

MORRIS COUNTY

USD #417

**Substitute
Teacher
Handbook**

DISTRICT ATTENDANCE CENTERS

Council Grove Elementary School
Prairie Heights Elementary School
Council Grove Junior-Senior High School

Board Of Education approved
July 10, 2017
Amended
January 8, 2018

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MORRIS COUNTY USD #417
MISSION STATEMENT

USD #417 employees, parents, and patrons through their cooperative efforts assure district students of the knowledge, skills, and attitudes necessary to develop into life-long learners who respect themselves and others, contribute to their communities, and succeed in a changing world.

District Exit Outcomes

Basic Skills: Reads, communicates, and applies arithmetic and mathematical operations

- A. Reading – locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. Communicating – writes, listens, and speaks effectively
- C. Arithmetic/Mathematics – performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques

Thinking Skills: Thinks creatively, makes decision, solves problems, visualizes, knows how to learn, and reasons

- A. Creative Thinking – generates new ideas
- B. Decision Making – specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative
- C. Problem Solving – recognizes problems and devises and implements plan of action
- D. Visualizes – organizes and processes symbols, pictures, graphs, objects, and other information
- E. Knowing How to Learn – uses efficient learning techniques to acquire and apply new knowledge and skills
- F. Reasoning – discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, integrity and honesty, and civic-mindedness

- A. Responsibility – exerts a high level of effort and perseveres towards goal attainment
- B. Self-Esteem – believes in own self-worth and maintains a positive view of self
- C. Sociability – demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
- D. Self-Management – assesses self accurately, sets personal goals, monitors progress, exhibits self-control, and accepts responsibility for actions
- E. Integrity/Honesty – chooses ethical courses of action
- F. Civic-Mindedness – takes an active role in community

DISTRICT CURRICULUM

Curriculum documents available for each subject can be found on the district website www.usd417.net under "Curriculum & Instruction."

SCHOOL IMPROVEMENT BASED ON EFFECTIVE SCHOOLS RESEARCH

The school is more than a collection of people, subjects, and grade levels. The qualities of the school as a whole can either enhance or detract from the classroom-learning environment. Clear expectations, consistency and collaboration among adults, strong instructional leadership, and a central focus on learning are all important in pursuing instructional effectiveness.

- Everyone emphasizes the importance of learning.
- Strong leadership guides the instructional program.
- The curriculum is based on clear outcomes and objectives.
- Learning progress is monitored closely.
- Discipline is firm and consistent.
- There are high expectations for quality instruction.
- Teachers and administrators continually strive to improve instructional effectiveness.
- There are pleasant conditions for learning.
- Students are carefully oriented to lessons.
- Instruction is clear and focused.
- When students do not understand, they are retaught.
- Class time is used for learning.
- There are smooth, efficient classroom routines.
- Instructional groups formed in the classroom fit instructional needs.
- Standards for classroom behavior are explicit.
- Personal interactions between teachers and students are positive.
- Incentives for students are used to promote excellence.

INSTRUCTIONAL STRATEGIES

While district exit outcomes for students are clearly defined, individual teaching strategies and techniques vary among teachers and are often dependent upon the subject matter and student learning styles. As an educational organization committed to educating all students, the Morris County School District USD #417 encourages and supports the instructional strategies of Robert Marzano, the strategies of the SIOP model (Sheltered Instruction), and the instructional strategies stated in each building's School Improvement Plan.

Morris County USD #417 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age. Persons having inquiries may contact the District Office at 17 S. Wood St., Council Grove KS 66846 (620) 767-5192.

TELEPHONE DIRECTORY

Morris County USD #417 District Office
17 S. Wood St.
Council Grove, KS 66846

(620) 767-5192
Fax (620) 767-5444

Doug Conwell, Superintendent dconwell@cgrove417.org
Rachel Tompkins, Secretary rtompkins@cgrove417.org
Mika Doornbos, Bookkeeper mdoornbos@cgrove417.org
Jan Troxell, BOE Clerk jtroxell@cgrove417.org
Kelly Gentry, Director of CIA kgentry@cgrove417.org

Council Grove Elementary School
706 E. Main Street
Council Grove, KS 66846

(620) 767-6851
Fax (620) 767-6942

Heather Honas, Principal hhonas@cgrove417.org
Amy Finch, Lead Teacher/Behavior Specialist afinch@cgrove417.org
Carol Wright, Secretary cwright@cgrove417.org
Gina Hayes, Secretary ghayes@cgrove417.org
Jennifer Wilkens, Social Worker jwilkens@cgrove417.org
Joyce Heilman, Library/Media Specialist heilman@cgrove417.org

Council Grove Junior-Senior High School
129 Hockaday Street
Council Grove, KS 66846

(620) 767-5149
Fax (620) 767-7280

Kelly McDiffett, Principal kmcdiffett@cgrove417.org
Jay Doornbos, Asst. Principal/District Activities Director jdoornbos@cgrove417.org
Mina Miller, Secretary minam@cgrove417.org
Jo Werner, Secretary jwerner@cgrove417.org
Jill Day, Counselor jday@cgrove417.org
Martha House, Library/Media Specialist mhouse@cgrove417.org

Prairie Heights Elementary School
801 Center
Alta Vista, KS 66834

(785) 499-6313
Fax (785) 499-5342

Valerie Gehrler, Principal vgehrer@cgrove417.org
Sheryl Crooks, Secretary scrooks@cgrove417.org
Tara Scarce, Social Worker tscarce@cgrove417.org
Kacie Evans, Technology Support kevans@cgrove417.org

**MORRIS COUNTY USD #417
BOARD OF EDUCATION MEMBERS**

District 1...Position 1	Terry Powell	307 N. Mission, Council Grove
District 2...Position 2	Marie Blythe	705 Hwy 177, Council Grove
District 1...Position 3	Linda Pretzer	311 N Washington, Council Grove
District 1...Position 4	Jim Reagan	265 Fairway Dr., Council Grove
District 2...Position 5	TinaRae Scott	998 Hwy 177, Council Grove
District 2...Position 6	Chad Evans	1108 Vista Del Lago, Council Grove
Member At-Large	Martha White	402 Washington, Council Grove

BOARD OF EDUCATION POLICY

IA Philosophy

USD #417 Mission Statement

Employees, parents, and patrons through their cooperative efforts assure district students of the knowledge, skills, and attitudes necessary to develop into life-long learners who respect themselves and others, contribute to their communities, and succeed in a changing world.

All students shall have an equal opportunity to pursue and acquire knowledge and to master the curriculum's objectives. The program shall provide for student mastery of basic skills, higher order thinking skills, the ability to work in groups and individually, individual physical and mental well-being, and other varied needs and interests of students. The curriculum shall be outcomes-oriented and the instructional program research-based.

The educational process shall be a comprehensive program undertaken in cooperation with parents, institutions, and community programs.

Approved July 20,
1998

GBRJ Arrangements for Substitutes

Qualified substitute teachers shall be secured for the district.

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

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

Principals or other designated employees, shall be responsible for obtaining substitute teachers from the list and employing them as needed.

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

The board shall establish the rate of pay for substitute teachers each July.

Approved July 20,

1998

GBRJ-R Substitute Teaching

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 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 listing the substitutes used in the building during each pay period.

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

Approved July 20, 1998

GENERAL INFORMATION

I. Qualifications

A. **Selection and Employment...**In order to become a substitute teacher in USD #417, the teacher must be approved for employment and the following items must be verified and on file at the District Office.

1. Completed Application Form
2. W-4
3. I-9
4. Loyalty Oath
5. Current Kansas Teaching or Substitute Teaching Certificate
6. Completed Health Certificate
7. Two (2) Forms of Identification (i.e. Social Security Card /Driver's License)
8. Blood Pathogens Video
9. Completed Blood Pathogens Education Verification Form

B. **Substitute Teacher Availability...**Upon employment, the substitute teacher may designate day(s) of the week he/she is available for teaching. The substitute teacher may designate days of the week, educational level, and/or building preference he/she is most interested. Flexibility is encouraged, however, if you're not available on certain days, please let us know.

C. **Substitute Calling Procedure...**Daily arrangements for substitute teachers in USD #417 are made through an online substitute program.-Notification may range from days/weeks to the day/morning that the substitute teacher will be needed. Substitute teachers will receive login information for the online system from the District Office. Under no circumstances should a classroom teacher make substitute teacher arrangements.

Morris County USD #417 Pay

Type of License	½ day	Full Day	Hourly
Professional or Standard	\$51.50	\$103	\$13.70
Emergency Substitute	\$46.50	\$93	\$ 12.33

Hours worked up to 3 ½ hours will be paid the ½ day rate. Hours worked beyond the ½ day minimum (3.5 hours) will be paid the hourly rate not to exceed the daily rate as stated above.

* Substitutes are not to be clocked in any earlier than 20 minutes prior to their first scheduled class period. Substitutes are to clock out no later than 15 minutes after the completion of their last schedule period. Subs will not be paid for the time prior to the stipulated clock-in & clock-out times. (see above sentence). If the teacher plan is at the end of the day, the substitute teacher will contact the school office to see if additional duties are available or if the substitute assignment is complete.

****Substitute Para Educators and Teacher's Aides are to clock in no more than 10 minutes prior to their accepted job schedule and must be clocked out 10 minutes after the job schedule. Substitutes for hourly employees will clock out for lunch. Any deviation from this must be approved by the building principal.**

- A. Long-term substitute teachers must be Kansas licensed. The substitute teacher will be paid the current rate (see table on page 7) through the tenth (10th) continuous day for the same teacher. On the eleventh (11th) continuous day for the same teacher, the substitute teacher will be paid a daily rate equivalent to a beginning teacher’s salary on the salary schedule base (according to the current Negotiated Agreement Salary Schedule).
- B. In order for a substitute teacher to be paid, he/ she must clock in and out. Substitutes will be paid on the 20th of each month for days from the 11th day of the previous month through the 10th day of the payroll month. In the event that the 20th falls on a Saturday, Sunday, or a holiday payroll checks are distributed on the closest business day prior to the 20th.
- D. **Flint Hills Special Education Co-op (FHSEC) Substitute Teacher Pay**...Special education staff in this district are employed by Emporia Unified School District #253. Should a substitute teacher accept a special education teaching assignment, he/ she must...
 - 1. Complete the “Emporia Unified School District #253 Substitute Teacher Record (see Appendices) and turn the completed form into the school office. These forms are available in each school office.
 - 2. Clock in and out through Time & Attendance. Substitutes will be paid on the 20th of each month for days from the 11th day of the previous month through the 10th day of the payroll month. In the event that the 20th falls on a Saturday, Sunday, or a holiday payroll checks are distributed on the closest working day prior to the 20th.
- F. **Kansas Substitute Teaching License Limitations**

Type of License	Number of College Hours	Total Days Allowed	Limitations Same Classroom
Emergency Substitute	Minimum of 60 college credit hours	60 days/ semester	15 days (30 if Bachelor’s Degree)
Professional or Standard Substitute Teacher	Prior or current teaching certificate or license		90 days

- G. **Substitute Teaching Assignment**...All substitute teacher assignments are temporary. There can be no guarantee for a minimum number of working days.
- H. **Questions and Answers**...Should a substitute teacher have questions or concerns, he/ she may contact the following...
 - 1. Building principal...if the concern or question has to do with a specific teaching assignment and/ or building procedure.
 - 2. District Office...for any other questions and/ or concerns. Your call will be directed to the person who can address your question in a professional manner.

II. Responsibilities

A daily schedule will depend on the substitute teaching assignment. Check with the building principal if there are questions.

A. School Hours (student day)

Council Grove Elementary School	8:00 a.m. to 3:10 p.m.
Council Grove High School	8:15 a.m. to 3:10 p.m.
Council Grove Junior High School	8:10 a.m. to 3:20 p.m.
Prairie Heights Elementary School	8:10 a.m. to 3:45 p.m.

B. Reporting Procedures...The substitute teacher will report to the school office upon arrival. The building principal and/or secretary will provide additional information and directions if needed. The substitute teacher is expected to:

1. Substitutes are not to be clocked in any earlier than 20 minutes prior to their first scheduled class period. Substitutes are to clock out no later than 15 minutes after the completion of their last schedule period. Subs will not be paid for the time prior to the stipulated clock-in & clock-out times. (see above sentence). If the teacher plan is at the end of the day, the substitute teacher will contact the school office to see if additional duties are available or if the substitute assignment is complete.
2. Request information on special activities or schedule changes for the day.
3. Become familiar with the rules and regulations pertaining to fire and safety drills in any building assigned. Locate the teacher's Crisis Plan Notebook.
4. Locate the Substitute Teaching Folder. Review the lessons, schedule, and emergency procedures as soon as possible.

C. Personal...It is the responsibility of the substitute teacher to notify the Morris County USD #417 District Office of any changes in name, address, and/or telephone (cell) number(s). This may be done in writing or by contacting Rachel Tompkins at 620.767.5192.

1. Lunch...The substitute teacher may either bring a lunch from home or eat an adult lunch from the school cafeteria. A school lunch may be purchased in the school office or cafeteria.
2. Parking...See Maps in Appendices.

III. Professional

A. Student Attendance...The substitute teacher will keep an accurate record of daily attendance, transfers, and withdrawals. This can be done on the Substitute Teacher Summary Report. See Appendices.

B. Lesson Plans...The substitute teachers should follow the lesson plan left by the regular classroom teacher.

C. Lesson Assignments/Homework Assignments...The substitute teacher is expected to assign work that is outlined in the teacher's lesson plans.

1. Any modifications/changes in the lesson assignment should be documented for the classroom teacher.
2. Written work assigned by the substitute teacher that is not outlined in the lesson plans should be graded by the substitute teacher and left for the classroom teacher.

- D. **Alternate Lesson Plans**...In the event that the substitute teacher is unable to teach the lesson for the day, the substitute teacher should be prepared with an alternate lesson plan that can be adapted to various grade levels and /or subject areas.
- E. **Classroom Procedures**...Greet students as they come into the room and identify yourself. Write your name on the board if you are there for the first time.
1. Read the bulletin, take attendance, and /or take lunch count as outlined in the Substitute Teacher Folder.
 2. At the end of each class period, collect all necessary materials from students. Be sure to clarify teacher expectations such as assignments, homework, etc.
- F. **Student Discipline**...Proper discipline is a prerequisite to good teaching. The substitute teacher is responsible for maintaining classroom control and can expect reasonable support from the building principal.
1. Student discipline procedures are outlined in each building's Student Handbook.
 2. Common sense is the best policy. When in doubt...don't! Seek assistance from the building principal or neighboring classroom teacher.
 3. Corporal punishment is not allowed in Morris County USD #417.
- G. **Severe Classroom Disruptions**...Depending on the degree of severity with regard to the classroom disruption, the substitute teacher may choose to...
1. Send the disruptive student to the office with a note explaining why the student was sent.
 2. Call the office for assistance if the disruptive student will not go to the office.
 3. Leave the disruptive student in the classroom and remove all other students to a safe location. Request immediate assistance from the office.
 4. The substitute teacher should never handle a student in a physical manner. Each building has staff members trained in Crisis Intervention techniques.
- H. **Confidentiality**...Substitute teachers are held to the same confidentiality expectations as are classroom teachers, para-educators, teacher aides, etc.
1. Student Information Confidentiality...All student information and /or records are to be treated as confidential and primarily used by the local school. The general public shall not be allowed to inspect a student's personal record / file(s). The custodian of student records shall disclose the student's educational records only as provided for by law and in policy.
 2. The substitute teacher will treat all student information as confidential whether that information is written or oral. Confidential student information will be handled in professional manner and be discussed only with appropriate school personnel.
 3. USD #417 Personnel Confidentiality...Confidential personnel information, whether written or oral, shall be handled in a professional manner and be discussed only with the appropriate school personnel.
 4. The substitute teacher will maintain standards of ethics. Any concerns and /or criticism of the regular classroom teacher and /or other USD #417 employee should be addressed only with the regular classroom teacher or the building principal.

- I. **Substitute Teacher Feedback Report** ...The substitute teacher will complete a Substitute Teacher Feedback Report (see Appendices). The summary will ask the substitute teacher to respond to item such as: lesson plans, lesson information, student attendance, student assignments, discipline problems, etc. The Substitute Teacher Feed Back Report will be turned-in to the building principal before leaving the building for the day.

IV. **Special Reports**

- A. **Student Accident Report**...In the event of an injury causing accident, the substitute teacher should...
 - 1. Provide immediate first-aid in the case of life-threatening injuries.
 - 2. Make the individual as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees are those who have successfully completed an approved First Aid program, the school nurse, or nurse's aide.
 - 3. Report the accident to the building principal or designated representative.
 - 4. Document any injuries that occur under the substitute teacher's supervision by completing the Student Accident Report (see Appendices).
- B. **Staff Accident Report**...All staff (including the substitute teacher) accidents or injuries should be reported to the supervising building principal immediately and an Accident Report (see Appendices) completed before the substitute leaves for the day.
- C. **Workmen's Compensation Report**...A copy of the Workmen's Compensation Report is included. If an accident on the job results in workmen's compensation, the substitute teacher will contact Jan Troxell at (620) 767-5192 in the District Office.

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USD 417 2017-18

7/10/2017

JULY 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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30	31					

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SEPTEMBER 2017						
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OCTOBER 2017						
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NOVEMBER 2017						
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DECEMBER 2017						
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10	11	12	13	14	15	16
17	18	19	20	E	X	23
24	X	X	X	X	X	30
31						

AUGUST

- 7-9 New Teacher Training
- 10 Teacher Workday
- 11-16 Professional Development
- 14 Sports Practice Begins
- 16 Transition Day
- 17 First Day of School For All Students

SEPTEMBER

- 4 No School/Labor Day
- 25 No School/ Professional Development

OCTOBER

- 12 End of 1st Quarter ES
- 13 Early Dismissal for Teacher Planning /Professional Development
- 20 No School/Parent Teacher Conference Week - All Schools

NOVEMBER

- 2 End of First Trimester (HS)
- 2 End of Fall Grading Period (JH)
- 3 No School/Teacher Planning/ Professional Development
- 22-24 Thanksgiving
- 27 Classes Resume

DECEMBER

- 4 No School/ Professional Development
- 20 End of 2nd Quarter ES
- 21 Early Dismissal for Teacher Planning/Professional Development

JANUARY

- 3 No School/Workday/Prof Development
- 4 Classes Resume for Students
- 15 No School/MLK Day

FEBRUARY

- 2 No School/Professional Development
- 15 End of 2nd Trimester (HS)
- 15 End of Winter Grading Period (JH)
- 16 No School/ Professional Dev./Teacher Planning
- 23 No School/ Parent Teacher Conf Week - Elem

MARCH

- 8 End of 3rd Quarter ES
- 9 Early Dismissal for Teacher Planning/ Professional Development
- 12 -13 PT Conferences JH/HS - 4-8 p.m.
- 19-23 No School/ Spring Break

MAY

- 22 Last Day of School
- 23-24 Professional Development/Teacher Planning
- 25 Teacher Workday

JANUARY 2018						
S	M	T	W	T	F	S
	X	X	3	4	5	6
7	8	9	10	11	12	13
14	X	16	17	18	19	20
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FEBRUARY 2018						
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MARCH 2018						
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17	18	19	20	21	22	23
24	Spring Break				25	26
27	28	29	30	31		

APRIL 2018						
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29	30					

MAY 2018						
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26	27	28	29	30	31	

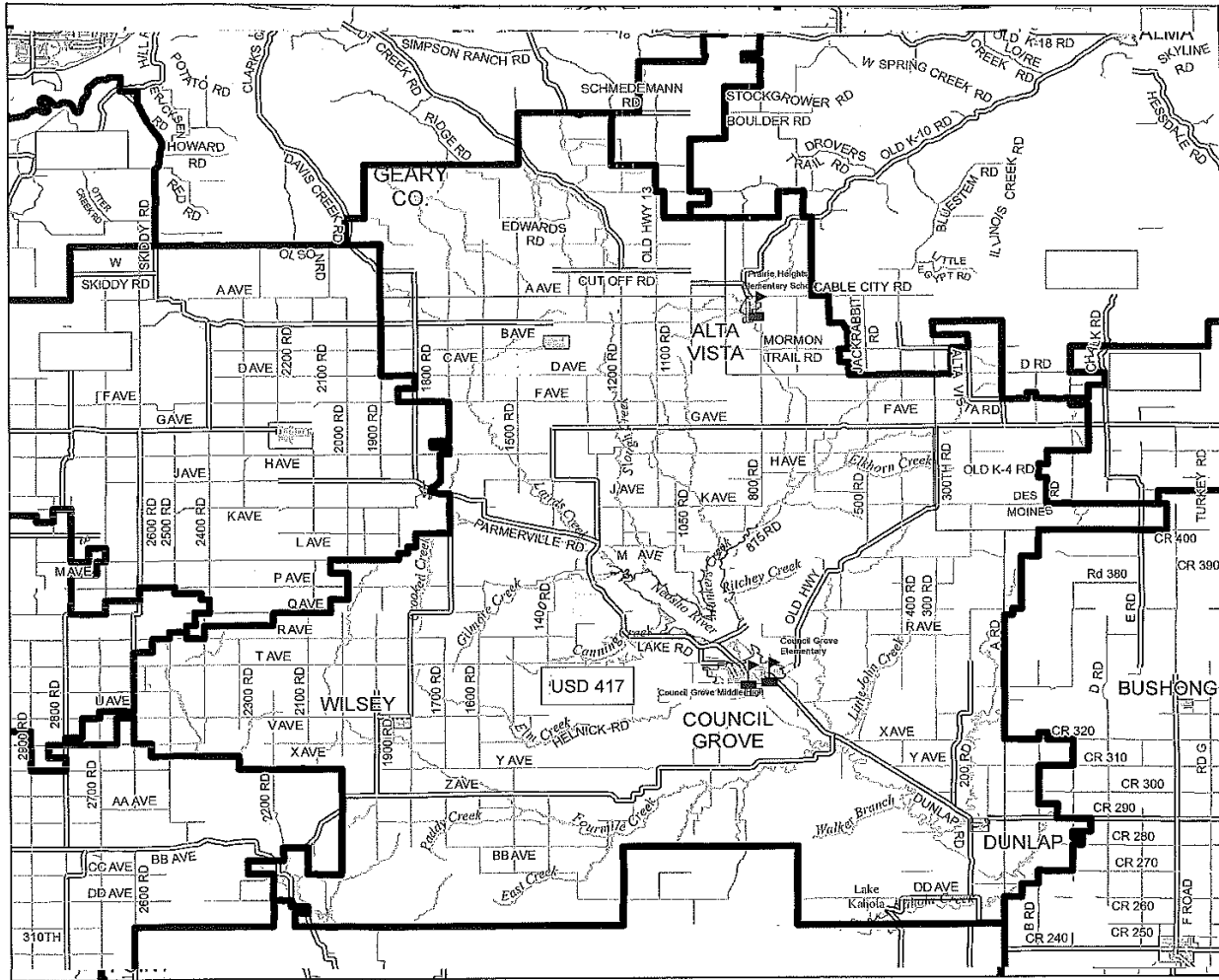
JUNE 2018						
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24	25	26	27	28	29	30

Benchmark Assessments
 Sept. 11-22
 Jan. 18 - Feb 1
 May 7-18




173	Instructional Days
12	Professional Development
2	PT Conferences
2	Workdays
189	Contracted Days
3	Early Dismissal

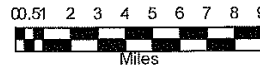
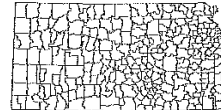
Grading Periods
 Quarters - 39,43,43,48
 Trimester 53,59,61

USD 417 District Map



PREPARED BY THE
KANSAS DEPARTMENT OF TRANSPORTATION
BUREAU OF TRANSPORTATION PLANNING
 MAP CREATED TUESDAY, JANUARY 20, 2015
KDOT makes no warranties, guarantees, or representations for accuracy of this information and assumes no liability for errors or omissions.

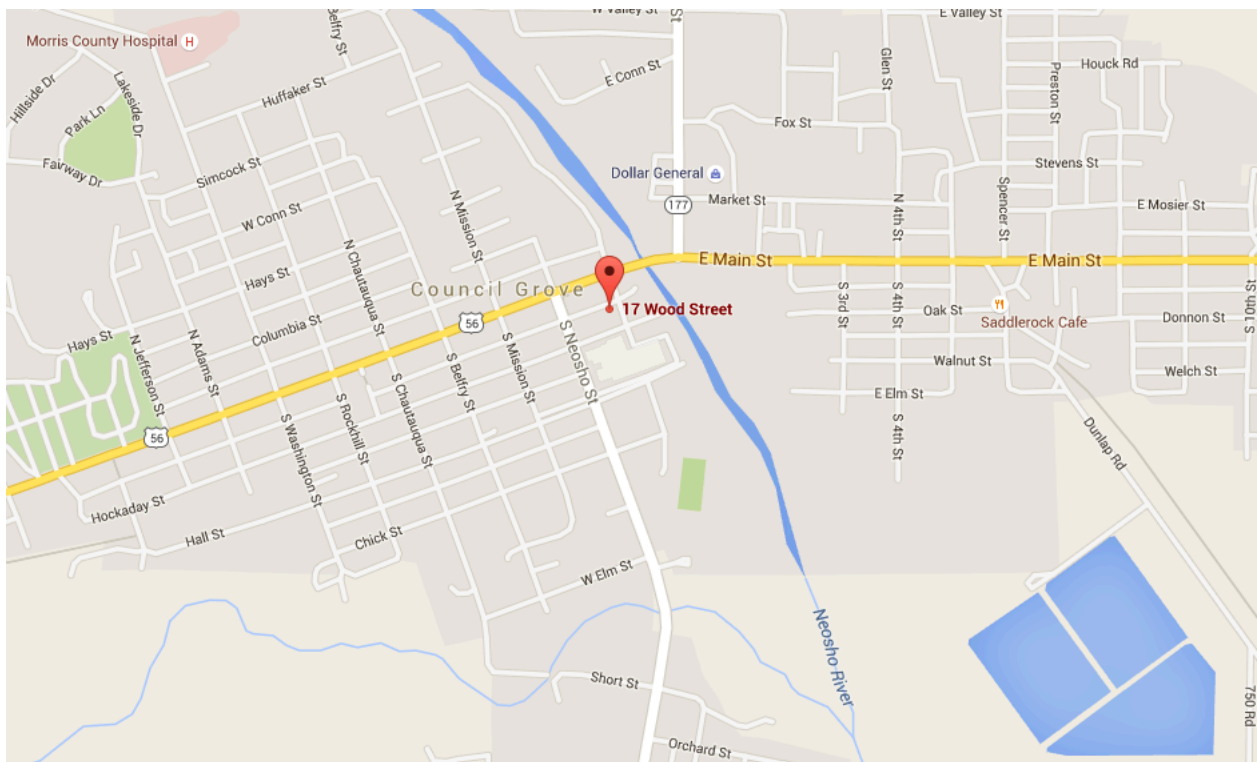
-  Primary/Secondary School
-  Post Secondary School
-  District Boundaries



Morris County Schools USD 417
District Office
17 Wood Street
Council Grove, KS 66846

Phone: 620-767-5192
Fax: 620-767-5444

Superintendent: Doug Conwell
Curriculum Coordinator: Kelly Gentry
Transportation/BOE Clerk: Jan Troxell
Bookkeeper: Mika Doornbos
Secretary: Rachel Tompkins

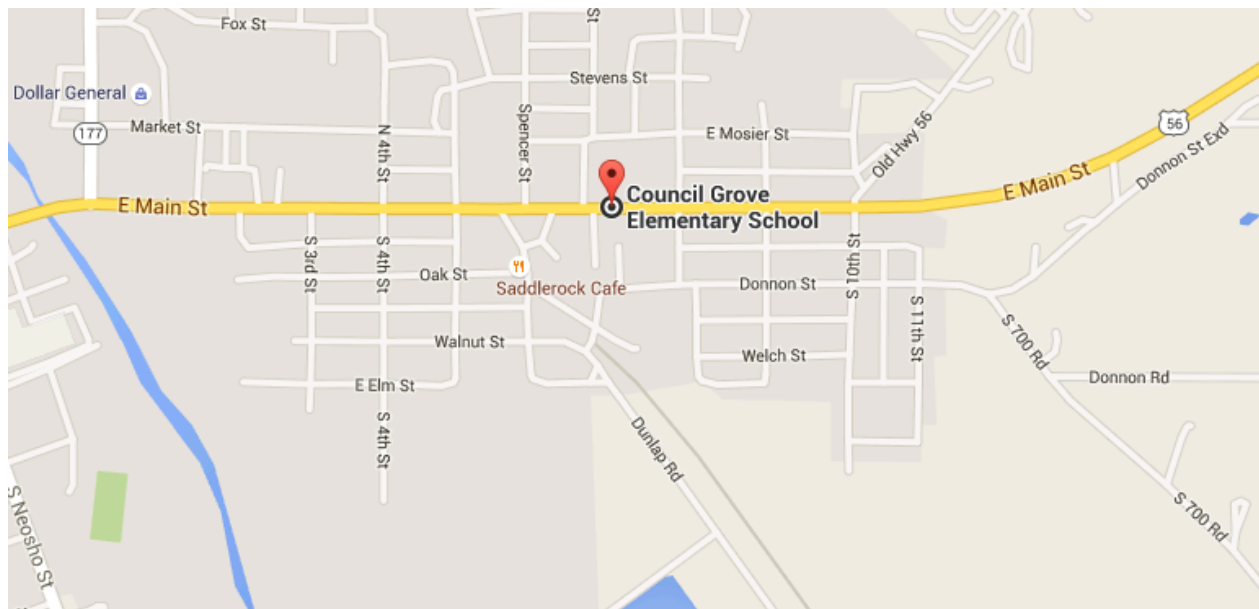


Council Grove Elementary
706 E. Main Street
Council Grove, KS 66846

Council Grove Elementary PreK-5
Principal: Heather Honas
Lead Teacher, Behavior Specialist: Amy Finch
Phone: 620-767-6851
Fax: 620-767-6942

Parking for the elementary school level is located on the Northwest corner of the building next to the playground.

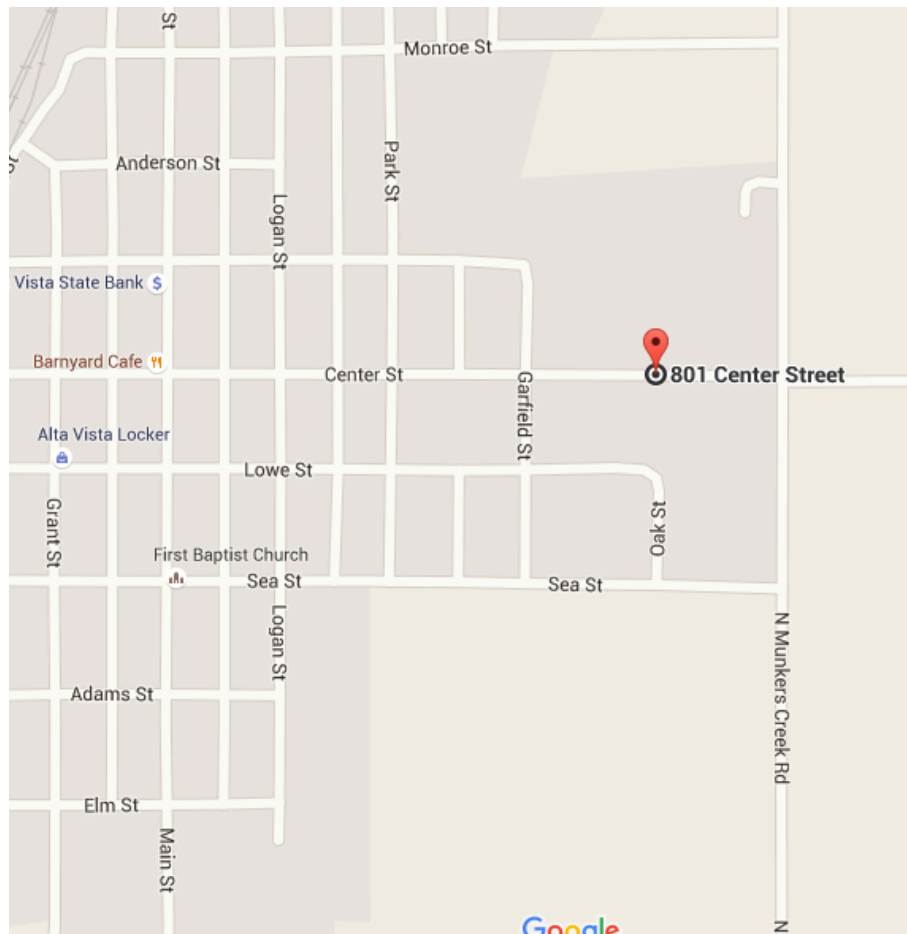
The elementary school office is located next to the Main Entrance off Main Street.



Prairie Heights Elementary School
801 Center Street
Alta Vista, KS 66834

Principal: Valerie Gehrer
Phone: 785-499-6313
Fax: 785-499-5342

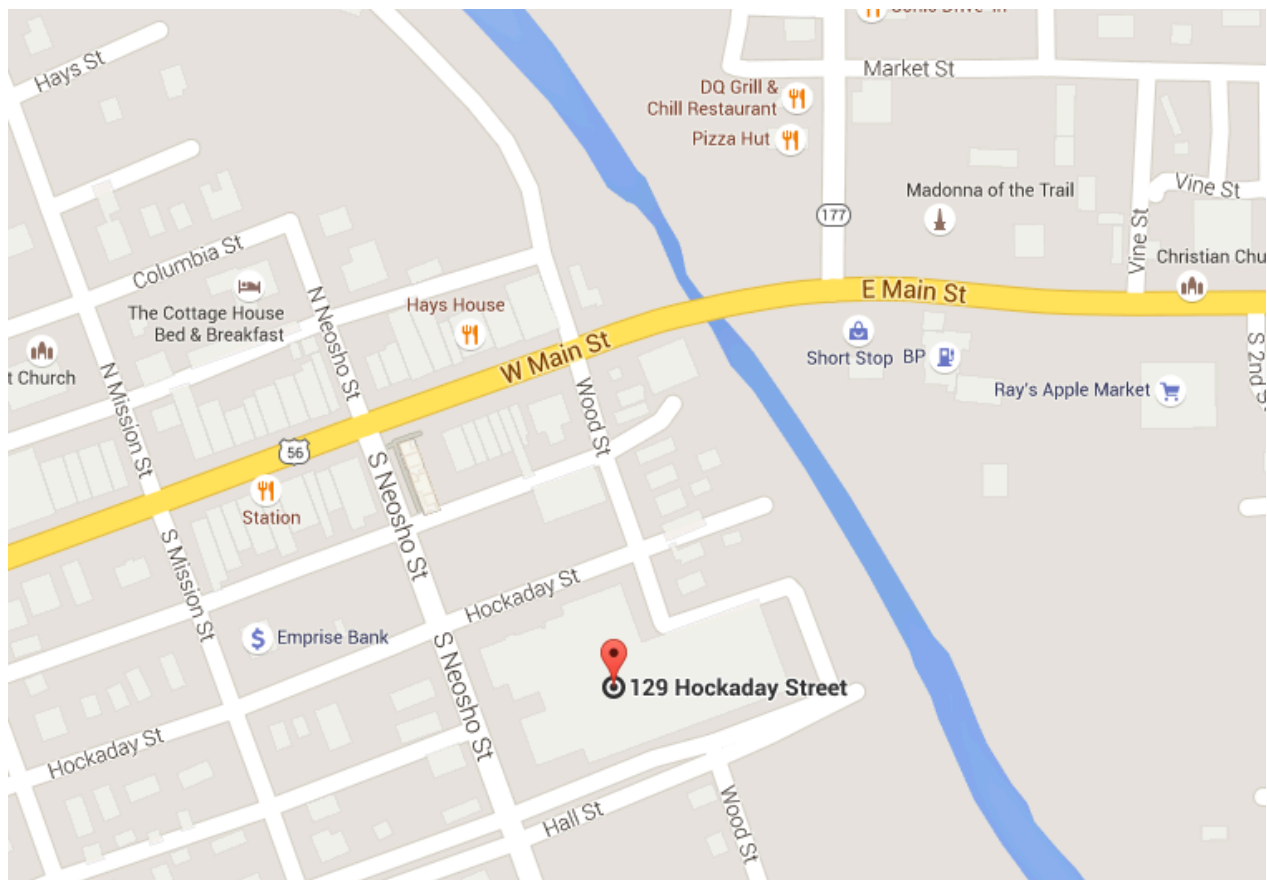
Parking is available in front of the elementary school on Center Street.



Council Grove Junior-Senior High School
129 Hockaday Street
Council Grove, KS 66846

Principal: Kelly McDiffett
Assistant Principal/District Athletic Director: Jay Doornbos
Phone: 620-767-5149
Fax: 620-767-7280

Parking is available on any street around the high school. Additional spaces are available on the East side of the high school.

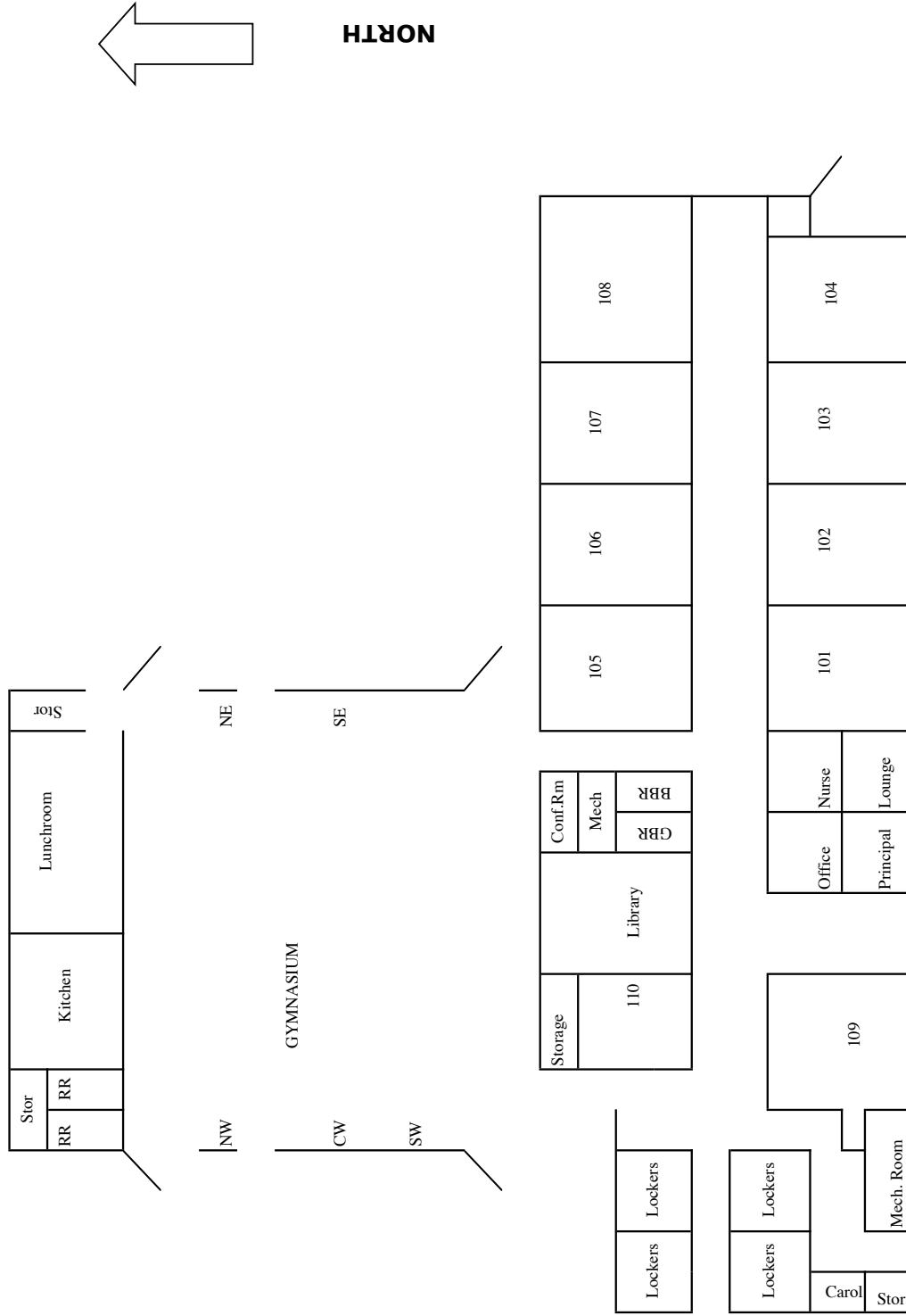


COUNCIL GROVE ELEMENTARY SCHOOL



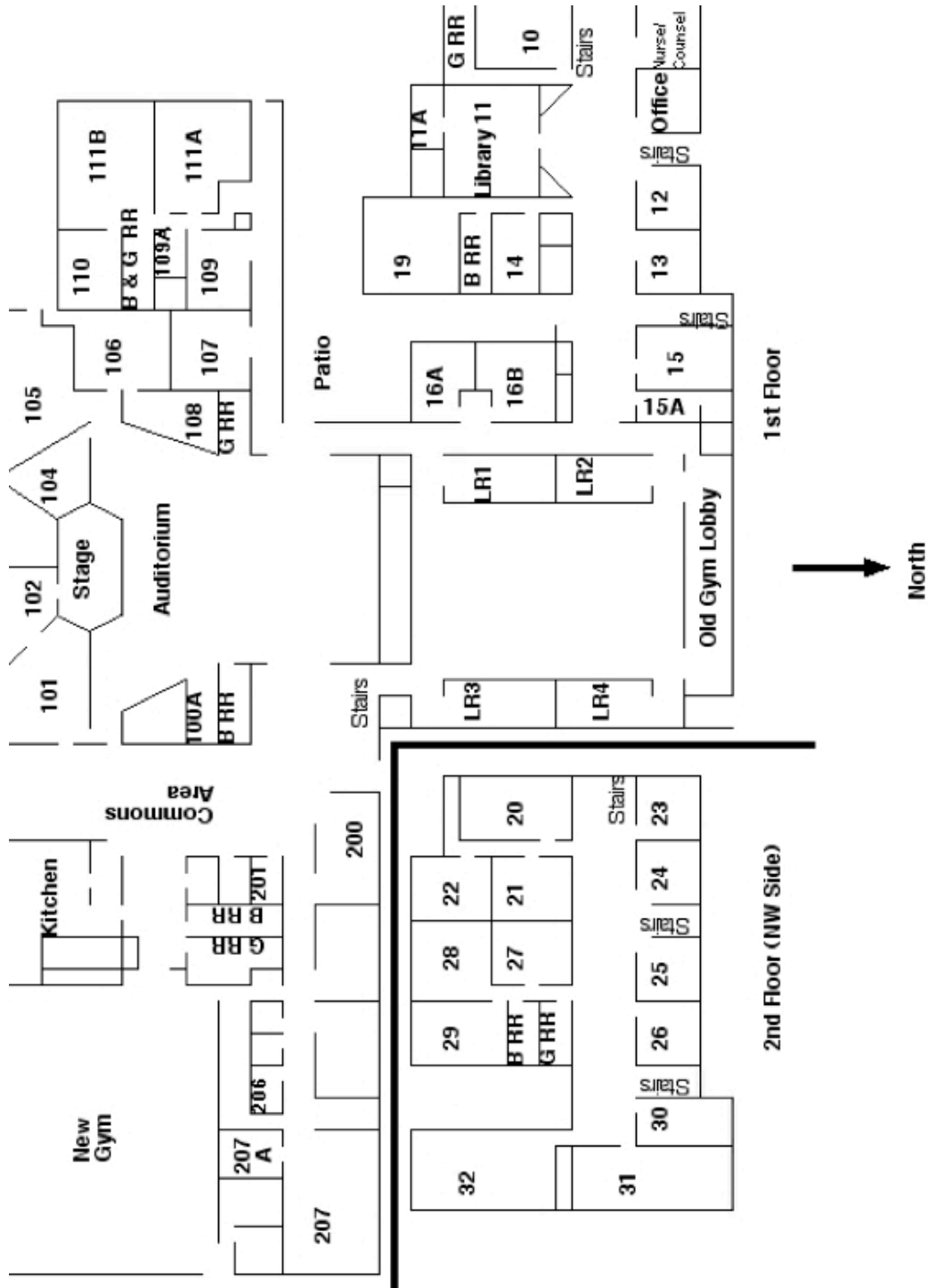
BUILDING MAP

Prairie Heights Elementary School



BUILDING DIAGRAM

COUNCIL GROVE JUNIOR-SENIOR HIGH SCHOOL



BUILDING MAP

FORM 213-C (5-03)
 White & Yellow - Director
 of Budgets & Acctg.
 Pink - Principal

**EMPORIA UNIFIED
 SCHOOL DISTRICT 253**

Substitute Teacher's Record

In order to receive pay for substitute teaching, this form must be filled out and handed to the principal of each school in which you have taught. The record should include all the work from the 1st day of the current month up to and including the last day of the current month. Pay for services rendered between these dates will be issued on the 15th day of the following month.

The following is my record of teaching in the _____ school
 during the month of _____ and year _____

Date of teaching	Time; In Days	Grade or Subject	Teacher for whom taught	Reason gone	Person by whom called
		Total days taught			

Principals are to submit to Director of Budgets & Acctg. by the 2nd work day of the following month.

1. _____ Signed by Substitute Teacher
 2. _____ Street Address
 3. _____ Phone No.
 4. _____ Social Security No.

**SUBSTITUTE FEEDBACK TO TEACHER
ELEMENTARY LEVEL**

*Please fill out form and return to the secretary's office
at the end of the day along with the key to the classroom.*

Substitute Name _____	Telephone No. _____
SEMS Job No. _____	Date(s) _____
Teacher Name _____	School _____
Subject Area(s) Taught _____	

1. Were lesson plans available? YES NO

Comments:

2. Substitute's departure from lesson plans:

3. Student behavior:

4. List of absent students: _____

5. The assignments completed by the students may be found:

Optional information to teacher:

6. What I liked best about this classroom was:

7. My job would have been easier if:

8. Comments:

Substitute

Date

SUBSTITUTE FEEDBACK FORM—SECONDARY LEVEL

Please fill out form and return to the secretary's office at the end of the day along with the key to the classroom.

Substitute Name _____	Telephone No. _____
SEMS Job No. _____	Date(s) _____
Teacher Name _____	School _____
Subject Area(s) Taught _____	

1. Were adequate lesson plans and clear instructions provided for you by the teacher? *Please check* Yes No

If no, please comment: _____

2. If applicable, was a current seating chart provided? *Please check* Yes No

3. Were other staff members helpful to you? *Please check* Yes No

4. For each class period taught, please list student absences, general student behavior (give specific instances of disruptive behavior) and a summary of work completed or any deviation from lesson plans. Be specific about any assignments not completed.

The work completed by the students may be found: _____

HOMEROOM *(Not necessarily prior to period 1. Please check with school secretary for actual homeroom time.)*

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 1

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 2

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 3

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 4

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 5

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 6

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

5. My job would have been easier if _____

6. Suggestions that might improve our efforts to assist the substitute teachers. _____

Student Incident Report Form

A reportable student incident is an incident occurring while the student is under school jurisdiction resulting in bodily injury that does or does not require first aid treatment or professional medical attention.

*Required

What is your School Name?*

What is today's date?*

Month Day Year

What is the student's name?

What grade is the student in?

How old is the student?*

What gender is the student?*

What is the student's home address?

What city does the student live in?

What are the parents' names?

What is the parent(s)' home phone?

What is the parent(s)' business phone?

What date did the incident occur?*

Month Day Year

What time did the incident occur? •

Hour: Min: AM/PM

What day of the week did the incident occur on? •

Where did the incident occur?*

Who was supervising when the incident occurred?*

How did the incident happen?*

Describe fully, stating whether student fell, was pushed, etc.

Description of the injury, extent, and part of body involved:*

Procedure followed and first aid rendered to student:

Who administered first aid? (Name and title)

Were others involved?*

If others were involved, please state their names here:

State what equipment, tool, object, or condition caused the incident:

What action is being taken to prevent reoccurrence?

If applicable

Was a doctor seen?

State the name of the doctor seen if applicable:

Name of witness(es):

Who transported student from the school?

If applicable

Were parents or others notified?

State name of person notified if applicable:

Was the school insurance form requested?

If the school insurance form was requested, what date was it sent home?

Month Day Year

Name and title of person completing the form:

Has the principal been notified of the incident?

Follow-up on injury:

REPORT BY INJURED EMPLOYEE

Employer: _____

Your Name: _____

Your Home Address: _____

Your Home Phone Number: _____

Social Security Number: _____

Date of Accident: _____ Time of Accident: _____

In your own words, please describe what happened: _____

What physical problems do you relate to this injury? _____

Did you report this injury to your supervisor? _____ If not, why not? _____

Date Reported? _____ Supervisor's Name: _____

Were you working at your regular job at the time of the injury? _____

If not, please explain: _____

Were there any witnesses? _____ If yes, who? _____

Did you go to a hospital/clinic? Yes _____ No _____

Address of hospital/clinic: _____

Name of treating physician: _____

Any additional comments: _____

Date

Signature

INFORMATION FOR INJURED EMPLOYEES

K-WC 27-A (Rev. 4-13)

* THIS NOTICE APPLIES TO ACCIDENTS ON OR AFTER APRIL 25, 2013 *

Employers are required to provide this information to each injured worker

WHAT TO DO IF AN INJURY OCCURS ON THE JOB

If you have any questions about workers compensation benefits, contact the Division of Workers Compensation at the phone number at the bottom of the page. Assistance in Spanish is available.

(1) **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.

(2) **FOLLOW YOUR EMPLOYER'S INSTRUCTIONS** for getting medical aid and follow the doctor's instructions.

(3) **MEDICAL BENEFITS:** An injured worker is entitled to all medical services reasonably necessary to cure and relieve the worker from the effects of the injury. The employer has the right to select the doctor who will treat the injury. A worker may seek the services of an unauthorized doctor up to a limit of \$500.00. A worker may apply to the Workers Compensation Director to change the authorized treating doctor. Reimbursement for travel to obtain medical treatment is payable at a rate set by law for trips that are five miles or more (round trip).

(4) **WEEKLY BENEFITS:** Benefits are paid by the employer's insurance carrier or self insurance program. Injured workers are not entitled to compensation for the first week they are off work unless they lose three consecutive weeks. The first compensation payment is normally due at the end of the 14th day of lost time. An injured employee is entitled to a weekly amount of 66% percent of his/her average weekly wage up to a maximum of 75 percent of the state's average weekly wage. These benefits are subject to legislative changes. If the injury results in permanent disability, the Kansas Workers Compensation law provides for additional benefits.

INFORMATION AND INSTRUCTIONS
FOR EMPLOYEES REGARDING
WORK RELATED INJURIES AND ILLNESS

1. All employees are expected to immediately report any work injuries or illness to their immediate supervisors and the districts designated workers compensation representative.

A claim may be denied if an employee fails to notify their employer in the earliest of the following dates:

- A. 20 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 mid such employee seeks medical treatment for an injury trauma, 20 calendar days from the date such medical treatment is sought; or
 - C. If the employee no longer work for the employer against who benefits are being sought, 10 calendar days after the employee's last day of actual work from the employer
2. If the injury or illness is immediately life threatening for employee should seek treatment at the closest emergency room. If the injury or illness us not life threatening and medical is necessary the employee shall seek treatment at the Designated Health Care Provider(s) listed below:

Family Health Center, 604 N Washington Street, Council Grove, KS 620-767-5123

If you are dissatisfied with designated health care provider you are entitled to up to \$500.00 in unauthorized treatment at a provided of your choice. If you exceeded the \$500.00 of unauthorized medical treatment the district is under no obligation to pay additional costs unless you return to treatment with an authorized provider.

3. All employees are expected to return to work or call immediately after seeing or being treated by the physician. We must have the physical assessment and released forms returned to the district's designated representative the day of the accident, if possible. Have the physician that you see complete these forms and return them to you before leaving the office or hospital. You will not be allowed to return to work without this form. (If necessary, every effort will be made to place you in a temporary position working within the restrictions the physician specified if modified work is recommended.)
4. It is your responsibility to keep your supervisor informed of your condition at least weekly when receiving medical care for a condition that keeps you from doing your regular job, including work related injuries and illness. This will assist your supervisor in scheduling the workload for the week. Time off will not be automatically extended. Your physician must verify your inability to work. This must be in writing and given to your supervisor.
5. A copy of the prescription must be accompany all receipts for prescriptions or durable medical equipment. The receipts may be brought to the designated district representative for submission of reimbursement. We encourage you to use the first fill process and prescription program provided by the Kansas Association of School Boards Workers Compensation Fund, Inc.

6. Injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer may not be compensable.

I have read and understand my responsibilities regarding the above information, and have been given a copy for my own files:

Employee's Signature

Date