

Adhere to all Board of Education Policies and Administrative Regulations. These documents are found on the District website at [www.bellevuepublicschools.org](http://www.bellevuepublicschools.org).

If you have any questions, please contact Dr. Sharra Smith, Executive Director of Personnel, 2600 Arboretum Dr., Bellevue, NE 68005-3591, or call (402) 293-4034.

## ELEMENTARY SCHOOLS

|                                     |                |
|-------------------------------------|----------------|
| Avery .....                         | (402) 293-4460 |
| Mr. John Campbell, Principal        |                |
| Belleaire.....                      | (402) 293-4510 |
| Mrs. Nikole Schubauer, Principal    |                |
| Bellevue.....                       | (402) 827-1840 |
| Mrs. Stephanie Kastrup, Principal   |                |
| Bertha Barber.....                  | (402) 293-4560 |
| Mrs. Joni Wiebe, Principal          |                |
| Betz .....                          | (402) 293-4585 |
| Mrs. Molly Wolfe-Koehler, Principal |                |
| Birchcrest.....                     | (402) 293-4635 |
| Mr. Ron Oltman, Principal           |                |
| Central.....                        | (402) 293-4685 |
| Mrs. Joni Wiebe, Principal          |                |
| Fairview .....                      | (402) 827-5950 |
| Dr. Kelly Gomez, Principal          |                |
| Fort Crook.....                     | (402) 293-4710 |
| Mr. Jason Ramirez, Principal        |                |
| LeMay.....                          | (402) 293-4760 |
| Dr. Meredith Mohanty, Principal     |                |
| Leonard Lawrence .....              | (402) 293-4880 |
| Mr. Chad Zavala, Principal          |                |
| Peter Sarpy.....                    | (402) 293-4795 |
| Mrs. Jessica Loghry, Principal      |                |
| Twin Ridge .....                    | (402) 293-4845 |
| Dr. Dana Martin, Principal          |                |
| Two Springs.....                    | (402) 293-5070 |
| Mrs. Mallory Peterson, Principal    |                |
| Wake Robin .....                    | (402) 293-4955 |
| Ms. Traci Costlow, Principal        |                |

## MIDDLE SCHOOLS

|                              |                |
|------------------------------|----------------|
| Lewis & Clark.....           | (402) 898-8760 |
| Mr. Chad Price, Principal    |                |
| Logan Fontenelle .....       | (402) 293-4360 |
| Mr. Doug Schaefer, Principal |                |
| Mission.....                 | (402) 293-4260 |
| Dr. Jenny Powell, Principal  |                |

## HIGH SCHOOLS

|                              |                |
|------------------------------|----------------|
| Bellevue East.....           | (402) 293-4150 |
| Dr. Jeff Wagner, Principal   |                |
| Bellevue West.....           | (402) 293-4040 |
| Mr. Kevin Rohlf, Principal   |                |
| ACE Program                  |                |
| BEST Program.....            | (402) 827-8502 |
| Mrs. Jenny Lynch, Principal  |                |
| CHAP Center .....            | (402) 293-4930 |
| Mrs. Jill Swenson, Principal |                |

# Bellevue Public Schools

## Substitute Teacher Information



## INTRODUCTION

Welcome to Bellevue Public Schools. As a substitute teacher you play a vital role in maintaining the continuity of the educational program during the absence of the teacher.

Your job is a challenging one which requires a great deal of flexibility. Approached with a positive attitude, this job can be a highly rewarding one as well. It takes the dedication, ingenuity and resourcefulness of a true professional.

This brochure has been prepared to provide you with information which is pertinent to our District. More information will be provided at the individual building.

## QUALIFICATIONS

All substitute teachers must complete a certified application, register their original valid Nebraska Teaching Certificate with Bellevue Public Schools, and have a copy of two forms of identification (social security card and valid driver's license) on file before employment.

Before being placed on the Substitute Teacher list, each applicant will be required to provide a credential file or two or more letters of recommendation.

NOTE: If a valid driver's license or social security card is not available, please contact the personnel department as to other forms of acceptable identification.

## CERTIFICATION

A certificate can be renewed before expiration by completing an Application for a Nebraska Certificate and sending the form to the State Department of Education in Lincoln for renewal.

A person with a substitute certificate can only substitute ninety times in the same assignment. A person with a local substitute teaching certificate is limited to ninety days of teaching in any school year and may teach only in the school system requesting issuance.

## ASSIGNMENT / REPORTING PROCEDURE

A computerized system is used by Bellevue Schools for obtaining substitute teachers. The computer normally contacts substitutes between 5:30 a.m. and 12:00 p.m. For absences known in advance, the computer may contact you from 4:00 p.m. to 10:00 p.m. The substitute teacher should report to his/her assigned school building as instructed by Absence Management. Upon arrival, all substitutes should report to the office for directions. When canceling an assignment on the day you are to sub, be sure and notify the building as well as Absence Management.

NOTE: Every effort is made to assign substitute teachers to their endorsed area.

## STUDENT ARRIVAL / DISMISSAL and EARLY DISMISSAL SCHEDULE

|                                  |                 | Early Dis. |
|----------------------------------|-----------------|------------|
| Avery .....                      | 8:00-2:50 ..... | 12:50      |
| Belleaire.....                   | 8:00-2:50 ..... | 12:50      |
| Bellevue.....                    | 8:00-2:50 ..... | 12:50      |
| Bertha Barber.....               | 8:00-2:50 ..... | 12:50      |
| Betz .....                       | 8:00-2:50 ..... | 12:50      |
| Birchcrest.....                  | 8:00-2:50 ..... | 12:50      |
| Central.....                     | 8:00-2:50 ..... | 12:50      |
| Fairview .....                   | 8:00-2:50 ..... | 12:50      |
| Fort Crook.....                  | 8:00-2:50 ..... | 12:50      |
| LeMay.....                       | 8:00-2:50 ..... | 12:50      |
| Leonard Lawrence .....           | 8:00-2:50 ..... | 12:50      |
| Peter Sarpy.....                 | 8:00-2:50 ..... | 12:50      |
| Twin Ridge .....                 | 8:00-2:50 ..... | 12:50      |
| Two Springs .....                | 8:00-2:50 ..... | 12:50      |
| Wake Robin .....                 | 8:00-2:50 ..... | 12:50      |
| Lewis & Clark Middle School..... | 8:30-3:35 ..... | 1:35       |
| Logan Middle School .....        | 8:30-3:35 ..... | 1:35       |
| Mission Middle School .....      | 8:30-3:35 ..... | 1:35       |
| East High School .....           | 7:50-3:00 ..... | 1:00       |
| West High School .....           | 7:50-3:00 ..... | 1:00       |
| ACE Program.....                 | 8:00-2:20 ..... | 12:20      |
| BEST Program .....               | 8:00-2:30 ..... | 12:30      |
| CHAP Center.....                 | 7:50-3:00 ..... | 1:00       |

## PRESCHOOL PROGRAM

Avery  
Belleaire  
Bellevue  
Bertha Barber  
Birchcrest  
Fairview  
Fort Crook  
LeMay  
Peter Sarpy  
Two Springs

A.M. hours .....8:45-11:30  
P.M. hours .....11:30-2:15

Betz  
Central

Hours .....8:00-2:50

## PAY / PAYROLL

Substitute teachers are paid on the 22nd of each month. Checks are directly deposited into the substitute's bank of choice. The pay will normally include days worked through the first Friday of the month.

All substitutes will be paid as assigned by the building principal on a half-day or whole-day basis. A half day shall be defined as 4 hours or less, while a full day shall be defined as more than 4 hours. If a part-time substitute is needed for an extended period of time, actual full-time equivalency will generally be used in this situation.

Deductions are made from salaries for social security, federal withholding tax and Nebraska income tax. An Employee's Withholding Allowance Certificate (W-4 form) must be completed prior to being paid.

Substitutes working more than 1260 hours in any given school year, shall be eligible for the district health insurance program.

## EMPLOYMENT RECORD

A record of the location, date, and hours the substitute worked should be kept by the substitute teacher.

## LIABILITY COVERAGE

Any person serving as an employee of Bellevue Public Schools, irrespective of whether the person is a temporary or substitute employee, is covered under the District's liability policy as a result of such employment. The maximum coverage is five million dollars.

## CHANGE OF ADDRESS

Substitutes should promptly notify the Personnel Department at (402) 293-4034 of any change of address or telephone number.

## PROFESSIONAL RESPONSIBILITIES OF THE SUBSTITUTE

Exercise mature judgment which reflects the ethical standards of the teaching profession. Conduct yourself in a way becoming to the profession.

Respect the privileged nature of confidential information. Guard against making unfavorable and unprofessional comments about the school system, schools, classes, students, or educational personnel.

Be adequately prepared.