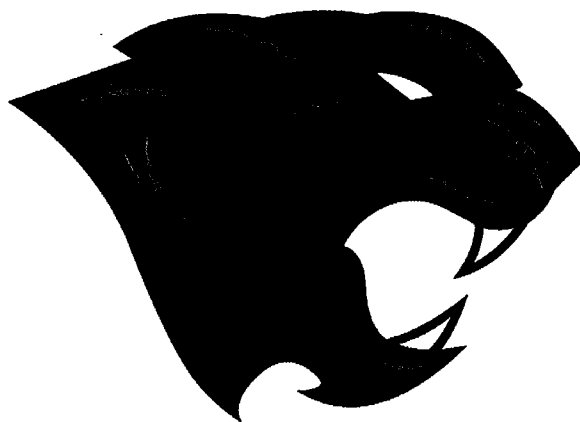


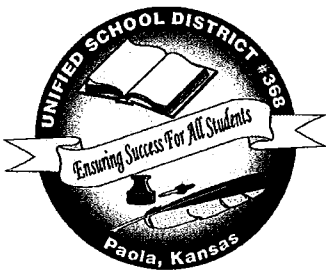
PAOLA USD 368



**SUBSTITUTE TEACHER
HANDBOOK
2011-2012**

**Judy K. Welter
Superintendent of Schools
913 294-8000**

**Tammy Bridgeman
Substitute Coordinator
913 294-5591**



Paola USD #368 Paola KS 2011-2012

Substitute Information

The work of the substitute is an important team function in the school district operation. We hope that as a substitute, you will continue our mission to "Ensure Success for All Students". It is important that we all work together toward that mission.

Should you have questions about substitute procedures, please feel free to call the Superintendent's Office or a building principal. Thank you for being a part of the team effort to provide quality education for the children of USD #368.

Substitute Teacher Eligibility

To be eligible, a substitute must have a Kansas teaching license or a Kansas substitute teaching license. To be eligible to obtain an emergency substitute teaching license, you must send an official transcript showing at least sixty (60) credit hours, the application and a check for \$39.00 to the Kansas State Department of Education. Effective July 1, 2002, to obtain an initial substitute certificate, you must also be fingerprinted and K.S.D.E. will run a background check for an additional \$50.00. This certificate is renewable annually.

Securing Substitutes

All substitutes will be secured by the Substitute Teacher Coordinator, Tammy Bridgeman. In some instances, building principals may assist the coordinator by securing a substitute. Teachers may make recommendations to the coordinator, but will not be responsible for securing their own substitute. All substitutes will be coordinated through the district sub coordinator. **If unable to substitute, please call the Sub Line at 294-5591.**

Becoming Acquainted with the Schools

After completing the substitute teaching process, the substitute may want to visit the schools where he/she is qualified to teach. It is helpful if the building principal knows the substitute and the substitute is acquainted with the school location and building plan.

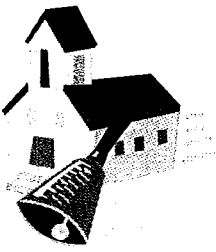
Paola USD #368 Schools

Paola High School (9-12)
401 N. Angela
Paola KS 66071
Principal: Phil Bressler
Phone: (913)294-8010

Paola Middle School (6-8)
405 N. Hospital Dr.
Paola KS 66071
Principal: Mark Bloustine
Phone: (913)294-8030

Sunflower Elementary (3-5)
1401 E. 303rd
Paola KS 66071
Principal: Staci Wokutch
Phone: (913)294-8040

Cottonwood Elementary (K-2)
709 N. Hedge Lane
Paola KS 66071
Principal: Janis Grandon
Phone: (913)294-8050



School Start and Dismissal Times

Paola High School	8:00 – 3:10
Paola Middle School	8:00 – 3:00
Sunflower Elementary	8:10 – 3:10
Cottonwood Elementary	8:20 – 3:20

Substitute should report fifteen (15) minutes before school begins and are dismissed once classes are over and any notes for the teacher have been completed, if applicable. The substitute shall sign in and out at each building every day they work. This is important for verifying the actual days substituted.

Pay Procedures for Substitutes

All substitutes must complete all pertinent payroll information and have it on file in the USD #368 Business Office before being placed on the sub list. Please report any changes in name or address to the Business Office as soon as possible.

All timesheets are to be either faxed or turned in to the Business Office on the 1st of each month and paychecks are electronically deposited on the 15th of each month. The rates of substitute pay are as follows below:

Certified or Standard Substitute Teachers			
1-10 consecutive days in same assignment		\$85 per day	
11+ consecutive days in same assignment		\$140 per day	
Emergency Substitutes with BA/BS Degree			
1-10 consecutive days in same assignment		\$85 per day	
11+ consecutive days in same assignment		\$140 per day	
Emergency Substitutes			
1-15 consecutive days in same assignment		\$85 per day	
Non-Classified/Classified Substitutes			
ISS Classrooms, Computer Lab Supervisors		\$75 per day	
Para, Secretary, Custodian, Food Service		\$8.25 per hour	
KSDE Substituting Limitations (K.A.R. 91-31-34)			
Classification	Max Days Same Assignment	Max Day/Sem	Max Total/Year
Current Teaching Certificate For any level or any endorsement (3-5 yr certificate)	One Year	One Semester	Year
Standard Substitute Certificate (5 yr certificate)	One Year	One Semester	Year
Emergency Substitute Certificate With BS/BA degree (1 year certificate)	30 Days	One Semester	Year
Emergency Substitute Certificate With 60 hours college hours (1 yr cert)	15 Days	60 Days	120 Days

CONFIDENTIALITY

The substitute teacher/para has a professional responsibility to USD 368, its staff, and its students to hold confidential any information of a personal nature that is known to you from your time in a classroom or building.

What the Substitute Can Expect From the School

A. The Office will:

1. Provide you with the School Substitute Handbook
2. Support you in discipline or other problems
3. Acquaint you with the classroom and location of lesson plan book, teacher's guides, etc.
4. Bring to your attention any special situations
5. Express appreciation for your cooperation and services

B. The Regular Teacher will have accessible:

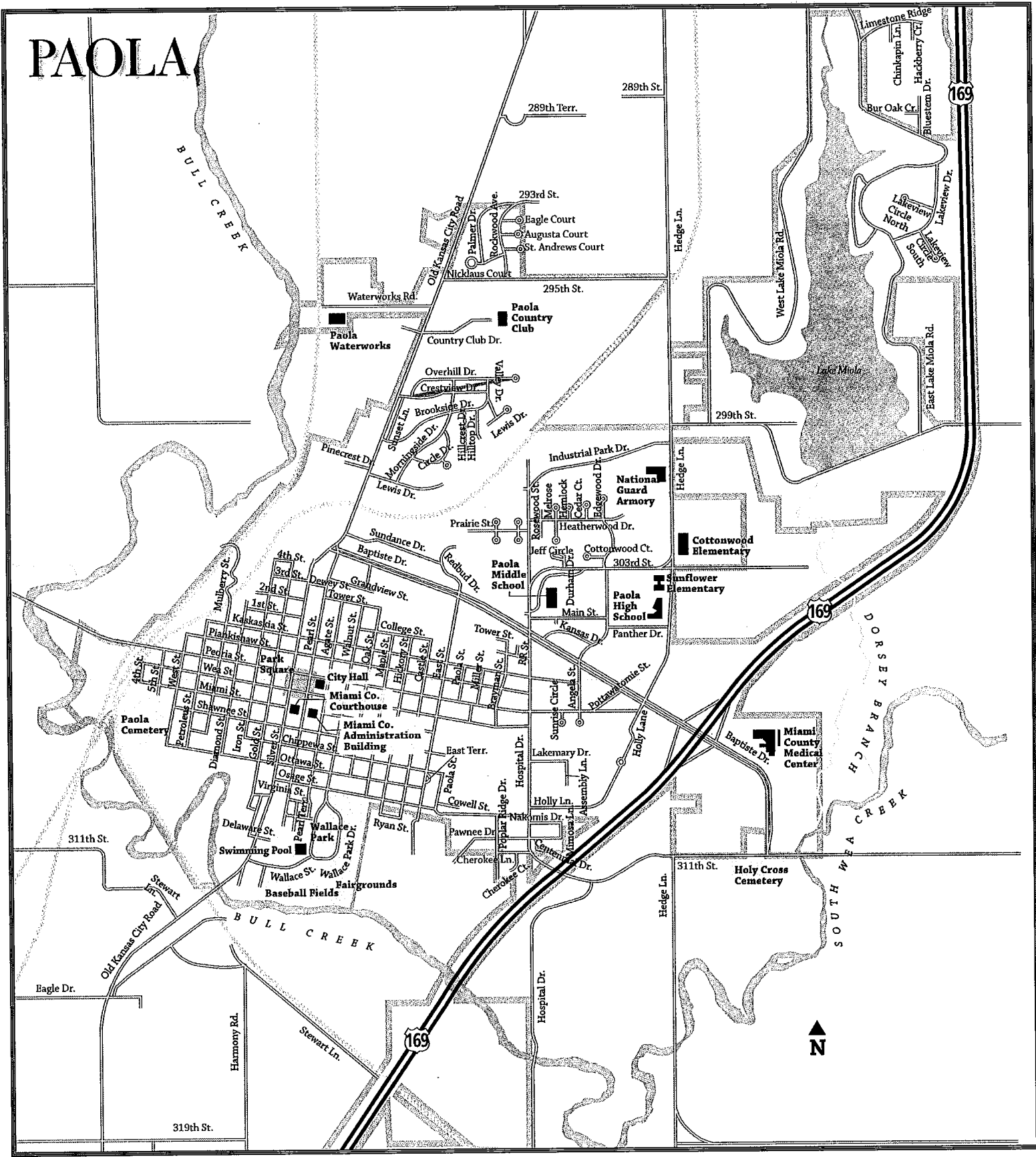
1. A list of pupil names and/or seating chart
2. Daily and weekly schedule
3. Complete and detailed lesson plans
4. Fire and Tornado drill directions which are posted in each classroom
5. Name of student you can rely upon for assistance
6. Name of teacher who will provide assistance

What the District Expects of the Substitute

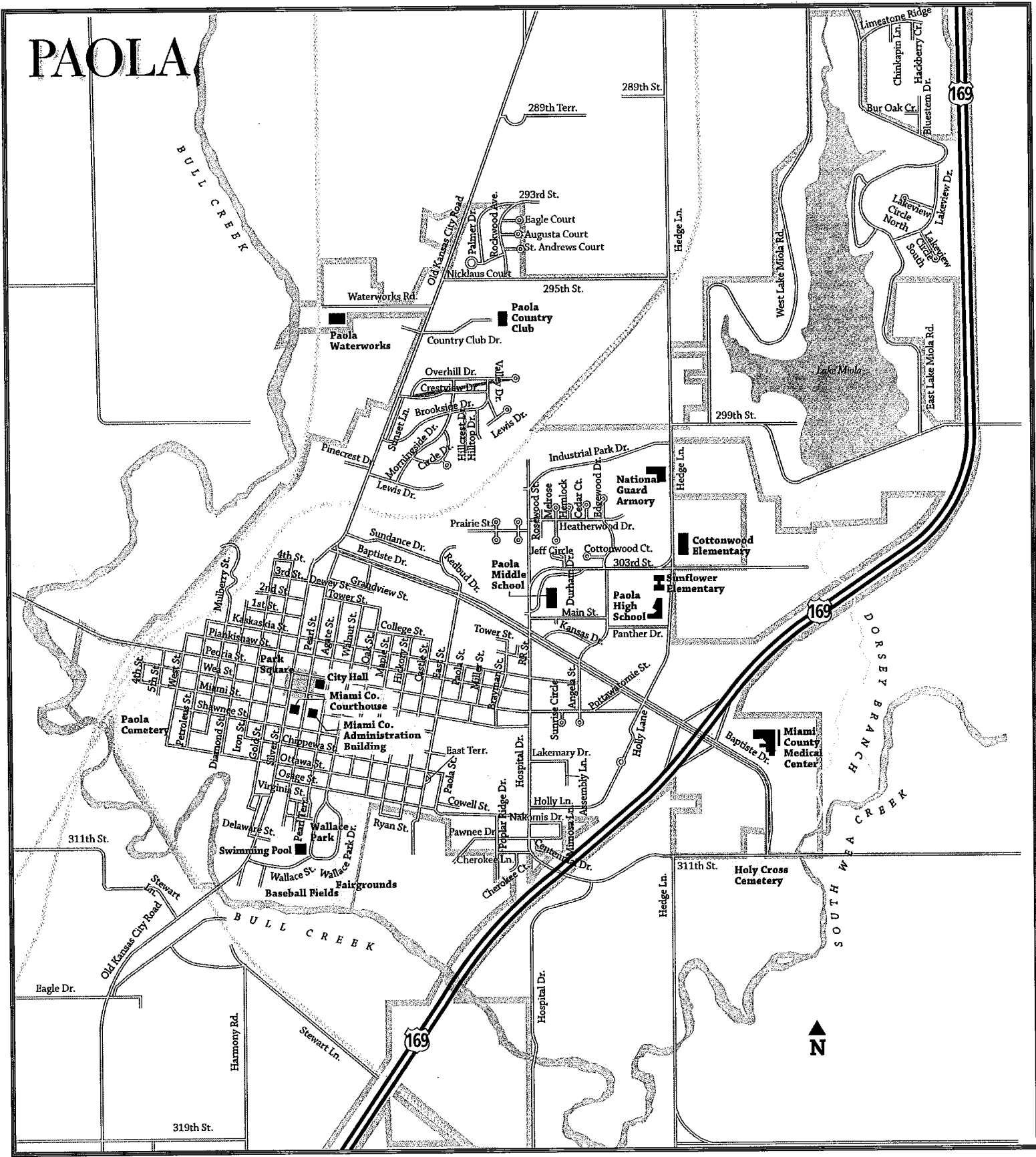
1. Report to the school office at least 15 minutes before school begins. Sign the necessary forms.
2. Teach and follow the lesson plans as well as you can.
3. Assume the duties of the regular teacher that may include:
 - a. Maintaining lunch and attendance records
 - b. Grading papers (unless otherwise directed)
 - c. Bus duty
 - d. Playground supervision (except noon duty)
 - e. Fire drill and tornado drill supervision
 - f. Care of plants, materials, etc.
 - g. Leave the room in good order, closing all windows
 - h. Other responsibilities listed on school substitute guide
4. Notify the principal or office of any problems or accidents that might occur.
5. Send all student medication to the office.
6. Never leave a class unattended. Use your callback button (if available) to communicate with the office.
7. Keep the room pleasant and conducive to learning.
 - a. Maintain good discipline.
 - b. Be positive and kind to students.
9. Be professional and ethical in the comments made outside of school and to parents who come to school.



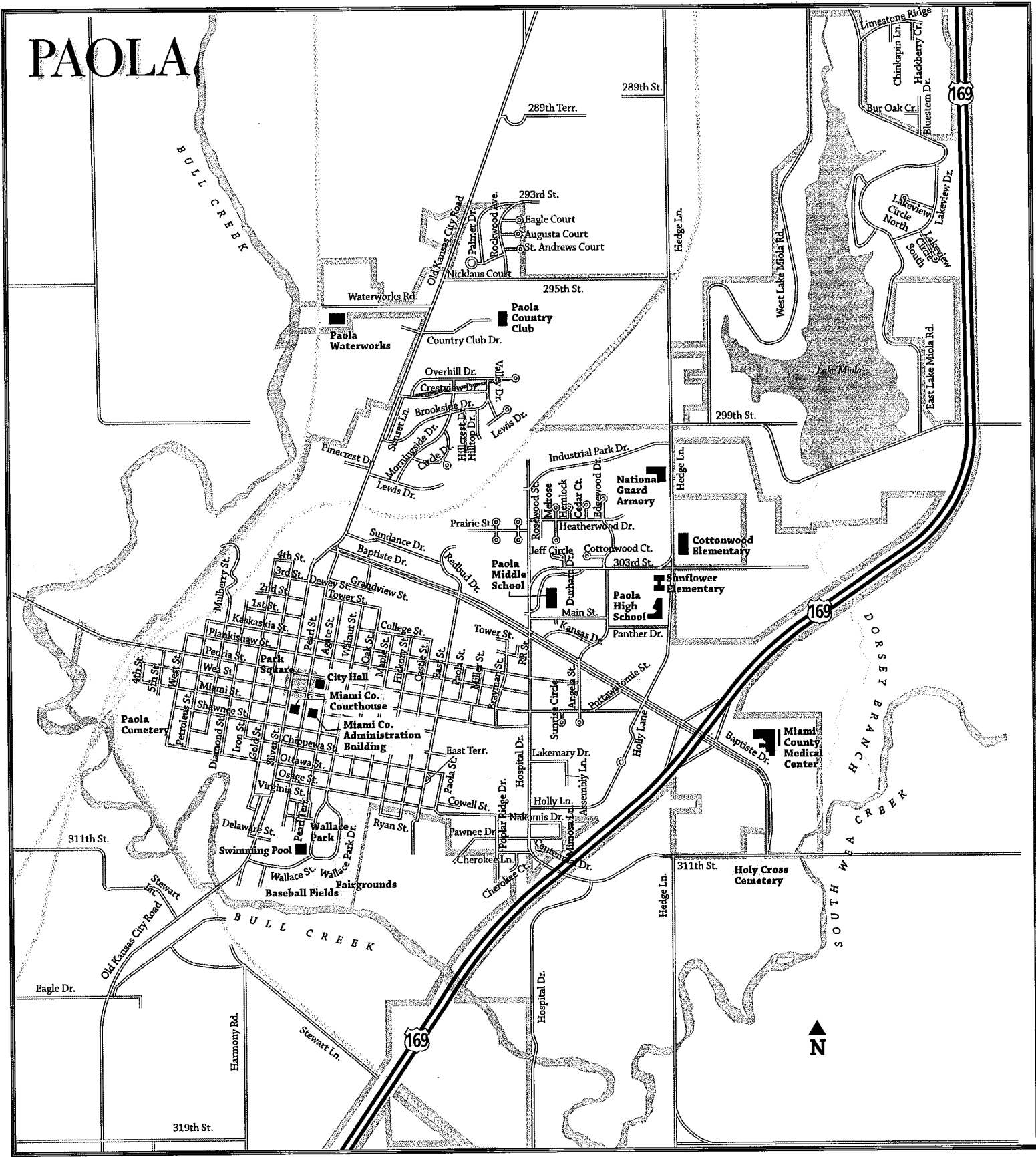
PAOLA



PAOLA



PAOLA



PAOLA USD 368 2011-2012 DISTRICT CALENDAR – App. 03-08-10 Rev. 04-12-10 Rev 06-13-11

JULY '11

S	M	T	W	Th	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						

4 Fourth of July

JANUARY '12

S	M	T	W	Th	F	S
1	2			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				

2 Holiday
 3 Inservice
 4 School Resumes
 16 No School – MLK Day

AUGUST '11

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

3 Enrollment
 11-12 New Teacher Inservice
 15-16 Inservice/Workday
 17 First Day of School

FEBRUARY '12

S	M	T	W	Th	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			

20 No School – President's Day

SEPTEMBER '11

S	M	T	W	Th	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	

5 Labor Day
 19 P/T Conf 6-12 (4-8 pm)

MARCH '12

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

8 End of 3rd 9-Weeks (45)
 9 No School - Inservice/Grade Prep
 15 School in Session
 P/T Conf K-12 (4-8 pm)
 16 No School - Inservice – 6-12 (am) P/T Conf – K-5 (am)
 19-23 Spring Break

OCTOBER '11

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

14 End of 1st 9-Weeks (42)
 17 No School -Inservice/Grade Prep
 19 School in Session
 K-5 P/T Conf (4-8 pm)
 20 No School,
 K-5 P/T Conf (8-8 pm), 6-12
 Inservice – P/T Conf (4-8 pm)
 21 No School

APRIL '12

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

13 Inservice

NOVEMBER '11

S	M	T	W	Th	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			

23-25 Thanksgiving Break

MAY '12

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

23 End of 4th 9-Weeks (46)
 24 Half-Day Inservice;
 Grade Prep/Check Out
 28 Memorial Day

DECEMBER '11

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

21 End of 2nd 9-Weeks (42)
 22 Inservice/Grade Prep
 23-31 Winter Break

JUNE '12

S	M	T	W	Th	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