Acknowledgement Form

TECHNOLOGY USE

Acceptable Use Guidelines

IIBF

Purpose

The district provides computer network and internet access for its students and employees. This service allows employees and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. The district has adopted the following Acceptable Use Guidelines to govern the conduct of those who elect to access the computer network or district Internet.

Acceptable Use Guidelines

Users shall adhere to the following guidelines of acceptable use:

- All use of the Internet will be in support of educational activities.
- Users will report misuse and breaches of network security.
- Users shall not access, delete, copy, modify, nor forge other users' e-mails, files, or data.
- Users shall not use other users' passwords nor disclose their password to others.
- Users shall not pursue unauthorized access, disruptive activities, nor other actions commonly referred to as "hacking," internally or externally to the district.
- Users shall not disclose confidential information about themselves or others.
- User shall not utilize unlicensed software.
- Users shall not access or permit access to pornography, obscene depictions, or other materials harmful to minors.
- Students shall not disable or attempt to disable Internet filtering software.

Prohibitions

Although the district reserves the right to determine what use of the district network is appropriate, the following actions are specifically prohibited:

- Transferring copyrighted materials to or from any district network without the express consent of the owner of the copyright.
- Use of the network for creation, dissemination, or viewing of defamatory, factually inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, or other material prohibited by law or district policy.
- Dissemination of personnel or student information via the network when law, including the Family and Educational Rights Act or Student Data Privacy Act, protects such information.
- Utilization of the network to disseminate non-work-related material.
- Utilization of the network as a means for advertising or solicitation.

Monitoring

The school district reserves the right to monitor, without prior notice, any and all usage of the computer network and district Internet access, including, but not by way of limitation, e-mail transmissions and receptions. Any information gathered during monitoring may be copied, reviewed, and stored. All such information files shall be and remain the property of the school district, and no user shall have any expectation of privacy regarding his/her use of the computer network or the district Internet.

Internet Safety

In compliance with the Children's Internet Protection Act (CIPA) and the Kansas Children's Internet Protection Act, the school district will implement filtering and or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors. The school district, however, cannot and does not guarantee the effectiveness of filtering software. Any student who connects to such a site must immediately disconnect from the site and notify

a teacher. An employee who accidentally connects to such a site must immediately disconnect from the site and notify a supervisor. If a user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately. The school district administration reserves the right to prohibit access to any network or Internet it deems inappropriate or harmful. The school district shall instruct students regarding appropriate online behavior including cyberbullying.

Penalties for Improper Use

Access to the network and Internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of the access. The school district has the right to make the determination of what constitutes inappropriate use and use as an educational tool. Inappropriate use may lead to any disciplinary and/or legal action, up to and including suspension and/or expulsion of district students and suspension and/or termination of employees. Law enforcement shall be notified of inappropriate use, which may constitute a violation of Federal or state law, and such use may result in criminal prosecution.

Approved: 7/24/17

SUBSTITUTE TEACHERS

Substitute Teaching

GBRJ

Qualified substitute teachers shall be secured for the district. In order to be qualified, such individuals must be licensed by the Kansas State Department of Education and shall be compliant with the same state-mandated health requirements as district teachers.

The superintendent or designee may meet with potential substitutes before the start of each school year.

The superintendent or designee shall compile a list of available substitute teachers, and each principal shall have a current copy.

Principals or designee shall be responsible for obtaining substitute teachers from the list and employing them as needed.

The superintendent or designee shall be responsible for developing a substitute's handbook.

Candidates will receive a substitute's handbook, an explanation of the substitute program, application forms, and necessary tax forms and other records to be completed.

The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all district attendance centers, maps of the school district and of each attendance center, a current copy of the school calendar, a copy of the board's educational philosophy (see IA), suggestions for working with students, a statement of expectations the district has for substitutes, a list of tasks the substitute must complete before leaving for the day and a sample report form for reporting incidents that may take place during the day.

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available.

Each principal shall file a report with the superintendent or designee listing the substitutes used in the building during each pay period.

The superintendent or designee shall meet with principals and review the performance of substitutes.

Approved: 7/24/17

SEXUAL HARASSMENT PREVENTION

Sexual Harassment

GAAC

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination based on sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination based on sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline, up to and including termination.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face

disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: 7/24/17

ANTI-BULLYING

GAAE

Bullying by Staff (See EBC, GAAB, JDD, JDDC, and KGC)

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law. The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: 7/24/17

CHILD ABUSE

Child Abuse

GAAD

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

DCF or Law Enforcement Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall

oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent or designee that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Approved: 7/24/17

Child Abuse and Neglect - Reporting

Child Abuse

Child abuse is an act or failure to act which presents an imminent risk of serious harm to a child.

Abuse can be in the form of:

- physical injury
- physical neglect
- sexual abuse
- emotional abuse

Physical Abuse - Any physical injury of a child by intentional or non-accidental means. May include physical marks, injuries, or unusual bleeding inconsistent with the explanation of how the injury was received. Must consider behavior in conjunction with other signs: Is behavior inconsistent, extreme, or changed recently? Are family or environmental stresses apparent?

Physical Neglect - Failure or inattention on the part of parent or caregiver to provide for child's basic needs, such as food, clothing, shelter, medical care, and supervision. Physical neglect tends to be chronic rather than episodic. Behaviors may include: requesting, stealing, or begging for food, frequent absences, fatigue, extended stays at school, child doesn't know whereabouts of parents/caretaker.

Sexual Abuse - Any sexual act or exposure of sexual acts to or before a child, to include sexual exploitation. Physical signs may include STDs, infections, difficulty walking, and report of pain or discomfort. Torn, stained or bloody underclothing. Child behavioral signs can include fear of particular person, being

sexually inappropriate with other children, advanced vocabulary, provocative, or promiscuous behavior. Parents could be over protective or jealous of the child.

Emotional Abuse - Consistent, chronic behavior by a parent or caretaker that has a harmful effect on the child. The attitude or behavior is such that it seriously impairs the child's social, emotional, or intellectual functioning. Parent or caregiver behaviors that may contribute to emotional abuse include primarily negative interactions with child, child blamed for things beyond his/her control, child isolated from normal social experiences and discipline appears to be inconsistent, unpredictable, erratic, or threatening. Child behavioral signs can include rocking, head banging thumb, sucking (or in older children habitual behaviors), unrealistic, irrational or persistent fears, sleep problems, or behavior extremes.

Mandated Reporter

According to Kansas law when any person working in direct contact with children has reason to suspect a child has been injured as a result of physical, emotional, or sexual abuse, or neglect, that person is required by law to report to proper authorities – this includes teachers, school administrators or other employees of an educational institution which the child is attending.

- The law only requires you to report suspected abuse.
- Kansas complies with the immunity clause for mandated reporters. This states a person who reports suspected child abuse in “good faith” is absolutely immune from criminal and civil liability.
- Some agencies expect staff to discuss abuse situations with their supervisor before reporting. However, if a staff member believes a report of child abuse or neglect needs to be made to authorities, it is the responsibility of the staff member to report, whether or not the supervisor is in agreement.
- The legal penalty for a mandated reporter failing to report suspected child abuse can be a class B misdemeanor.

When a Child Discloses Abuse

- Be calm and in control of your responses and emotions
- Listen
- Don't react with disgust
- Validate the child's feelings
- Be on eye level and remove barriers between you and the child
- Don't interrogate or interview the child
- Be supportive
- Reassure the child you care for him/her and this does not change your feelings
- Remember 80% of child abuse occurs at the hand of a parent and despite the abuse the child likely continues to love the parent
- Consult with a colleague or administrator while being respectful of confidentiality

Reporting Abuse

- Consult with a building administrator
- Best practice is for the person who receives the information to make the report
- Additional information is available through the Kansas Department of Children and Family Services

Confidentiality Notice

During the course of work, substitutes may work with information which is confidential and proprietary, which may include, but is not limited to: students, including information pertaining to and belonging to

students; current and prospective student lists; student files; computer systems; software; photographs; digital images; blueprints; future plans; fee information; ideas; concepts; know-how; means; methods; techniques; structure; marketing plans; research and development; improvements; proposals; estimates; drawings; processes; personnel information, including the identity of other employees of USD 231 and the affiliates; financial statements and financial forecasts; pricing and financial data; purchasing information; statistics; safety information and handbooks; operational information; intellectual property; internal business procedures; business plans; information concerning planned or pending acquisitions or divestitures; and information concerning purchase of major equipment or property.

Maintaining confidentiality is a vital part of our service to students and families, supports our ability to provide stability to staff members, helps the organization maintain a competitive advantage and ultimately, is a legal standard. This information must be safeguarded when in use, filing it properly when not in use, and discussing it only with those who have a legitimate business need to know. The duty to maintain confidentiality extends after your separation from USD 231.

You are acknowledging and indicating you have read, understand and agree to comply with the provisions for maintaining the confidentiality of USD 231 information. Any substitute who discloses confidential or proprietary information to anyone outside USD 231 will be subject to disciplinary action, up to and including removal from the substitute list.

Should you cease being a substitute at USD 231 terminate for any reason, promptly surrender, without retaining copies, all tangible things that are or contain confidential information, including all computer hardware and software (including data and computer files), computer printouts, computer disks, work papers, files, student lists, supplier lists, telephone and/or address books, rolodex cards, internal memoranda, appointment books, calendars, letters, records, documents, blueprints, books, forms, plans, handbooks, slides, transparencies, recordings, booklets, photographs (or similar reproductions), digital images, training and seminar materials, files, photo negatives. Failure to meet these obligations may result in legal action.

Kansas Regulations and Standards:

Kansas State Department of Education 91-31-34. Local board of education requirements

(a) General. Each local board of education shall ensure that each school meets the requirements of this regulation.

(b) Staff.

(1) Except as otherwise provided in this subsection, in filling positions for which a license or certificate is issued by the state board, each school district shall employ persons who hold licenses or certificates with specific endorsements for the positions held.

(2) If a teacher holding an appropriate license or certificate is not available, the school district shall use a substitute teacher holding a valid Kansas teacher or administrator license or certificate at any level or in any field or subject. A school district shall not allow any person holding a Kansas teaching license or certificate to substitute teach for more than 125 days in the same assignment.

(3) If a substitute teacher holding a valid Kansas teacher or administrator license or certificate is not available, the school district shall use a substitute teacher holding a valid Kansas substitute-teaching license or certificate. A school district shall not allow a person holding a substitute-teaching license or certificate to teach for more than 90 days in the same assignment.

(4) If a substitute teacher holding a valid Kansas substitute-teaching license or certificate is not available, the school district shall use a person who holds a baccalaureate degree and an emergency substitute-teaching license or certificate. A school district shall not allow a person who holds a baccalaureate degree and an emergency substitute-teaching license or certificate to teach for more than 30 days in the same assignment.

(5) (A) If a person holding a baccalaureate degree and an emergency substitute-teaching license or certificate is not available, the school district shall use a person who has been licensed or certified by the state board as an emergency substitute teacher. A school district shall not allow any person who does not hold a baccalaureate degree to teach for more than 15 days in the same assignment or more than 60 days in a semester.

(B) If a local board of education documents that there is 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 license or certificate to continue to teach for an additional length of time that shall not exceed a total of 93 days in a school year.

(6) If the state board of education has declared a time of emergency, any person holding a five-year substitute teaching license or certificate or an emergency substitute teaching license or 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.

(7) Each school shall report the name of each licensed or certified staff member on the personnel report or the supplemental personnel report required by the state board. Each licensed or certified personnel staff change that occurs between September 15 and the end of the school year shall be reported on a form prescribed by the state board within 30 days after the staff change.

Kansas Workers Compensation Rights and Responsibilities

Contact the USD 231 Human Resources Department (913 856-2000) and consult the Appendix section of this informational guide.

Kansas Department of Labor Unemployment Notice

Contact the USD 231 Human Resources Department (913 856-2000) and consult the Appendix section of this information guide.

***At the conclusion of any school year, it is understood that a substitute teacher in good standing with USD 231 can reasonably expect to be called to work as a substitute in the subsequent school year.**

Kansas State Department of Education

Teacher licensing and endorsement information can be found at the Kansas State Department of Education www.ksde.org website (Teaching & Learning tab). This is the also where to locate and print your teaching license.

EXPECTATIONS

What is Expected of Substitute Teachers

- Familiarity with the USD 231 Substitute Teacher Information Guide
- Demonstrate mature, composed and ethical behavior at all times
- Be flexible and open to re-assignment by building administration
- Flexibility with plan time
- Maintain the safety and security of all students throughout assignment
- Never allow students to leave room without authorization
- Follow lesson plans
- Manage and positively re-direct inappropriate student behavior
- Supervise lunch, bus, assembly, recess and/or other activities, as needed
- Accurately record attendance, reports and records, as needed
- Appropriately utilize classroom technology
- Share necessary student/classroom announcements
- Appropriately respond to any parent contacts and defer to classroom teacher or building administration
- Provide important updates and feedback to classroom teacher
- Provide important updates and feedback to front office
- Do not leave the building without notifying front office
- Follow building crisis management procedures
- Refrain from sharing personal stories, opinions or information
- Turn off/silence cellular phone or electronic device
- Maintain the confidentiality of all that is seen/heard during assignment
- Return all District property at the conclusion of the assignment

What the Substitute Teacher Should Expect

- Specific information on placement, including date(s) and location
- Sign in sheet and check in/check out procedures at building
- USD 231/Visitor's badge
- Key(s)
- Technology log on
- Substitute folder
 - Class roster
 - Schedule (including specials)
 - Lesson plan(s)
 - Duty assignment(s)
 - Specific information on students with special/unique needs
 - Lunch count list
 - Building map
- Crisis management procedures (fire, tornado, code red, etc.)
- Responsive and supportive front office and building staff.

GENERAL PROCEDURES AND HELPFUL HINTS

- Arrive early and check in at the building front office
- Contact the building directly if you are lost or will be late
- Sign substitute teacher log book

- Locate faculty lounge, adult restrooms and plan/conference rooms
- Inquire about any before or after school responsibilities
- Inquire about any unique events for the day
- Inquire about building wide or classroom wide behavior management plans
- Inquire about any unique student needs (e.g., health needs, behavior plans, etc.)
- Review substitute folder
- Familiarize self with *Crisis Action Plan and Response Procedures*
- Review lesson plans, daily schedule and class roster
- Scan classroom and familiarize self with set up
- Properly secure your own personal items
- Never leave classroom or students unsupervised
- Start day by introducing self and emphasize expectations and respect
- Adhere to seating chart
- Start class promptly
- Present overview of first activity/lesson
 - The title/type of lesson
 - Present instructional objectives
 - Share amount of time for activity
 - Describe student role
 - Demonstrate enthusiasm and motivate students
- Provide frequent and specific positive feedback and reinforcement
- Never use corporal punishment with students
- Never give out any medications to students
- Effectively manage the classroom
 - Demonstrate self-control
 - You will be tested – respond in a calm, firm/fair and matter of fact manner
 - You are the adult role model, not a friend or pal
 - Set clear and reasonable limits – promptly and consistently enforce them
 - Do not consequence the group for the misbehavior of one student
 - Expect students want to please you and praise them
 - Be active, circulate the classroom and keep pace brisk
 - Use proximity and non-verbal communication to support students
 - Pause/wait and demonstrate patience during stressful times
- Collect and organize all student work/assignments
- Promptly contact office with any questions or concerns
- Redirect any unannounced visitors back to front office
- In crisis situation, follow plan and ensure student safety and security
- Model appropriate cellular phone/computer behavior – do not respond to calls, text messages or emails during instruction or when you are supervising students
- Computers should only be used for official school business
- Leave a note for the teacher which reflects your experience – include positive aspects of the day regarding students, instruction and the classroom/building, as well as constructive feedback
- Tidy up and organize teacher work area and classroom
- Check out at the office if you leave during the day, and at the end of the day
- Complete the USD 231 Substitute Evaluation Form at your discretion and leave with building front office staff

PLACEMENT PROCEDURES

Requesting a Substitute Teacher

Planned Absences

Individual teachers make their request for a time off (substitute request) through the District's electronic employee management/time keeping system (Skyward). Requests are made directly to building administration and are submitted as early as possible. Teachers can add details to their requests (e.g., identify a preferred substitute). Once the request is approved by building administration the District's Substitute Callers are notified of the need for a substitute for the given times/dates.

Unplanned Absences

When an individual teacher experiences an unplanned absence (less than 24 hours' notice) he/she will contact the Substitute Callers directly to provide the pertinent information on the absence. The Substitute Caller will immediately access the substitute list to arrange coverage.

Substitute Assistance: Whitney Benson (Substitute Caller – 913 608-2897)

WORK DAY AND RATES OF PAY

Work Day

◆ Elementary School: 8:20-3:25 ◆ Middle School: 8:10-3:15 ◆ High School: 8:00-3:00

Rates of Pay

- Full Day Monday – Thursday : **\$140.00** Friday : **\$150.00**
- ¾ Day: Monday – Thursday : **\$105.00** Friday : **\$112.50**
- ½ Day: Monday – Thursday : **\$70.00** Friday : **\$75.00**
- Long Term: **\$165.00** with paid lunch duty if necessary
- Long Term – Special Education: **\$175.00** with paid lunch duty if necessary
- Extended Long Term: **\$200.00** (*after 90 consecutive days for the same teacher*) with paid lunch duty if necessary
- Extended Long Term: **\$210.00** (*after 90 consecutive days for the same teacher*) with paid lunch duty if necessary
- Typically substitute teachers will not be paid for inclement weather ("snow days") days
- **If a substitute teacher is erroneously assigned to a building and is not needed, he/she will be paid for ½ day. If there are questions/concerns regarding this matter the substitute teacher is to call the Human Resources Department.**

Time Keeping System

Substitute teachers must sign in with the building front office for each workday. Time tracking will be maintained through Absence Management in Frontline.

Payroll Information

USD 231 payroll is done through direct deposit. Substitute teachers can access their pay stub through the following steps:

- Log on to www.usd231.com
- Choose Employee Resources from the menu
- Choose Employee Access
- Login is lastnamefirst initial (e.g., Mary Smith is smithm)
- Password is birthdate MMDDYYYY (no slashes)
- Will be prompted to change password for future reference

HEALTH, SAFETY AND SECURITY

**(EACH CLASSROOM WILL HAVE A FOLDER WITH THIS COVER PAGE – TO GUIDE YOU THROUGH
CRISIS AND EMERGENCY PROCEDURES UNIQUE TO THAT BUILDING)**

CRISIS ACTION PLAN & RESPONSE PROCEDURES

Emergency Numbers & Contacts	1
Fire/Explosion	2
Severe Weather/Tornado	3
Perimeter Lockdown	4
Emergency Lockdown	5
Evacuation	6
Shelter in Place/Extended Shelter	7
School Closure	8
Bomb Threat	9
Hazardous Materials	10
Off-Site Emergencies	11
Missing Student	12
Death, Injury or Illness	13
Utility Failure	14
Building Floor Plan	15

In the event of a life-threatening emergency, dial **911** immediately!



General Health and Safety Reminders
Responsibility

The prevention of accidents is everyone's responsibility. Everyone must be constantly alert in reporting and correcting unsafe conditions and acts. If you have a concern about a safety issue, immediately notify an administrator. A safe and productive workplace is a USD 231 priority.

Prevention

Accidents are caused and can be prevented. Safety is a personal responsibility. No job is so important or urgent that we cannot take time to perform our work safely.

Reporting an Injury or Accident

Workplace Accident, Injury or Illness

- Early, accurate and immediate reporting is expected – NO EXCEPTIONS.
- Anything more involved than a paper cut should be reported.
- Kansas law allows for worker compensation claims to be denied if not reported within 20 days.
- Follow all the reporting steps – every time.
- Any job-related injury must IMMEDIATELY be reported to a building administrator.
- Failure to report a job-related injury/illness in a timely manner may result in disciplinary action.
- Complete the "Report by Injured Employee Form" – available in each building's front office.
- The date of the injury and date reported must be accurate.
- You will be referred to and expected to immediately proceed to the building nurse.
- The building nurse will contact the District Health Services Coordinator to discuss/evaluate your injury/illness and to determine if you need to see a physician – District will err on side of caution.
- You will go or be taken to a clinic in the District's workers' compensation network to be evaluated and treated.
- DO NOT go to your personal or family physician for any job-related injury/illness, as personal health insurance may deny payment once they determine your injury/illness is job-related.
- You must be seen by a physician in our workers' compensation network, but under Kansas law-workers' compensation insurance companies may provide up to \$500 for you to see a second doctor of your choice.

Personnel Roles

- Immediately report any open or unlocked exterior doors or suspicious individuals or situations to building administration
- Hazard Recognition - Prior to performing any work related task, perform a pre-work task hazard analysis involving the environment and looking for hazards. This will be achieved by considering the following:
 - Any risk of head injury; eye injury; hand/finger injury; foot/toe injury?
 - Any risk of exposure to chemicals, particulates, or communicable diseases through the respiratory system?
 - Any risk of skin exposure to chemical, physical, or toxic materials?
 - Any risk of falls?
 - Any risk of exposure to high levels of noise (above 85dB)?
 - Any risk of exposure to chemicals that are flammable, corrosive, toxic, or reactive?
 - Any risk of exposure to fire?
 - Any risk of electrical shock?
 - Any risk of other individuals introducing hazards into the work area?
 - Any risk of work surfaces with slips, trips, or falls?

- Does the work area have appropriate levels of light?
- Any risk of sprain or strain by moving loads that are heavy or unstable, or performing repetitive tasks?
- Take protective measures to prevent injury from all recognized hazards identified in the pre-work task analysis. If unsure of how to prevent injuries, prior to starting the task, check with the building administrator for protective measures. Wear the proper personal protective equipment (PPE) required for the jobs you are performing.
- It is your responsibility to know and adhere to all safety requirements, rules, and regulations that apply to the area in which you are working or may be visiting.
- Report all accidents or near misses (a near miss this time might be a serious accident the next time) to the building administrator.
- Report all unsafe work and equipment conditions to the building administrator. He/she will assess these conditions and take appropriate action to correct any deficiencies.
- Fighting, disorderly conduct, horseplay, and practical jokes are prohibited. These actions have been known to cause serious injury.
- The use of narcotics, intoxicants (drug and alcohol), or tobacco products is not permitted on school District property or when using school District vehicles or equipment.
- Unauthorized firearms or explosives shall not be allowed in or on District property, unless kept out of sight and locked in your vehicle.
- Use handrails on stairs and in other elevated places.
- Common sense, health, and sanitation rules must be observed for the welfare and consideration of students and staff.
- Use proper lifting and carrying positions at all times when moving materials/equipment; safety belts are available upon request.
- Never use a makeshift ladder or stool.
- Do not use extension cords as a substitute for required wiring.
- Compliance with safety rules and regulations is a non-negotiable.

Classroom, Office and Building Safety

Office work is generally considered to be one of the safest of all District activities, but little thought is given to the hazards that are present in most of our offices and classrooms. Slips and falls on waxed floors, collisions with desks and chairs, strains from unauthorized furniture moving, heavy lifting and other similar accidents can occur in offices and classrooms. Special machines and equipment in these areas also add to the accident potential.

- Undue haste results in accidents. Do not run on stairs, walkways, or in corridors. Enter and leave buildings in an orderly manner.
- Bulky office supplies and materials must be lifted properly to avoid muscle strains. Use mechanical devices to lift or carry loads that cannot be easily handled by one or two persons.
- Do not attempt to lift heavy objects at any time. Only properly trained and physically qualified personnel will move heavy office furniture and equipment.

To Avoid Filing Hazards

- Never leave an open file drawer unattended.
- When accessing lower file drawers, bend your knees and not your back.
- When accessing multiple file cabinets, open and close one file drawer at a time.

To Avoid Falling Accidents

- Put chair back under table or desk when leaving area.
- Turn on light before entering room.
- Never run a cord down the middle of a room or in aisle, unless protected from trip hazard.

To Avoid Office Machine Accidents

- Keep finger(s) away from inside of copier/printer.
- Follow manufacturer's direction when resolving a paper jam in the copier or printer.
- Do not use a letter-opener or scissors inside a copier/printer.
- Keep fingers out of the paper cutter. Always leave cutting blade in down or locked position when not in use.
- Always disconnect power source when clearing paper jams in shredders.

Slips, Trips and Falls

- Use extreme caution when working on a wet surface, or if possible eliminate the wet surface.
- Immediately clean up oil and liquids that are spilled and dispose of absorbent material properly.
- Use caution when walking on sloped and/or uneven surfaces.
- Avoid working in non-illuminated areas when possible.

Bloodborne Pathogens

- When possible, avoid exposure to Bloodborne Pathogens, including all human blood and body fluid substances.
- Always wear appropriate PPE when performing first aid or in any situation that might bring you in contact with a bloodborne pathogen, including latex or vinyl gloves.
- Always be sure "sharps," like needles and contaminated glass, are placed in a designated container.
- Do not use hands or feet to push down garbage in trashcans.
- If a surface has been contaminated, it must be cleaned with an appropriate disinfectant.
- Use one-way masks when performing mouth-to-mouth resuscitation.
- If exposure occurs:
 - Wash area thoroughly with soap and water.
 - If substance has been splashed onto your face or open cut, flush the exposed area with water.
 - If any substance gets in your eyes, irrigate your eyes with water or saline.
 - Report your exposure to your supervisor or to the building health room.

PROFESSIONAL DEVELOPMENT

District Staff Development Calendar

Will be made available upon request – please feel free to contact the Human Resources or Educational Services Departments.

More Information to Come

Schedule and content will be distributed via email list.

EVALUATION FORMS

Performance

Classroom teachers and building principals are expected to monitor the performance of substitute teachers and will immediately report any substitute teacher who is unwilling or unable to follow USD 231 policies, procedure or practices. If a negative report is made about a substitute teacher, the Human Resources Department will contact the identified substitute to review the matter.

Forms completed by Substitute Teacher and Classroom Teacher/Building Administrator, as needed.



USD 231 Substitute Feedback Report
(Completed by the Substitute Teacher)

Directions: Please complete this form and leave it for the classroom teacher, or give to the building principal to review and process.

Substitute Teacher Name: _____

Date (s) of assignment _____

1. Were building check-in procedures helpful in preparing you to successfully complete your assignment (daily schedule, lunch procedures, bell schedule, emergency procedures, attendance policy, etc...)? **Yes No**

Comments:

2. Were appropriate lesson plans and supporting materials available? **Yes No**

Comments:

3. How can we improve our substitute procedures and/or services to better enable you and our students to have a positive and productive experience?

Comments:

4. Please provide feedback regarding student conduct/behavior.

Comments:

Directions: Please complete this form and return it to the main office on the day you return from leave.

Substitute Teacher Name: _____

Classroom Teacher Name: _____

Date (s) of assignment: _____ Building: _____

Grade Level: _____ Subject(s): _____

Performance Evaluation: Please circle the appropriate ranking for each item.

4 - Excellent 3 - Satisfactory 2 - Unsatisfactory 1 - Not Applicable

- | | | | | |
|---|---|---|---|--------|
| 1. Executes lesson plan(s) as designed. | 4 | 3 | 2 | 1 |
| 2. Adheres to building/district policy. | | 4 | 3 | 2 1 |
| 3. Effectively manages classroom environment/students. | | 4 | 3 | 2 1 |
| 4. Left room and materials in an organized fashion. | 4 | 3 | 2 | 1 |
| 5. Demonstrates a professional/cooperative demeanor. | 4 | 3 | 2 | 1 |
| 6. Seeks assistance when needed/appropriate. | 4 | 3 | 2 | 1 |
| 7. Provides adequate written feedback for classroom teacher. | 4 | 3 | 2 | 1 |
| 8. Demonstrates appropriate/professional dress. | | 4 | 3 | 2 1 |
| 9. Punctual: arrives on time and completes all assigned duties. | 4 | 3 | 2 | 1 |

Notes: Strengths and/or areas of concern.

Would you recommend this substitute return to your school?

Yes No

APPENDIX

District Calendar

Gardner Edgerton USD #231 2023-24 School Calendar							Calendar B Official 3-6-23						
August 2023							February 2024						
SU	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29		
September 2023							March 2024						
SU	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
October 2023							April 2024						
SU	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
1	2	3	4	5	6	7							
8	9	10	11	12	13	14							
15	16	17	18	19	20	21	7	8	9	10	11	12	13
22	23	24	25	26	27	28	14	15	16	17	18	19	20
29	30	31					21	22	23	24	25	26	27
November 2023							May 2024						
SU	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
5	6	7	8	9	10	11							
12	13	14	15	16	17	18	5	6	7	8	9	10	11
19	20	21	22	23	24	25	12	13	14	15	16	17	18
26	27	28	29	30			19	20	21	22	23	24	25
December 2023							June 2024						
SU	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
3	4	5	6	7	8	9							
10	11	12	13	14	15	16							
17	18	19	20	21	22	23	2	3	4	5	6	7	8
24	25	26	27	28	29	30	9	10	11	12	13	14	15
31							16	17	18	19	20	21	22
January 2024							July 2024						
SU	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA
7	8	9	10	11	12	13							
14	15	16	17	18	19	20							
21	22	23	24	25	26	27	7	8	9	10	11	12	13
28	29	30	31				14	15	16	17	18	19	20
Legend							Spring Break - March 11-15						
Early Release, Elem. 1:55 p.m. M.S. 1:45 p.m., H.S. 1:30 p.m.							First Semester Ends Prior to Winter Break						
No Classes							185 Days - Teachers 189 Days - New Teachers						
First and Last Day of School							*1/2 Day per quarter will be maintained for						
New Teacher Academy							Teacher Records/Grading						
GEHS Finals													
Professional Development, Parent Teacher Conferences, or Teacher Plan Time													

Pay Schedule

2023-2024 SUPPORT STAFF PAY SCHEDULE		
BEGINNING PAY PERIOD DATE	ENDING PAY PERIOD DATE	PAY DATE
Sunday, May 21, 2023	Saturday, June 3, 2023	Friday, June 16, 2023
Sunday, June 4, 2023	Saturday, June 17, 2023	Friday, June 30, 2023
Sunday, June 18, 2023	Saturday, July 1, 2023	Friday, July 14, 2023
Sunday, July 2, 2023	Saturday, July 15, 2023	Friday, July 28, 2023
Sunday, July 16, 2023	Saturday, July 29, 2023	Friday, August 11, 2023
Sunday, July 30, 2023	Saturday, August 12, 2023	Friday, August 25, 2023
Sunday, August 13, 2023	Saturday, August 26, 2023	Friday, September 8, 2023
Sunday, August 27, 2023	Saturday, September 9, 2023	Friday, September 22, 2023
Sunday, September 10, 2023	Saturday, September 23, 2023	Friday, October 6, 2023
Sunday, September 24, 2023	Saturday, October 7, 2023	Friday, October 20, 2023
Sunday, October 8, 2023	Saturday, October 21, 2023	Friday, November 3, 2023
Sunday, October 22, 2023	Saturday, November 4, 2023	Friday, November 17, 2023
Sunday, November 5, 2023	Saturday, November 18, 2023	Friday, December 1, 2023
Sunday, November 19, 2023	Saturday, December 2, 2023	Friday, December 15, 2023
Sunday, December 3, 2023	Saturday, December 16, 2023	Friday, December 29, 2023
Sunday, December 17, 2023	Saturday, December 30, 2023	Friday, January 12, 2024
Sunday, December 31, 2023	Saturday, January 13, 2024	Friday, January 26, 2024
Sunday, January 14, 2024	Saturday, January 27, 2024	Friday, February 9, 2024
Sunday, January 28, 2024	Saturday, February 10, 2024	Friday, February 23, 2024
Sunday, February 11, 2024	Saturday, February 24, 2024	Friday, March 8, 2024
Sunday, February 25, 2024	Saturday, March 9, 2024	Friday, March 22, 2024
Sunday, March 10, 2024	Saturday, March 23, 2024	Friday, April 5, 2024
Sunday, March 24, 2024	Saturday, April 6, 2024	Friday, April 19, 2024
Sunday, April 7, 2024	Saturday, April 20, 2024	Friday, May 3, 2024
Sunday, April 21, 2024	Saturday, May 4, 2024	Friday, May 17, 2024
Sunday, May 5, 2024	Saturday, May 18, 2024	Friday, May 31, 2024
Sunday, May 19, 2024	Saturday, June 1, 2024	Friday, June 14, 2024
Sunday, June 2, 2024	Saturday, June 15, 2024	Friday, June 28, 2024
Sunday, June 16, 2024	Saturday, June 29, 2024	Friday, July 12, 2024
Note - Pay Periods and Pay Dates above, highlighted in gray, will not have paid benefits or benefit deductions for the following: Aides, Building Secretaries, Food Service, Nurses, Paraeducators, P.A.T.		



Absence Management

Sign In

ID or Username

PIN or Password

Sign In

[Forgot my ID or username](#) [Forgot my PIN or password](#)

[Having trouble signing in?](#)

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click Sign In.

RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the "Having trouble signing in?" link for more details.

SEARCHING FOR AVAILABLE JOBS

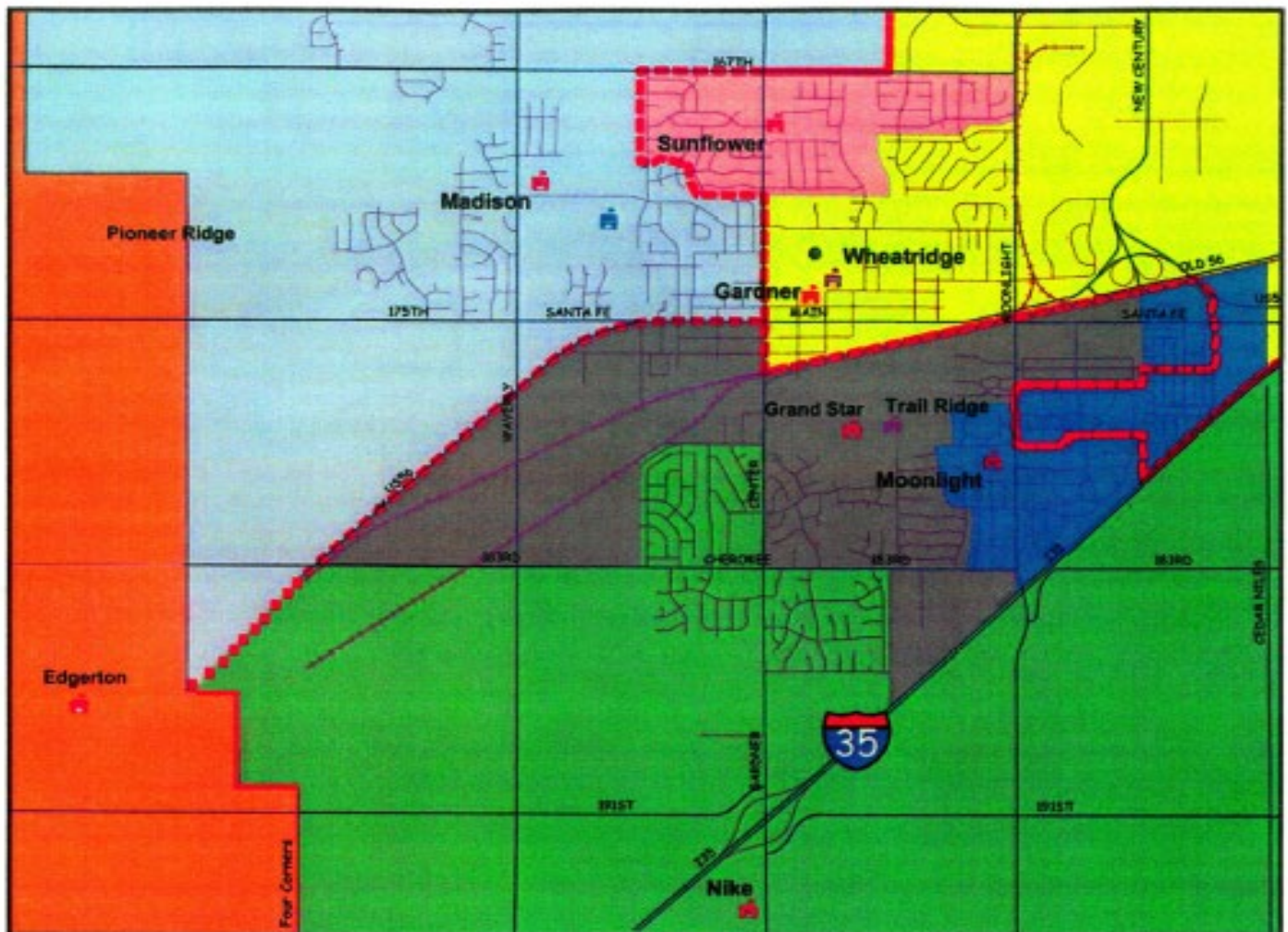
You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the "Available Jobs" tab.

To accept a job, click the Accept button beside the absence (or click Reject to remove a job from the list).

The interface displays three monthly calendars for April, May, and June 2018. Available jobs are highlighted in green on the calendars. Below the calendars, there are four tabs: "2 Available Jobs", "1 Scheduled Jobs", "2 Past Jobs", and "0 Non Work Days". The "Available Jobs" tab is selected, showing a list of jobs with columns for Date, Time, Duration, and Location. A job for "Mon, 4/30/2018" is shown with a duration of "11:00 AM - 6:00 PM" and location "Victoria County School District". The job is marked as "Full Day". There are "Reject" and "Accept" buttons for each job.


Date	Time	Duration	Location
Mon, 4/30/2018	11:00 AM - 6:00 PM	Full Day	Victoria County School District Victoria County Community Schools

District Map



-  Elem
-  Middle
-  High
-  Admin Office

USD 231
Gardner-Edgerton School District

 Middle School Boundaries

-  Edgerton
-  Grand Star
-  Gardner
-  Madison
-  Moonlight
-  Nike
-  Sunflower

Kansas Workers Compensation Rights and Responsibilities

This notice must be posted and maintained by the employer in one or more conspicuous places.

Workers Compensation Rights and Responsibilities

Your employer is subject to the Kansas Workers Compensation Law which provides compensation for job-related injuries.

This notice applies to dates of accidents on or after April 25, 2013.

Este aviso aplica a las fechas de los accidentes a partir de Abril 25, 2013.

WHAT TO DO IF AN INJURY OCCURS ON THE JOB

NOTIFY YOUR EMPLOYER IMMEDIATELY. Per K.S.A. 44-520, a claim may be denied if an employee fails to notify their employer within the earliest of the following dates: (A) **20 calendar days** from the date of accident or the date of injury by repetitive trauma; (B) if the employee is working for the employer against whom benefits are being sought and such employee seeks medical treatment for any injury by accident or repetitive trauma, **20 calendar days** from the date such medical treatment is sought; or (C) if the employee no longer works for the employer against whom benefits are being sought, **10 calendar days** after the employee's last day of actual work for the employer.

Notice may be given orally or in writing. Where notice is provided orally, if the employer has designated an individual or department to whom notice must be given and such designation has been communicated in writing to the employee, notice to any other individual or department shall be insufficient under this section. If the employer has not designated an individual or department to whom notice must be given, notice must be provided to a supervisor or manager.

Where notice is provided in writing, notice must be sent to a supervisor or manager at the employee's principal location of employment.

The notice, whether provided orally or in writing, shall include the time, date, place, person injured and particulars of such injury. It must be apparent from the content of the notice that the employee is claiming benefits under the workers compensation act or has suffered a work-related injury.

BENEFITS. Benefits are paid by the employer's insurance carrier or self insurance program. Benefits include medical treatment, partial wage replacement for lost time and additional benefits if the injury results in permanent disability. An employer is required to furnish all necessary medical treatment and has the right to designate the treating physician. If the employee seeks treatment from a doctor not authorized by the employer, the employer or its insurance carrier is only liable up to \$500.00 dollars for the unauthorized medical treatment.

QUE HACER SI UNA LESIÓN OCURRE EN EL TRABAJO

NOTIFIQUE A SU EMPLEADOR INMEDIATAMENTE. De acuerdo con el artículo de ley K.S.A. 44-520, un reclamo puede ser negado si el empleado no notifica a su empleador dentro de antes de las siguientes fechas: (A) **20 días** a partir de la fecha del accidente o la fecha de la lesión debido a trauma por movimientos repetitivos; (B) si el empleado está trabajando con el empleador en contra del cual se están buscando beneficios y dicho empleado busca tratamiento médico por cualquier lesión por accidente o trauma repetitiva, **20 días** a partir de la fecha que dicho tratamiento médico ha sido obtenido; o (C) si el empleado ya no trabaja para el empleador en contra del cual se están buscando beneficios, **10 días** después del último día de trabajo para dicho empleador.

El aviso puede darse oralmente o por escrito. Donde el aviso se da oralmente, si el empleador ha designado un individuo o departamento a quien el aviso se debe dar y tal designación ha sido comunicada por escrito al empleado, aviso a cualquier otro individuo o departamento deberá ser insuficiente bajo esta sección. Si el empleador no ha designado a un individuo o departamento a quien se debe dar el aviso, el aviso puede darse a un supervisor o gerente.

Donde el aviso se hace por escrito, el aviso debe ser enviado a un supervisor o gerente de la oficina principal de empleo del trabajador.

El aviso, sea que se haga oralmente o por escrito, debe incluir la hora, fecha, lugar, persona lesionada y detalles de tal lesión. Debe ser visible a partir del contenido del aviso, que el empleado está reclamando beneficios bajo la ley de compensación del trabajador o que ha sufrido una lesión relacionada con el trabajo.

BENEFICIOS. Los beneficios son pagados por la compañía aseguradora del empleador o programa de seguro propio. Los beneficios incluyen tratamiento médico, reemplazo de sueldo parcial por tiempo perdido y beneficios adicionales si la lesión resulta en incapacidad permanente. El empleador debe proporcionar todo el tratamiento médico necesario y tiene el derecho de designar el doctor para dicho tratamiento. Si el empleado busca tratamiento con un doctor que no ha sido autorizado por el empleador, el empleador o su compañía aseguradora serán responsables de pagar solamente los primeros \$500.00 dólares para tratamiento médico no autorizado.

WHERE TO GET HELP WITH YOUR CLAIM (DÓNDE CONSEGUIR AYUDA CON SU RECLAMO):

USD231 HUMAN RESOURCES DEPARTMENT

Employer's Insurance Carrier (Compañía Aseguradora del Empleador)

231 EAST MADISON GARDNER, KS 66030

Address (Dirección de la Aseguradora)

(913) 856-2000

Telephone (Teléfono de la Aseguradora)

For questions about Workers Compensation Law, contact (Para preguntas acerca de la Ley de Compensación del Trabajador):

KANSAS DEPARTMENT OF LABOR
Division of Workers Compensation/Ombudsman
401 SW Topeka Blvd., Suite 2, Topeka, KS 66603-3105

Website: www.dol.ks.gov/workcomp/default.aspx
Email: wc@dol.ks.gov
Phone: (800) 332-0353 or (785) 296-4000

Persons with impaired hearing or speech utilizing a telecommunications device may access the above number(s) by using the Kansas Relay Center at (800) 766-3777.

www.dol.ks.gov

KANSAS DEPARTMENT OF LABOR

K-WC 40-A (4-13)

Kansas Unemployment Notice

Notice to Workers About UNEMPLOYMENT INSURANCE



Aviso Para el Trabajador Sobre EL SEGURO DE DESEMPLEO

Our organization participates in the Kansas Unemployment Insurance Program. Should you become unemployed, you can learn about unemployment benefits and apply online at www.GetKansasBenefits.gov.

If you are unable to apply online, you can apply for benefits by calling the Kansas Unemployment Contact Center.

Kansas Unemployment Contact Center

Kansas City Area..... (913) 596-3500
Topeka Area..... (785) 575-1460
Wichita Area..... (316) 383-9947
Toll free outside these areas (800) 292-6333
Speech and/or hearing disabled
Kansans can access the Kansas
Relay Center by calling toll free (800) 766-3777

Claims specialists are available Monday through Friday from 8:00 a.m. until 4:15 p.m., except on state holidays.

The Kansas Unemployment Insurance Program
is administered by:

KANSAS DEPARTMENT OF LABOR
401 SW Topeka Blvd.
Topeka, KS 66603-3182

Nuestra organización participa en el programa del Seguro de Desempleo de Kansas. Si acaso llega ser desempleado puede aprender mas sobre los beneficios de desempleo y aplicar en www.GetKansasBenefits.gov.

Si no puede aplicar por la Internet, usted puede aplicar por beneficios de desempleo al llamar al Centro de Contacto de Desempleo de Kansas.

Centro de Contacto de Desempleo de Kansas

Área de Kansas City (913) 596-3500
Área de Topeka (785) 575-1460
Área de Wichita (316) 383-9947
Si vive fuera de las áreas de llamadas (800) 292-6333
Para ayuda con el habla y el audio llame
al Kansas Relay Center (800) 766-3777

Disponibilidad de Especialistas de Reclamo lunes – viernes 8:00 a.m. – 4:15 p.m. La oficina esta cerrada durante los días festivos reconocidos por el estado de Kansas.

El programa de Seguro de Desempleo de Kansas
es administrado por:

KANSAS DEPARTMENT OF LABOR
401 SW Topeka Blvd.
Topeka, KS 66603-3182