

USD 363

2026-2027

SUBSTITUTE TEACHER HANDBOOK

Approved
4/13/2026

Welcome to the Holcomb School District. We are pleased that you are interested in a substitute teacher position in our district. The following information is provided to assist you in becoming acquainted with district procedures.

District and state requirements, payroll information, school addresses, calendar of the school year and a map of each building are included in the handbook.

First and most importantly, we expect our substitute teachers to teach. You assume a demanding and critical role in the education of the students in the Holcomb School District. The cumulative effect of substitute teachers over the course of a year is very significant to the educational process. You are an important person to us and we expect you to do your best.

It is hoped that our substitutes can become a visiting member of the staff where they work. Please accept our invitation to participate in appropriate activities and teacher workshops throughout the district.

Please ask regular staff members to assist you whenever the need or a question arises.

Prepare for the day's work ahead by arriving on time and remaining at school until the professional day has been observed. The times are listed in this handbook. If you are not called until late in the morning, we understand and hope that you will report as soon as possible.

When reporting for work clock in using the Skyward system. When leaving at the end of the day make sure you clock out using the Skyward system. The hours worked is to be reviewed and approved no later than Tuesday following the last day of the pay period. After that date all hours are assumed correct and the employee will be paid for hours worked based on the hours in the system.

Written communication with the teacher is expected and questions concerning the day's activities need to be addressed by the building principal.

Plan for extra time in the classroom. At times, even the best plans do not follow a strict time schedule. Plan ahead with alternative activities for situations where time is a problem. Students need to be continuously involved in learning activities.

Be a good supervisor by assisting with hall, lunch and other supervisory duties when deemed necessary. Following the expectations of regular staff will be appreciated by your co-workers and administrators.

When discipline is a concern, ask for assistance early. Do not wait until the end of the hour or day to report problems or request assistance. We expect our students to observe disciplinary standards and our staff to ensure a quality learning environment.

Ask your building administrator for assistance in determining building procedures or for specific information not provided herein.

We would like to re-emphasize the important role our substitutes assume in the Holcomb School District. We hope that you feel positive about yourself and the daily positions you accept. Please observe a positive approach to seeking information and finding solutions to problems. We do appreciate your cooperation and assistance.

INFORMATION ABOUT THE HOLCOMB SCHOOL DISTRICT

Holcomb School District encompasses a two hundred and thirty one square mile area. The district has two elementary schools, Wiley Elementary; (-pre-school through second grade) and, Holcomb Elementary, (- third, fourth and fifth grades); Holcomb Middle School, (- sixth through eighth grade); and Holcomb High School, (- ninth through twelfth) with about nine hundred and fifty students total enrollment. The district employs approximately seventy-five certified and forty-five classified staff members.

SUBSTITUTE TEACHER REQUIREMENTS

1. A current Kansas Teaching Certificate, substitute certification or an emergency substitute certification.

2. A W-4 federal tax withholding form and other payroll forms as needed.

3. Employment Eligibility Verification (form 1-9, including copy of driver's license and/or social security card or birth certificate.)

4. Loyalty Oath (state requirement)

5. Completed Certificate of Health including tuberculin testing results (based on state availability and within twelve months.) K.S.A. 72-5213

6. Blood borne Pathogens Training (completed on-line.) (additional info on page 6)

7. Location of notifications regarding worker's compensation information posted in each school building.

EMPLOYMENT INFORMATION

The rate of pay will be as follows: certified substitute teachers will be paid at the rate of $ 180.00 per day; substitute teachers with an emergency substitute certificate will be paid $170.00 per day. After ten consecutive days in the same assignment, the rate of pay will increase to $185.00 per day for remaining days of work in the assignment. A work assignment of more than four hours is considered a full day; four hours or less is considered a half day.

Time will be computed up to the last Friday of each month. Payroll checks are issued on the second Tuesday of each month following the regular monthly board of education meeting. In the event a board meeting date is changed, payroll checks will be issued the following day.

Federal Withholding Tax: The federal withholding tax is withheld according to the exemptions filed on the W-4.

Social Security (FICA): Social Security withholdings are computed as per the current Social Security rate.
Retirement: Substitute teachers do not qualify for participation in the Kansas Public Employees Retirement System.

PROCEDURES FOR OBTAINING SUBSTITUTE TEACHERS

Arrangements for substitute teachers will be made through the building principal's office.

Most calls for substitute teachers occur early in the morning on the day a substitute is needed. Generally, attempts are made to obtain a substitute whose major area of study is the same as the regular teacher for whom a substitute is needed. This is not feasible at all times, and you may be asked to substitute in an area other than your major preparation.

It is not required that the substitute accept each assignment for which he or she is called. However, it is important that the substitute be available on most occasions.

The substitute may request to work certain days or at certain levels; however, too many limitations restrict the opportunities for assignment. In crucial times of need, we hope that the substitute will be available and assist where needed.

THE WORK DAY

Class Periods

Wiley Elementary (PreK-2)	7:50	-	3:25
Holcomb Elementary (3-5)	7:45	-	3:20
Holcomb Middle School (6-8)	7:54	-	3:30
Holcomb High School (9-12)	7:54	-	3:30

The substitute teacher should check in with the principal's office upon reporting to work. Please seek answers to any questions which may assist the day's work.

A substitute folder in the building offices should contain classroom procedures or school procedures, i.e., classroom schedules, discipline procedures, etc.

Substitute teachers are to observe a professional working day. Except in non-feasible situations, the substitute is to be on duty fifteen (15) minutes prior to the beginning of the first class and thirty (30) minutes following the end of the day. Emergency deviations from these expectations should be requested from the principal. The professional work day is set forth with the directory information provided in this handbook.

The principal may request an evaluation form from the substitute at the end of the day. A written report left for the classroom teacher is appreciated and helpful. The substitute teacher should always check out with the office staff at the end of the day.

LESSON PLANS AND CLASSROOM/SCHOOL DETAILS

Emphasis is placed upon the need for classroom teachers to provide adequate lesson plans for the substitute teacher. Often, with even the best plans, situations change, or work is accomplished sooner than anticipated by the classroom teacher. It is suggested that the substitute teacher have alternate activities prepared in case the regular plans are not sufficient.

DISCIPLINE

Students are expected to observe guidelines and regulations at all times. The substitute teacher is expected to maintain discipline in the classroom. It is important that the classroom teacher provide sufficient material to keep the students actively involved as a step in preventing discipline problems. Alternative suggestions should be provided for the substitute teacher's accessibility. In the event that discipline problems occur, contact the principal at the most immediate and appropriate time. Do not wait until the end of the day to report problems. Seek assistance to remedy the situation as soon as possible. In no case is the substitute teacher to administer corporal punishment.

BLOODBORNE PATHOGENS

All substitute teachers for U.S.D 363 must have received training on Blood borne pathogens or a review within the last year. If you did not receive training at USD 363, you must either submit proof of training or receive training within 30 days from your first day of substitute teaching. Please contact the school nurse or Human Resources for instructions on how to receive Blood borne pathogens training.

1. Arriving early to your assignment can give you more time to review lesson plans, crisis plans, health care plans, locate instructional materials, ask questions about playground duty, etc. If you cannot make the early start time, (thirty minutes prior to school starting) please be sure to call the school and tell the secretary your anticipated arrival.
2. Remember to check out of the office at the end of the day. When you check out, please complete the "feedback form." This information is important for our compliance with federal employment regulations.

STUDENT RECORDS

Board policies (JR, JRA, JRB, JRC) state all student records are to be treated as confidential and primarily for local school use unless otherwise stipulated. The general public shall not be allowed to inspect a student's personal record files, nor should our substitutes be sharing student record information attained through their assignments with individuals other than school officials with legitimate educational interest in such records. The custodian of student records shall disclose the student's education records only as provided for by law and in policy.

Only school officials with a legitimate education interest may inspect student

records without permission from the parent/guardian or eligible student.

TORNADO AND FIRE DRILLS

Tornado and fire drill information is posted in each building classroom. Please contact the principal if you have any questions regarding procedures.

Directory of Schools

	Office Hours	Phone
Administration Building	8:00 a.m. - 4:30 p.m.	277-2629
Lucas Sullivan, **Superintendent**		
Robin Witzke, **Clerk**		
Mike Davis, **Treasurer**		
Crisha Strickert, **Admin Assist/Deputy Clerk**		
Kashae Crawford, **District Software Support Specialist - Food Service Clerk**		
Stacy Cundiff, **School Nurse**		
Stefani Brown**, School Nurse**		
Wiley Elementary	7:30a.m. - 4:00p.m.	277-4431
Amy Albright, **Principal**		
Jacquelin Castillo, **Counselor**		
Kimberly Robertson, **Secretary**		
Ivonne Santos, **Receptionist**		
Stacy Cundiff, **School Nurse**		
Holcomb Elementary	7:15 a.m. - 4:00 p.m.	277-2257
Randi Thyne, **Principal**		
Jennifer Seeman, **Role of Counselor**		
Mary Rivas, **Secretary**		
Stacy Cundiff, **School Nurse**		
Holcomb Middle School	7:20a.m. - 4:25p.m.	277-2699
Tyler Helton, **Principal**		

Holly Meyers, **Counselor**
Alyssa Alvarado, **Secretary**
Stefani Brown, **School Nurse**

Holcomb High School 7:20a.m. - 4:30 p.m. 277-2063
Jerry Johnson, **Principal**
Chad Novack, **Activities Director**
Melanie Gifford, **Counselor**
Kerry Black, **Secretary**
Bridgette Plunkett, **Secretary**
Stefani Brown, **School Nurse**