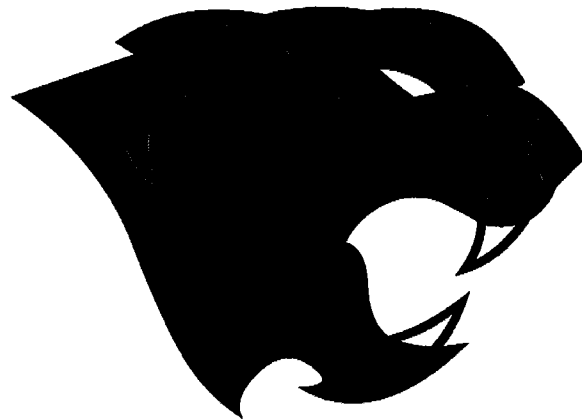


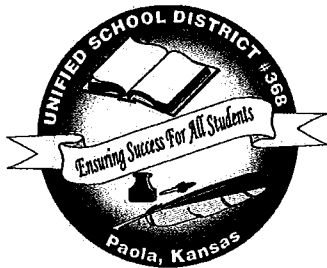
PAOLA USD 368



**SUBSTITUTE TEACHER
HANDBOOK
2012-2013**

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

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



Paola USD #368 Paola KS 2012-2013

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 | 8:05 – 3:05 |
| Cottonwood Elementary | 8:15 – 3:15 |

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:

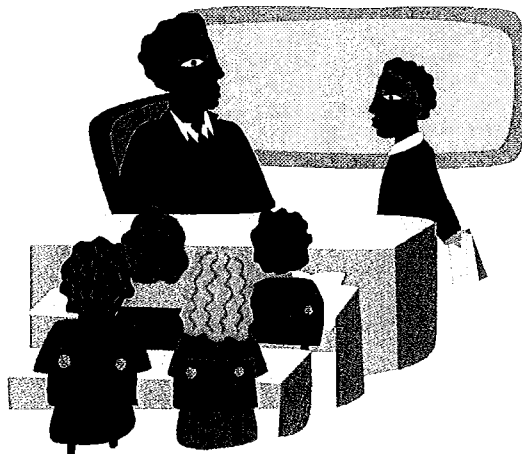
| | | | |
|---|---------------------------------|--------------------|-----------------------|
| Certified or Standard Substitute Teachers | | | |
| 1-10 consecutive days in same assignment | | \$85 per day | |
| 11+ consecutive days in same assignment | | \$140 per day | |
| Emergency Substitutes with 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.

Substitute Expectations

1. I will familiarize myself with the location of the Crisis Plan/Emergency materials
2. I will review the lesson plans left by the teacher in preparation to follow his/her lesson plans and instructions.
3. I will report any incident(s) to the school administrator that involve "bullying" or any other negative behavior.
4. I will leave the classroom teacher notes at the end of my assignment detailing the extent to which I completed the lesson plans, things covered that were not part of the lesson plans, and all other information that will help the teacher, as well as take attendance as needed during the day.
5. I understand that classroom telephones are to be used for school purposes only, except in emergency situations and that cell phone should be turned off and should not interfere with classroom instruction.
6. I understand that using inappropriate or vulgar language, calling students names and/or referring to them in a derogatory manner of any sort is prohibited.
7. I will not touch a student.
8. I understand that eating during classroom hours is unprofessional and should be reserved for scheduled breaks.
9. I agree to be attentive in class and engage students in learning at all times.
10. I understand that I am not entitled to a planning period unless I am in long-term subbing status. Refusal to cover an additional class during the regular classroom's teachers planning period may constitute dismissal of substituting for the district.
11. I will not leave students unattended.
12. I will leave the classroom in the same order in which I found it. All debris and trash will be put in proper receptacles.



Substitutes Not Meeting Expectations

1. If any three of the following incidents occur during a school calendar year, the substitute may be deactivated and permanently not allowed to return as a substitute for the district.
 - If a substitute is “blocked” from a school by the school administrator.
 - If a substitute does not report for an assignment, and did not call the school or sub line to report he/she was not able to fulfill the substitute commitment for the day.
 - If a substitute does not fulfill any of the above “Substitute Expectations”.
2. In addition, the Human Resources Director, has the right to deactivate any substitute for reason(s) that are not in the best interest or beneficial for the staff, students, or Paola USD 368.

School Descriptions

The elementary program in Paola USD #368 covers kindergarten through fifth grade. The district’s two elementary schools offer a basic academic curriculum, and each school is encouraged to develop staff and community resources to enrich instruction. All elementary programs emphasize language arts, (reading, English, spelling, and writing) and mathematics. Social studies, science, health, music, art, physical education, and computer studies are also included in the curriculum.

The middle school serves all district students in grades six, seven, and eight. The middle school is organized around grade-level teams of students and teachers. A strong emphasis upon the development of basic learning skills is coupled with an interdisciplinary approach to instruction and student-oriented curriculum. The sixth grade program provides a transition from elementary school to middle school. The “core” curriculum is supplemented with instruction in art, vocal music, instrumental music, computers, and physical education. The middle school course of study provides a combination of “core” subjects and elective experiences for all students in grades seven and eight. Instruction support staff includes library/media, guidance counselors, reading, social workers, psychologists, and special education services are available to assist middle school students.

The high school serves grades nine through twelve. The high school curriculum is designed to serve the needs of students preparing to continue their education through college or vocational training, as well as those planning to enter the work force. The curriculum offers academic, liberal arts, and vocational classes. There are also several “dual-credit” classes where students can earn both high school and college credit. Paola High School works on the block-scheduling concept.



Information and Expectations

Report Time: Please report to school approximately 15 minutes before classes are scheduled to begin. Office personnel will assist you in signing in for your assignment and provide you a school substitute badge to be worn during your assignment. Please return to the office at the end of your assignment to check out and return the substitute badge.

If for any reason you cannot report to your scheduled assignment, a 24-hour notice is preferred. You are expected to call the sub line and leave a message, stating you are not able to report and provide your name and the teacher's name you were scheduled to substitute for. The Sub Line phone number is on the front of this handbook.

An opening may be a full day, half day, or consecutive days. A half day can be any four hours worked.

Lunch Time: Substitutes may bring their lunch from home, or purchase an adult lunch from the school cafeteria. Let the secretary know when you sign in if you will be ordering a school lunch.

Prior to leaving your daily assignment, write a detailed note highlighting the experience with the class, straighten the room (chairs, desks, etc.) and turn off all machines, electrical appliances and lights. Return any keys or and other materials when you check out of the school office at the end of the day.

It is difficult to give a substitute any estimation on how often they will be called. It depends a great deal on such factors as the substitute's availability of dates, interest in subject matter, performance of each assignment, and the district's daily need. You may request to work certain days or at certain buildings. Remember, too many limitations restrict the opportunities for assignment. If crucial times of need, we hope that the substitute will be available and assist where needed. **Paola USD #368 does not guarantee by adding your name to the substitute list you will be called to substitute.**

For school closings please listen to the local radio and television stations for the announcement due to inclement weather or an emergency. You can also register with Textcaster and receive a text message on your phone or an email on your computer. All assignments will be cancelled for that day.

The dress is business casual for the classroom and appropriate attire for a PE class or a field trip.

When a substitute is assigned to a building, the location of lesson plans, seating charts, room numbers, daily schedule and class attendance books should be visible in the classroom.



The need to grade papers varies from class to class and grade level to grade level. Papers can generally be graded at the elementary level, particularly when teachers' editions or grading keys are available. The work at the secondary level may require the regular teacher to evaluate students' work. If you are asked to grade papers, look for the teachers' instructions and follow those guidelines.

Proper discipline is required for learning. Be familiar with discipline procedures and learn to get control of the class. Be fair, firm, and friendly in the operation of the class. Good discipline is positive, not negative. At no time are you to administer corporal punishment. When following the building's discipline procedure, you may need to request assistance from the office.

Helpful Suggestions

The substitute teacher enables students to pursue their education as smoothly and completely as possible in the absence of the regular teacher. The substitute's responsibility is to:

- Notify the office immediately if a student becomes ill or an accident occurs.
- Notify the office immediately if disciplinary assistance is needed.
- Be familiar with all Emergency Procedures.
- Consult the secretary for supplies not available in the room.
- Report damage of equipment or materials to the office.

Before leaving

- Leave the teacher's desk and room in order.
- Return equipment to the proper place.
- Leave keys and materials in the office.
- Make certain sign-in sheet has been completed properly.
- Leave a detailed note of the day's progress and assignments completed.

A substitute teacher must

- Consider all records confidential.
- Avoid discussing and comparing situations in one school while serving in another.
- Make all observations, suggestions, or criticisms to the building principal.
- Use discretion in expressing personal reactions and opinions about what is seen and heard in the classroom.



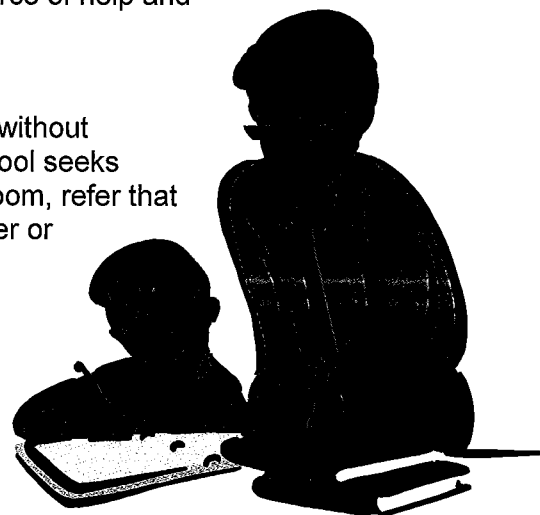
The Substitute and the Student

The students are expected to share the responsibility of making the day's work effective despite the absence of the regular teacher. A substitute teacher should expect the full cooperation of all students in the room and should help insure such cooperation by planning to make the day worthwhile and productive.

An effective substitute takes time to start the day right. Make sure the class is in order and that all materials are ready. Be aware that the confidence of the students may be won or lost in the first ten minutes. By using a seating chart, the substitute may soon learn the students' names. The substitute should not change the seating arrangement or any other part of the room organization except for temporary grouping of students for instruction or committee work. The substitute's name should be written on the board and pronounced for the students.

Remain on task and focus on the objectives of the lesson at all times. No teacher should use threats to obtain the desired reaction from students. Much of the skills of a teacher lie in the ability to arouse the students' interest and willingness to cooperate without using undue pressure. Consult the substitute fold for the names of reliable students who can be a source of help and information during the day.

Under no circumstances should a child be released from school without permission of the principal. If a person not connected with the school seeks information about a child or permission to take the child from the room, refer that person directly to the principal. The principal will determine whether or not the child should be excused and will notify you of the decision.



Notice of Non-Discrimination

Paola USD #368 does not discriminate on the basis of race, religion, color, national origin, gender, age or disability in admission to or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Paola School District's compliance with the regulations implementing Title VI, Title IX, Americans with Disability Act or Section 504, is directed to contact the Human Resources at 1115 E. 303rd Street, Paola, KS 66071, or call (913)294-8000. This district official has been designated by the Paola School District to coordinate the district's efforts to comply with the regulations implementing these laws.

CONFIDENTIALITY AGREEMENT

A signed copy of the CONFIDENTIALITY AGREEMENT will be kept on file with the district.

I understand and accept the responsibilities as follows:

As a substitute teacher for Paola USD #368, I may handle or have access to confidential information. Such confidential information or documentation may include personal information of our faculty, staff, and students and is required to be kept confidential to protect the privacy of the individuals to whom the information relates.

During and after substituting for Paola USD #368, I will hold all confidential information in trust and confidence, and I will not use, disclose, communicate, or allow it to be used, disclosed, communicated or conveyed, directly or indirectly, except as may be necessary in the performance of my duties. I understand that unauthorized disclosure could be highly damaging to the school district and individuals associated with the district.

If there is any question as to whether information is considered confidential, I must consult the school administrator before any use or disclosure of same.

I will not allow any unauthorized person or persons to inspect or have access to any document that is of a confidential nature. Regardless of media format, and I will report any unauthorized access to the school administrator as soon as I become aware that such an incident has occurred.

I will not remove any records containing confidential information from Paola USD #368 schools unless authorized to do so by the school administrator and I will return such records to the district upon termination of any assignment or as requested by the district.

I understand that if I do not comply with this Agreement I may be subject to immediate dismissal as a substitute teacher for Paola USD #368 and/or legal action.

Signature of Substitute

Date