



**GIRARD SCHOOLS
USD 248**



Substitute Teacher Handbook

2026-2027

WELCOME

On behalf of the USD #248 School Board of Education and the Girard Community, welcome to USD 248 Schools! Substitute teachers play a vital role in our school district's mission of providing a safe, orderly, student-centered learning environment for all students in the absence of a regular staff member. It is vitally important that we make use of every day of learning. Toward that end, we hope you will enjoy your substitute experience. We have a wide array of resources presented to you in this handbook. Thank you for your interest in our district and students.

HUMAN RIGHTS STATEMENT

The USD 248 School Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination or harassment in admission or access to, or treatment or employment in its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law is strictly prohibited in accordance with law. The district is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

NOTICE OF NONDISCRIMINATION

Unified School District 248 does not discriminate on the basis of race, color, national origin, sex, disability, religion or age in its employment procedures, educational programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Todd Ferguson
Superintendent of Schools
415 N Summit Ave.
Girard, KS 66743 620-724-4325
www.girard248.org

SCHOOL ADDRESSES AND CONTACT INFORMATION

RV Haderlein Elementary

520 W Prairie

Girard, KS 66743

Ph: 620-724-4327

Hours: 7:30 am – 3:30 pm

Principal: Tina Daniel

Girard Middle School

415 N Summit

Girard, KS 66743

Ph: 620-724-4114

Hours: 7:30 am – 3:30 pm

Principal: BJ Pruitt

Girard High School

415 N Summit

Girard, KS 66743

Ph: 620-724-4326

Hours: 7:30 am – 3:30 pm

Principal: Jeff Wilkie

APPLYING FOR A SUBSTITUTE TEACHING POSITION IN USD #248

To apply for a substitute teaching position make sure you have a Kansas teaching license, standard substitute license, or emergency substitute license. (You can apply for these online at the KSDE website, www.ksde.org).

Go to www.girard248.org

Select “District”

Select “Employment”

Select “to apply for a position, CLICK HERE”

Select “Apply” next to Substitute Teachers to begin the application

Follow the directions to log in and then complete the application.

Remember to select “Submit” when you have completed the application.

EMPLOYMENT PAPERWORK TO BE COMPLETED BY SUBSTITUTE

Along with your current substitute license or teaching license, you will need to pick up a substitute employment paperwork packet. Please submit the completed forms to the Administrative Assistant at the Girard 248 Board Offices. The following are some of the forms and their requirements needed to complete your employment paperwork:

1. Substitute Teacher Application
2. W-4 and K-4 Form
3. Health Form (TB Test Results)
4. Eligibility Verification (I-9)
5. Oath of Affirmation Form (Needs signed in presence of receptionist or HR director-notaries).
6. Direct Deposit Form (Optional)
7. Driver's License and Social Security Card to review for I-9 and make copies.

Please note:

- Substitute teachers should notify, Randee Hanks, USD 248 Board office, of a change of address or phone number.
- Substitute teachers must ensure they comply with all national, state and district employment requirements on a yearly basis.
- If a substitute wishes to be removed permanently from the substitute list, notification should be given to Randee Hanks.

SUBSTITUTE TEACHER LICENSURE

All substitute teachers are required to have a current, valid substitute teaching license from the Kansas State Department of Education. It is the substitute teacher's responsibility to maintain their licensure and to ensure a current copy of the license is on file in the district's Human Resources department. There are two types of substitute teaching licensure:

Emergency Substitute Teaching License – This license requires 60 semester credit hours from an accredited college or university. This license must be renewed after the first full year of licensure and then every two years thereafter.

Standard Substitute Teaching License – This license requires a college degree and successful completion of a teacher education preparatory program. This license may be renewed every six years with the successful completion of 50 PD points approved by a local school district PD committee.

The USD 248 school district is willing to assist substitute teachers by allowing them to participate in district PD activities to earn their PD points for future licensure renewal. Please communicate with the superintendent if you wish to participate.

All teachers with a current, valid Kansas teaching license are also automatically eligible to substitute teach in the school district.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) provides for the privacy of Educational records and ensures access to educational records by parents and students. All employees of the Girard Unified School District are expected to maintain confidentiality of student education records as prescribed by law.

Do not use social media websites to share information on a student. Private and identifiable information covered by FERPA may be shared among/with teachers, administrators and substitute teachers for specific educational reasons. Unless a statutory exception applies this information may not be shared for other purposes. Hold as confidential any material or knowledge concerning the school (teachers, pupils, parents, principal, etc.) you gain while in a particular building. Student records that are available to school personnel are personal in nature and their contents must be treated as privileged communication. Student “records” are not to be discussed outside of the confines of the school.

MANDATED REPORTING

Mandated reporting is the legal obligation to report certain forms of abuse or neglect of children, including physical abuse, sexual abuse and emotional abuse. As a substitute teacher, any employee would be considered a mandated reporter. If you hear or suspect anything of neglectful or abusive nature, contact the building administrator immediately.

PAY INFORMATION

- A. All substitute teachers must complete the substitute employment packet, including K-4 and W-4 forms, and have them on file with the payroll department before payment for substitute services can be made.
- B. Payday is the 20th of the month, unless it falls on a weekend or holiday when it will be the preceding scheduled work day.
- C. Substitutes are paid monthly via direct deposit for the previous months substituted days. Example: Days worked from September 1 through September 30 are paid on October 20th.
- D. We suggest that a substitute keep records of the dates worked, teacher’s name and if it was a FULL or HALF day.
- E. The rate of pay is \$120 per day for emergency and regular substitutes. If you are assigned to a long-term assignment for one particular teacher, beginning the 11th consecutive day your pay will increase to \$135 per day. Once that particular long-term assignment has ended, you will return to the rate of \$120 per day. Subs will be paid a full day of pay for working 7:45am-3:30pm. Subs will be paid a half day of pay for working either 7:45am-11:30am or 11:30pm-3:30pm. Be prepared to work the entire time period for which you are being paid, even if it is assisting in the office or elsewhere.

HOW TO USE AESOP

Q. How do I access substitute job opportunities?

A. You can use your phone to call, the website, or the Aesop Frontline App when using Aesop/Frontline. The phone number is 1-800-942-3767. The website address is www.frontlineeducation.com/signin. To use the App, download the Aesop Frontline App; the USD 248 code is 15043.

Q. What if I am having trouble logging into Aesop?

A. Make sure that you are using the correct username and password. If problems continue, contact Randee Hanks at rhanks@girard248.org.

Q. When will Aesop call me?

A. The Aesop system is set to call from 5:30 a.m. - 11:30 a.m. and from 3:30 p.m. – 10:00 p.m. It does not call Friday evenings or anytime on Saturday or Sunday mornings. If you would like to change the times that Aesop calls you, log into Aesop, and select the “Preferences” tab. From there click “Call Times” and “Edit” on the specific day or days you would like to change the time. You may prefer to never be called by Aesop. If you choose this option (top right corner of “Call Times”) Aesop and USD 248 assumes you will be searching for assignments through the internet on your own.

Q. How do I change my personal information?

A. You are allowed to change your phone number and email address. If you need to change your address or have a name change please notify Randee Hanks.

Q. How do I search for an assignment online?

A. If there are substitute positions available to you they will appear on the Aesop home page beneath the interactive calendar. Click on “Accept” if you are available for that assignment or “Reject” if you are not available for that assignment. Assignments may become available to you at any time of the day or night. Therefore it is best to check often.

Q. How do I accept an assignment online?

A. Click on “Accept” to take the position. If successful you will receive a confirmation number. If you don’t receive a confirmation number another sub may have already accepted the assignment. If the assignment is for more than 1 day you may accept all days. You cannot choose just 1 day of a multiple assignment. If you accept a half day assignment you will still see assignments for the other half of the day if one is available, but you will not see full day assignments for that day.

Q. What if I need to cancel an assignment I've already accepted?

A. You may only cancel before 6:30 a.m. on the morning of your assignment. This is to allow adequate time for Aesop to find another substitute. If you need to cancel after this deadline you must call the school secretary or building administrator, who will need to cancel the absence for you.

Q. Am I allowed to check Aesop or other websites while on an assignment?

A. Substitutes may not check Aesop or other non-work related websites at any time during the "instructional" classroom time. You may only check Aesop at times when students are not in the classroom. (Examples: Recess, lunch, etc.). Visiting Aesop or other non-work related websites during "instructional time" will not be tolerated and may result in removal from the substitute list.

REPORTING TIME

A. Substitute teachers should report for duty by 7:45 AM.

B. If you receive a call for a job in progress or starting that same day, please decline the job if you cannot report to the school within **one hour**. Although we strive to enter all jobs prior to the job starting time, circumstances do arise and needs may be immediate. Please communicate with the school or Board office when questions/concerns arise regarding reporting times.

C. A substitute teacher may be called to work one full day or more, or a minimum of ½ day.

D. Substitute teachers should report to the school's office upon arriving at the school. Sign in with the secretary or principal. If you are not familiar with that particular school, you may want to request a copy of their handbook.

E. A substitute teacher is expected to remain on duty until the responsibilities outlined by the principal have been completed. Substitutes are not to leave the building during the day.

WHAT A SUBSTITUTE TEACHER CAN EXPECT TO RECEIVE FROM THE TEACHER

- A.** Class attendance roster
- B.** Teaching materials
- C.** Class schedule for the day
- D.** Complete lesson plans
- E.** Accurate seating chart
- F.** Transportation/End of day dismissal List (elementary only)
- G.** Behavior plans/Crisis Drill Folder/Medical Folder

WHAT IS EXPECTED FROM A SUBSTITUTE TEACHER

- A. Arrive on time.
- B. Take the attendance and carry out the policy of the school in reporting attendance.
- C. **Keep students in your room under supervision.** Be attentive to your students and be where they are.
- D. **Strive to carry out the lesson plans left by the classroom teacher.** The substitute should provide an educational experience, not just maintain discipline. You are expected to teach! The cumulative effect of substitute teachers over the course of a school year is significant to the educational process.
- E. Direct any outsider to the office including those seeking information about a student or requesting permission to take a child from the room. Under **NO** circumstances should a student be released without permission from the appropriate school personnel.
- F. Fire exits, fire drills, severe storm and tornado warning procedures should be posted in each room. Familiarize yourself with them.
- G. Good working conditions result from good classroom discipline. Be consistent and emphasize the positive. Maintain a clear, pleasant voice. Leave detailed records of student behavior, both good and bad.
- H. Dress professionally. Business casual attire is appropriate. School dress code does apply. Colored hair is not acceptable unless it is dyed a natural hair color. Hair of multiple colors or unnatural in color is not acceptable. Piercing of ears **ONLY**.
- I. Use only appropriate language.
- J. Be aware of your teacher/student relationships and avoid physical contact, comments, gestures and conversations which violate this relationship.
- K. Refrain from cell phone usage, including texting, while students are under your supervision. With the new state statutes, cell phone use is not allowed during school hours.
- L. Refrain from using any school computer for personal use (checking email, Facebook, etc.)
- N. Confidentiality about all things dealing with students is critical.
- O. Before leaving for the day:
 - Be sure the room is in order, windows are closed, lights are out and educational materials are put away.
 - Leave a written report for the teacher on the teacher's desk.

- Check papers done during the day and leave for the regular teacher, unless otherwise instructed.
- Check out through the main office in the building.

FINAL REMINDERS

- **Stay for the entire assignment.** Jobs are for a whole or half day. Check in at the office if you need additional work. If the job is for a whole day you are required to stay for lunch and planning time, if applicable.
- Electronic devices (i.e. cell phones/text messaging, games and headphones) should never be used during your student contact time.
- Keep close track of substitute jobs. Don't assume that the job is for the next day when the computer calls in the evening.
- Please do NOT accept substitute jobs where your child would be a student in your classroom.
- Remember you are the "teacher of record" for your assigned time and you should keep that in mind in regards to **constant supervision of students, confidentiality, your language and actions.**
- If you need to cancel an assignment, please call the school office of the assignment as soon as possible. The system will not let you cancel within 2 hours of the start time.
- You will NOT be contacted if school has been canceled due to weather. Please listen to announcements on TV, radio (860 the KKOW) or check the USD 248 website (www.girard428.org)
- Please refrain from personal advertising as a substitute in the District, either for additional substitute jobs or for other commercial ventures.



Girard USD 248

2026-2027 SCHOOL YEAR

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Semester 1		Semester 2	
Month	Days	Month	Days
August	14.50	January	19.00
September	20.50	February	19.00
October	21.75	March	16.50
November	15.50	April	21.25
December	13.75	May	17.75
Semester 1 Total	86.00	Semester 2 Total	93.50

AUGUST

5	All School Enrollment 11 AM - 6 PM
10-12	Staff Development - Full Day
13	FIRST DAY OF SCHOOL

SEPTEMBER

7	Labor Day - No School in USD 248
28	Staff Development - Full Day

OCTOBER

14	Half Day Student/Half Day Inservice
20-21	RVH Parent/Teacher Conference
20-21	GMS/GHS Parent/Teacher Conference
23	No School-P/T Conference Comp Day

NOVEMBER

16	Staff Development - Full Day
23-27	Thanksgiving Recess

DECEMBER

18	Half Day Student/Half Day Inservice
21-1	Winter Break

JANUARY

4	Staff Development - Full Day
5	School Reconvenes
18	Staff Development - Full Day

FEBRUARY

15	No School-Presidents Day
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MARCH

1	Staff Development - Full Day
15-19	Spring Recess in USD 248
26	No School-Good Friday

APRIL

12	Staff Development-Full Day
28	Half Day Student/Half Day Inservice

MAY

16	High School Graduation
26	Half Day Student/Half Day Inservice

- School Not in Session
- Enrollment
- First Day of School
- Full-Day Inservice
- 1/2 Day Inservice
- Parent/Teacher Conference
- Parent/Teacher Conference Comp
- End of 9 Week Grade Periods

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Student Contact Days = 179.5
Teacher Contract Days = 185

NOTES:	Start and End Times
Full Day Staff Development = 0.5 student contact	RVH Elementary 8:00 - 3:10
1/2 kids, 1/2 staff development = 0.75 student contact	Girard Middle School 8:00 - 3:00
1 day equiv of P/T conferences = 1.0 student contact	Girard High School 8:00 - 3:00

IA Philosophy (See GBU and IKB)

IA

Both academic and non-academic programs comprise the educational program. The educational program shall be performance-oriented and research-based.

All students shall have an equal opportunity to pursue and acquire knowledge and to master the educational program's objectives.

USD 248 Board of Education Mission Statement

USD 248 is committed to excellence in education by providing a caring, positive environment that encourages maximum academic, social, and personal growth for all students; and learning experiences that promote successful integration into today's society, meeting the challenges of the 21st century.

Exit Outcomes

It is the board's desire that students graduating from USD 248 may be equipped with the following:

- A strong, general K-12 education;
- A desire to be a lifelong learner;
- Individuality and creativity;
- Awareness of the need for sound mental and physical health;
- A sense of self-discipline, responsibility, and self-worth; and
- The ability to live and work cooperatively with other people.

Approved: 7/16/15

KASB Recommendation – 6/04; 4/07; 2/14

GHS/GMS Substitute Documentation

Substitute Teacher: _____

Contact Information: _____

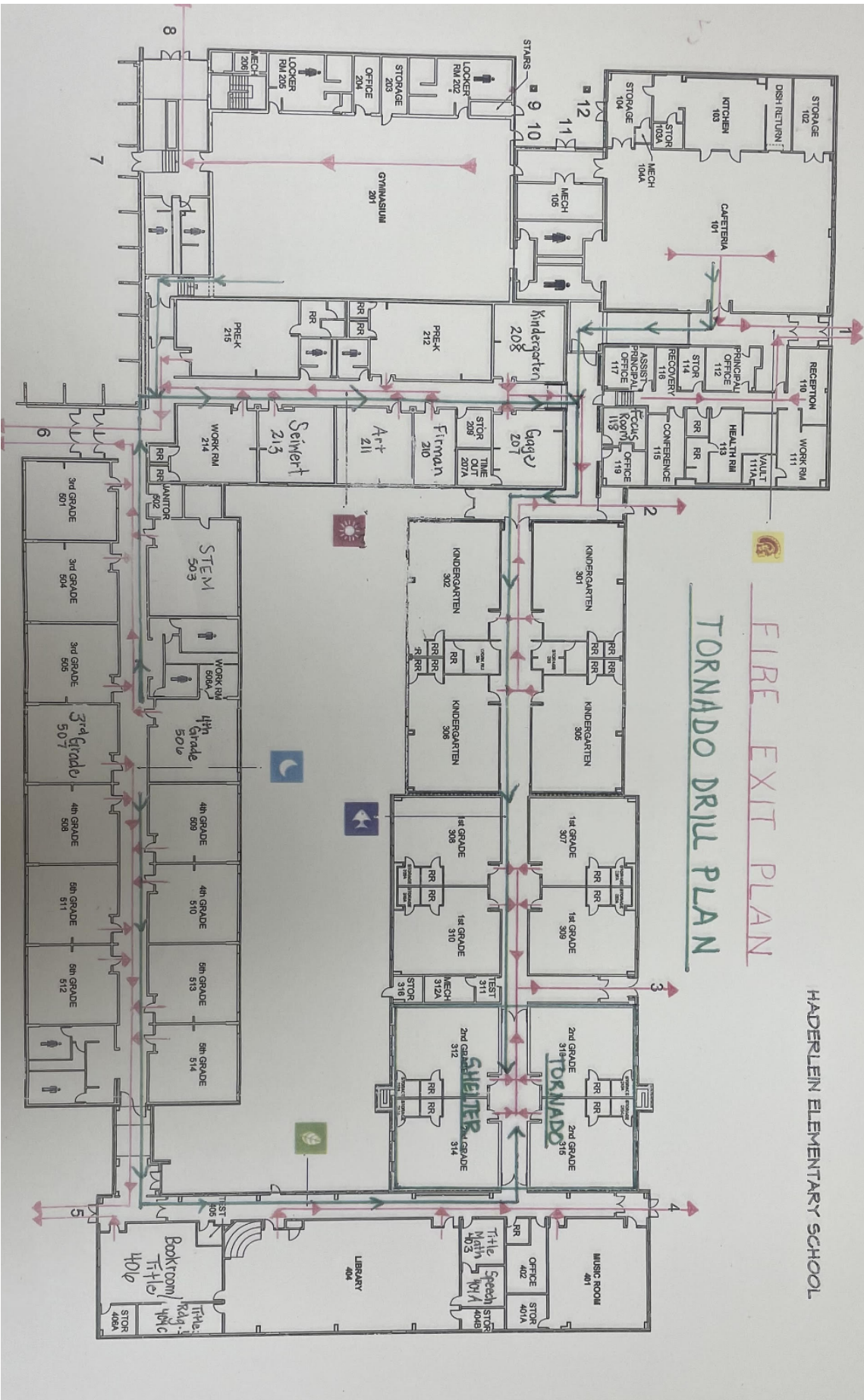
Date: _____

Class Period	Notes about Class	Absences/Tardies
1		
2		
3		
4		
5		
6		
7		
Seminar		



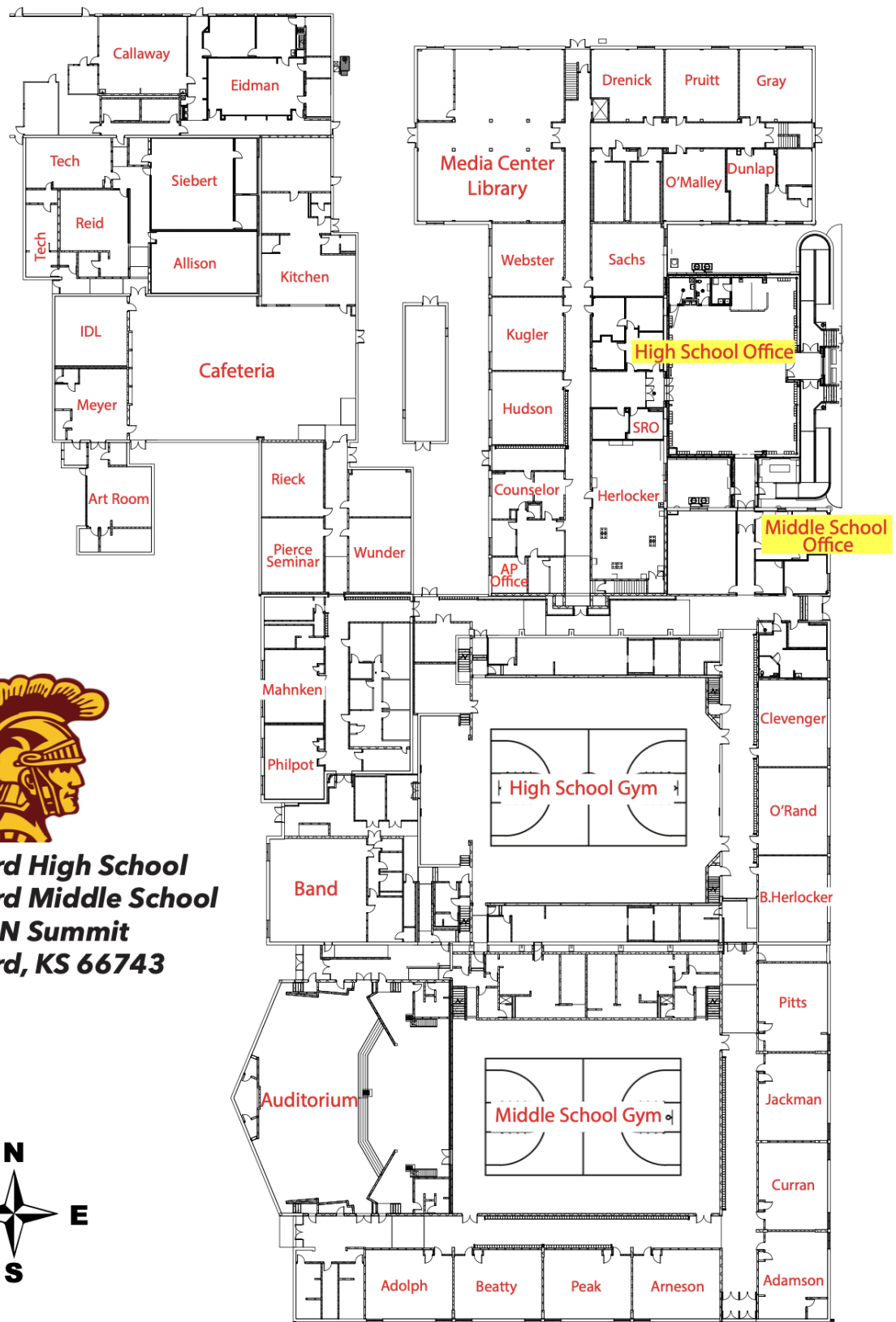
HADERLEIN ELEMENTARY SCHOOL

FIRE EXIT PLAN
TORNADO DRILL PLAN





**Girard High School
Girard Middle School
415 N Summit
Girard, KS 66743**



EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about USD 248, and I understand that I should consult the Superintendent's Office regarding any questions not answered in the handbook. I have entered into my employment relationship with USD 248 voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or USD 248 can terminate the relationship at-will, with or without cause, at any time, so long as there is no violation of applicable federal or state laws.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to USD 248's policy of employment at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Board of Education of USD 248 has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment, nor a legal document. By signing this acknowledgment form, I agree that I have read this handbook, and I understand the contents of this handbook. I understand that it is my responsibility to read and comply with the policies contained in this handbook and revisions made to it.

EMPLOYEE'S NAME: _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____