

# **PAOLA USD 368**



## **SUBSTITUTE TEACHER HANDBOOK 2024-2025**

**(913) 294-8000**

**FRONTLINE EDUCATION - ABSENCE MANAGEMENT  
(formerly AESOP)**

**1-800-942-3767**

**Paola USD #368  
Paola KS**

**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 \$70 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 \$57.00. This certificate is renewable annually.

**Securing Substitutes**

All substitutes will be secured by the Frontline Absence Management automated substitute system. In some instances, building principals/secretaries may assist in securing a substitute. All substitutes will be coordinated through—Frontline. **If unable to substitute, please log in and cancel your assignment.** FAQ’s are located at the back of this handbook.

**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: Jeff Hines  
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. 303<sup>rd</sup>  
Paola KS 66071  
Principal: Staci Wokutch  
Phone: (913) 294-8040

**Cottonwood Elementary (K-2)**  
709 N. Hedge Lane  
Paola, KS 66071  
Principal: Brennan Riffel  
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	8:10 – 3:10

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. Substitute teachers do not qualify for participation in the Kansas Public Employees Retirement System (KPERs).

Paychecks are electronically deposited on the 15<sup>th</sup> of each month for the previous month's days worked. You will be paid based on the days or half days worked. The payroll department accesses the calendar on your Frontline account for days worked. The rates of substitute pay are as follows below:

<b>Certified, Standard or Emergency Substitutes</b>	
Daily Call Substitute Position	\$115 per full day or \$57.5 for half day
Long Term Substitute Position (assignment of 10+ days)	\$165 per full day
<b>Non-Classified/Classified Substitutes</b>	
Computer Lab/Library Supervisors	\$115 per day
Para, Secretary, Custodian, Food Service, Aides	\$12.35 per hour

### **Policies and Handbooks**

All substitutes will adhere to rules, regulations and other district policies and handbooks as related to being a substitute. All policies and handbooks are found on the district website at [www.usd368.org](http://www.usd368.org).

- District Handbook: Parents & Students/District Handbook
- District Curriculum: District/District Office - Curriculum
- Policies: District/Board of Education/Board Policies
- Building Handbooks: under specific schools

Other information is also found on the district website.

## **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 Assistant Superintendent of Human Resources, 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 PreK 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,** assignments can be cancelled until two hours before school start time the morning of the assignment through FRONTLINE. To cancel an assignment after that time, you must contact the school directly.

**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 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. In 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 watch local 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 ensure 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 folder 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**

### Civil Rights Comprehensive Notification of Paola USD 368

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, State, School rules, laws, regulations, and policies, the Paola Unified School District 368 shall not discriminate on the basis of disability, race, color, national origin, sex, or age in admission to or employment in its education programs or activities and provides equal access to the Boy Scouts.

It is the intent of Paola USD 368, Paola, KS to comply with both the letter and spirit of the law in making sure certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (disability) should be referred to:

TITLE IX COORDINATOR: Matt Meek, Superintendent of Schools, 1115 E. 303<sup>rd</sup> St., Paola, KS, 66071; Telephone 913-294-8000

SECTION 504: Matt Meek, Superintendent of Schools, 1115 E. 303<sup>rd</sup> St., Paola, KS, 66071; Telephone 913-294-8000

Title VI, Title IX, and Section 504 complaints can also be filed with the U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut St., Suite 320, Kansas City, MO, 64106; Telephone 816-268-0550; Fax: 816-268-0599; TTY: 877-521-2172; Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

Matt Meek, Superintendent, USD 368



# 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.

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Signature of Substitute

Date

# Paola School District

## Frontline Substitute Placement and Absence Management System

Frontline is an automated substitute system that allows district employees and substitutes to schedule absences and assignments by phone or by internet.

We are using Frontline to streamline our substitute calling system. Frontline can call multiple substitutes at one time, as well as send out e-mail notifications to qualified subs. Subs are also able to find and accept jobs on-line through Frontline's Web.

### ***Benefits for Substitutes***

- You can be proactive. You don't have to wait for Frontline to call you.
- You can call into Frontline 24/7.
- You can log into Frontline online. 24/7 access.
- Nothing needed from you. No software needs to be installed.

### ***Need to Know***

- Frontline requires you to accept an "invitation" via your district email to finalize your Frontline account. If you do not receive an invitation email, contact the district office immediately.
- Keep your welcome letter, as it contains your ID, PIN number, and district call times
- In the profiles section of your account, you can change
  - Email address: currently set to your district email
  - PIN #
  - Schools
  - Call times
- If you receive a phone call from Frontline:
  - You must speak or say "hello" when Frontline calls
  - How a substitute responds will affect your future calling. For example, if you reject a job, Frontline will not call back for at least 16 minutes with other job offers.
  - Frontline does not leave voicemails.
  - If you miss a call as a substitute, call Frontline right back!
  - On an outbound call from Frontline, it will only present one job. If a substitute makes an inbound call into Frontline, you can hear all jobs (another benefit of being proactive).
- Keep in mind outbound calling behavior. 95% of all vacancies are filled in advance.
- All substitutes are encouraged to log into the Frontline website and re-watch the training video on your own time. You have access to these videos in your Help tab.
- Frontline will not call substitutes on official federal holidays in which schools are closed.
- Frontline will not call substitutes Friday evening through Sunday morning.

### ***FAQ***

#### **How do I access Frontline?**

There are two ways to access the Frontline system:

- By telephone at: 1-800-942-3767
- Or the internet at: [www.aesoponline.com](http://www.aesoponline.com)
- Jobulator is a mobile phone app, you can sign up for a 30-day free trial at [www.jobulator.com](http://www.jobulator.com).

#### **When will I be called?**

You can accept jobs at any time using Frontline's Web services. Frontline will begin calling substitutes 48 hours prior to the start of the absence for those jobs that are still unfilled. The morning call period is from 5:00 AM to 7:30 AM. The evening call period is from 5:00 PM to 9:30 PM. However, you can adjust your personal call periods to times that are more convenient for you, as long as they fall within the windows of time specified. This feature is available when you access your personal account with Frontline.

### **What is my login ID?**

Your login ID is your ten-digit cell number (i.e., 913-555-8888)

### **What is my PIN?**

Your PIN is indicated in your Substitutes Welcome Letter and by default is 12123 but you can change it.

### **What if I have more than one district I sub for that uses Frontline?**

The system recognizes you as a multiple district substitute by matching your first name, last name, and phone number. You must be entered exactly the same at each district to be a multiple district sub. If the system detects matching information for you in more than one district using Frontline, you will be considered a multiple district substitute. You may also add districts that you have already signed up for that are not automatically detected. If you have been recognized as a substitute in multiple districts, when you log into Frontline you will see a message to “Create multiple district pin” in a green box. Follow directions.

### **Why am I NOT receiving calls from Frontline?**

There are several reasons why you are not receiving calls. The most common reasons are:

- No jobs are available. This may be due to the fact that other substitutes are, proactively, seeking out assignments.
- You did not pass a system check (i.e., how your personal settings are input)
- Your preferences are set to not receive calls
- Frontline has an incorrect telephone number for you

### **Can I choose to receive calls for only certain schools?**

Yes, you specify these schools under “Preferences” tab>”Schools” once you login to Frontline.

### **I’m only available on certain days, or for certain times of the day. Can I only see jobs that are available during these times?**

Yes, you have the ability to manage your own schedule in Frontline so you are only notified of jobs that fit within your available times. Once you accept a job, you are automatically marked as unavailable for this time so you won’t receive further notices for that same day and time.

### **How do I stop getting automated calls?**

From the Frontline homepage, click “Preferences” tab; click “Call Times.” In the upper right corner, locate “Accept phone calls for available jobs” and select “No” and click “OK.”

### **Does Frontline call substitutes in alphabetical order or randomly?**

Frontline calls in random order.

### **Can I change the hours Frontline calls me?**

From the Frontline homepage, click “Preferences” tab, click “Call Times”, click “Edit” for the day you want to change the calling times, choose your option, once you have completed your selection(s), choose to “Apply to All” or “apply to the specific day selected.

### **Will I receive a confirmation when I accept an assignment?**

Yes, a confirmation number will appear at the top of your screen.

### **I cannot complete an assignment, what should I do? (To cancel an accepted position)**

From the FRONTLINE homepage, click “Scheduled Jobs”; find the assignment that you wish to cancel and click “Cancel”; confirm the cancellation. Assignments can be cancelled until two hours before school start time the morning of the assignment. To cancel an assignment after that time, you must contact the school directly. Once you cancel an assignment on the day of the assignment, FRONTLINE will flag that day as a non-work day for you and no additional assignments will be available for the duration of the initial assignment.

**Can a teacher leave notes regarding the classroom, lesson plans, etc?**

Teachers have the option of attaching substitute plans and other documents or instructions to the job assignment in Frontline. However, use of this feature is currently at the discretion of the individual teacher.

**Where can I get additional information on FRONTLINE and how to use the system?**

Once you log on to FRONTLINE, you can use the training videos FRONTLINE has posted on your main page.

**What if I have been a preferred sub for several teachers (or a school) – can I still be?**

Yes, teachers may go into FRONTLINE to set up their substitute teacher preferences.

**If I accept a job for today will FRONTLINE continue to call me?**

No. Once you accept an assignment for today, FRONTLINE will not call you nor will you see other jobs available online for today.

**I cannot find any jobs – can you help me?**

- There may not be any jobs available throughout the district at this time.
- There may not be any jobs at your preferred schools. You may want to consider adding additional schools to your Schools list.
- The day may be marked as a Non-Work Day.

**How many days in advance will Frontline call me?**

Frontline will make calls two days in advance of the start date.

**What if a teacher asks me to sub for him/her – how does that work?**

In some cases, the school secretary will contact a substitute. Once the substitute accepts the assignment, the Frontline campus coordinator registers the absence and assigns the substitute to that absence.

**What if I forgot the details of an assignment, can I retrieve them from FRONTLINE?**

Online: from the FRONTLINE homepage, click “Scheduled Jobs.” By phone: there is an option to review your assignments.

**How do I select which schools I want to see jobs at or do not want to see jobs at?**

From the FRONTLINE homepage, click “Preferences” > “Schools”. Select your preferred schools and click “Save”.

**Who do I contact for technical support?**

Substitutes are encouraged to reference the Frontline QuickStart Guide for Substitutes that is available when you login into Frontline. This guide will provide you with step by step instructions on how to navigate through and use the features in Frontline. Training videos are also available through Frontline. For on-going support or assistance, you may also contact the Paola School District at 913-294-8000.