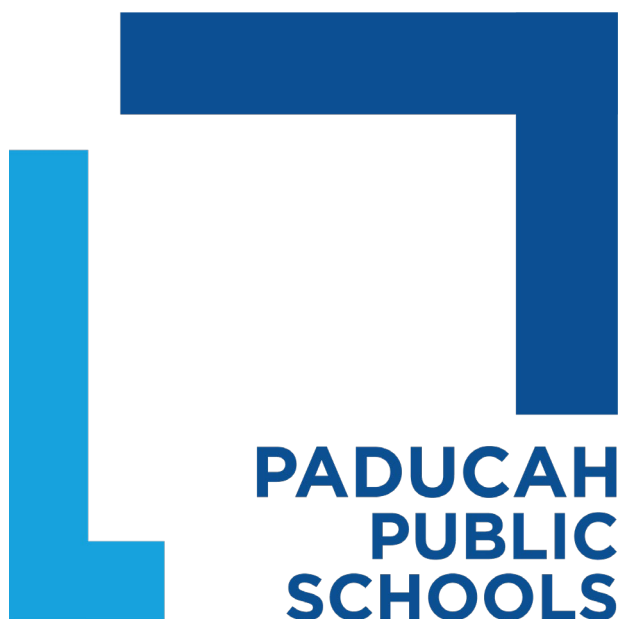


# **PADUCAH PUBLIC SCHOOLS**

## **CLASSIFIED SUBSTITUTE HANDBOOK**

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**2020-2021**



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The Paducah Independent School District Board of Education affirms that no person shall, on the basis of sex, race, religion, creed, color, national origin, citizenship status, or handicap, be excluded from participation in, be denied benefits of or be subjected to discrimination under any educational program or activity under its auspices.

# **SCHOOLS**

## **CLARK ELEMENTARY**

3401 Buckner Lane  
Paducah, Kentucky 42001  
444-5730 Office  
Nicholas Dietrich, Principal  
Kelly Workman, Assistant Principal

## **MCNABB ELEMENTARY SCHOOL**

2100 Park Avenue  
Paducah, Kentucky 42001  
444-5750 Office  
Teresa Spann, Principal  
Josh Payne, Assistant Principal

## **MORGAN ELEMENTARY SCHOOL**

2200 South 28<sup>th</sup> Street  
Paducah, Kentucky 42001  
444-5760 Office  
Mark Fenske, Principal  
Erin Sauders, Assistant Principal

## **PADUCAH MIDDLE SCHOOL**

342 Lone Oak Road  
Paducah, Kentucky 42001  
444-5710 Office  
Allene Houston Jones, Principal  
Kristopher Durfee, Assistant Principal & A.D.  
Rick Roberts, Assistant Principal

## **PADUCAH TILGHMAN HIGH SCHOOL**

2400 Washington Street  
Paducah, Kentucky 42001  
444-5650 Office  
Allison Stieg, Principal  
Jason Nickal, Assistant Principal & A.D.  
Jonathan Smith, Assistant Principal  
Shonda Burrus, Dean of Students

## **CHOICES ALTERNATIVE SCHOOL**

800 Caldwell Street  
Paducah, Kentucky 42002  
444-5790 Office  
Brad Stieg, Principal  
Gary Willis, Guidance Counselor

## **PATC & INNOVATION HUB**

500 South 25th Street  
Paducah, KY 42003  
443-6592 Office  
Steve Ybarzabal, Principal  
Corbin Sardon, Assistant Principal  
Tim Franklin – Director, HUB

## School's Beginning and Ending Times

The Substitute Teacher's workday shall be as follows:

<u>School</u>	<u>STUDENTS</u>		<u>SUBSTITUTES</u>	
	<u>Arrival</u>	<u>Departure</u>	<u>Arrival</u>	<u>Departure</u>
Clark	8:00 A.M.	3:15 P.M.	7:40A.M.	3:30P.M. or until all children are dismissed.
McNabb	8:00 A.M.	3:15 P.M.	7:40A.M.	3:30P.M. or until all children are dismissed.
Morgan	8:00 A.M.	3:15 P.M.	7:40A.M.	3:30P.M. or until all children are dismissed.
Paducah Middle	7:23 A.M.	2:30 P.M.	7:10 A.M.	2:50P.M. or until all children are dismissed
Paducah Tilghman	7:22 A.M.	2:27 P.M.	7:10 A.M.	2:45P.M. or until all children are dismissed
Choices	7:25 A.M.	2:05 P.M.	7:15 A.M.	2:15P.M. or until all children are dismissed

### FLASHING SCHOOL LIGHTS

#### Clark

7:15 – 8:15 A.M.

2:30 – 3:15 P.M.

#### McNabb

7:15 – 8:30 A.M.

2:45 – 3:15 P.M.

#### Morgan Elementary

7:15 – 8:00 A.M.

2:40 – 3:30 P.M.

#### Paducah Middle

6:55 – 7:30 A.M.

2:10 – 2:50 P.M.

#### Paducah Tilghman

6:55 – 7:30 A.M.

2:10 – 2:50 P.M.

#### Choices

6:55 – 7:30 A.M.

2:10 – 2:50 P.M.

## CALLING PROCEDURES

Frontline (AESOP) is the district substitute calling and attendance system. It is an automated substitute placement service for which users simply log in via the web or phone anytime, anywhere.

Substitutes can use Frontline to search for available assignments anytime they wish, either by calling a toll-free number or by logging onto the web.

Substitutes must attend the mandatory training to use the system.

Any individual who desires to have his/her name removed from the substitute list for the remainder or part of the school year should send written notice to the personnel office of the Paducah Public Schools.

## GENERAL INFORMATION FOR RETIRED TEACHERS

A retired teacher must provide documentation of their Daily Wage Threshold prior to substitute teaching. The retiree is responsible for working according to the requirements of the KY Teacher Retirement System.

If a retired teacher violates this agreement, his/her retirement income will be affected.

All substitutes must file certificates in the personnel department at central office.

## SUBSTITUTE'S RESPONSIBILITIES

1. Remember to bring your Frontline (AESOP) confirmation number verifying you are to substitute.
2. Report to the principal or school secretary as soon as you arrive. It is very important that you sign the "employee log" to indicate arrival. These sign in logs are located in different areas of each building.
3. Ask about your duties.
4. Ask about special duties.
5. Check the employee's mailbox.
6. Check the bulletin board for general information.
7. Check emergency procedures of the building.
8. Follow your requirements as closely as possible.
9. Leave your worksite orderly and attractive.
10. Leave discipline of students to Certified staff, but report any inappropriate behavior to certified staff.
11. Complete the evaluation of your experience in Frontline (AESOP).
12. **Be professional.**

## **ETHICS FOR SUBSTITUTE TEACHERS**

1. The substitute should keep his/her relationship with public school administrators, teachers and students on a professional basis.
2. Consider all records confidential. Please do not discuss them socially.
3. Avoid comparing situations in one building with situations in other buildings.
4. Deal impartially and without prejudice with each individual child.
5. The criticism of the regular teachers to the students, or to other teachers, is a breach of professional responsibility.
6. Substitutes must follow school/district policies and procedures.

## **Emergency Procedures for CLASSIFIED Substitutes**

Please refer to the Emergency Action Plan located in the school. Refer to the area below that describes your job to know specifically what to do in case of an emergency:

### **Office Staff/Substitute** (secretary, clerks)

- Take emergency manual to principal or person in charge.
- Locate the principal or person in charge and complete all duties assigned in the school emergency plan.
- Take communications devices and student/staff emergency cards to office or evaluation site.
- If evacuation is required, follow evacuation procedures for disaster and emergencies using the established evacuation routes.
- If encountered by an armed intruder, get away if you are unseen or follow his directions if confronted.
- Make calls to appropriate parties as instructed by principal or person in charge.
- Keep phone log on ALL calls.
- Compile and verify attendance data received from message runners.
- Document students released by office staff.
- Keep a log on all activities conducted in office area.
- Answer and direct incoming calls to the building.
- Refer all questions and concerns to the principal or superintendent.

### **Cafeteria Staff/Substitute**

- Locate the principal or person in charge and complete all assigned duties.
- Make sure all cooking appliances are turned off.
- If an evacuation is required, follow evacuation procedures for disaster and emergencies, using established evacuation routes.
- Report any unusual suspicious activity to the principal or person in charge.
- Refer all questions concerning the emergency to the principal or superintendent.
- If encountered by an armed intruder, get away if you are unseen or follow his directions if confronted.
- Complete all duties assigned by your school emergency operations plan. There may be a need to prepare food.
- In a community-wide emergency, the cafeteria manager should inventory all foods and cafeteria supplies before disbursement.

### **Custodians/Substitute**

- Locate the principal or person in charge and complete all assigned duties.
- If an evacuation is required, assist staff in the orderly movement of children from the building and carry a communication device outside.
- If a lockdown is required, canvass hallways and move any students or staff into secure room.
- Turn off gas, water or electricity as directed by the principal.
- Locate the emergency supplies kit if needed.
- Provide assistance to fire and emergency staff as needed.
- Complete all previously assigned duties outlined in your school emergency plan. Usually the custodian is on the building security team.
- Report any unusual suspicious activity or information to the principal.
- If encountered by an armed intruder, get away if you are unseen or follow his directions if confronted.
- Refer all questions concerning the emergency to the principal or superintendent.

### **Maintenance/Substitute**

- Maintain communication with Central Office.
- Prepare to assist at any needed location.
- Report to principal or person in charge.
- Assist the building security and/or search and rescue.
- Refer all media questions to administrators.

### **Instructional Assistants/Substitute**

- Secure safety of students assigned to you at ALL times.
- If evacuation is required, follow evacuation procedures for disaster and emergencies using established evacuation routes.
- Check hallways and direct students to nearest classroom.
- If the teacher is reassigned and you are placed in charge of the students, keep roll book (student information) with you.
- Take attendance and get information to office as soon as possible.
- If intruder is in the building, close/lock classroom doors, and keep children inside.
- Students are to be released after disasters or emergencies only to authorized persons and then only after receiving signature from person whose name must be on the student information card.
- Report any unusual or suspicious activity to the principal or person in charge.
- If encountered by an armed intruder, get away if you are unseen or follow his directions if confronted.
- Complete all duties assigned by your school emergency operations plan.
- If placed in charge, you are responsible for the safety and security of all students until relieved by an assigned person, administrator, instructional assistant, etc. or until student is released to parent or responsible person from student information card.
- Refer all questions and concerns to the principal, person in charge, or superintendent.



## APPLICATION PROCESS FOR CLASSIFIED SUBSTITUTE

### TO SUBSTITUTS one must have:

A High School Diploma

OR

GED

- A. Complete an online application for substitute teaching for Paducah Public Schools.
- B. Submit a high school diploma or transcript showing graduation with your application.
- C. After the application and documentation are received, contact will be made for an interview when new employees are needed.  
After the interview process, and if you are employed by Paducah Independent School district, you are required to take a physical exam and a TB Skin Test and criminal background check.

*A criminal records check is required by law for anyone employed in the public schools of Kentucky.*

- D. When arriving for an appointment, bring:
  1. Driver's license
  2. Social Security Card
  3. Cash, or a Check or Money Order for \$25.00 payable to: **Paducah Public Schools** for the Central Registry Check and background check, (OR a copy of one's criminal records check which has been done in another district within the past six months.)

You cannot be placed on the substitute list until all the above information is on file in the district office.

### Substitute Guidelines

1. Substitutes are to sign-in at the front office 7:10 A.M. – 7:30 A.M. at the school. Write down the confirmation number for the job and take it with you to the school. (This is the confirmation number assigned to you by Frontline (Aesop) substitute placement system).
2. Directions to your work area and instructions for your work will be given upon arrival.
3. Substitutes must sign-out in the front office when leaving the building.

# *Confidentiality Information*

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## Access Rights

- Permit parents to review and inspect records pertaining to their child.
- Review without unnecessary delay (less than 45 days)
- Provide explanations and interpretations of student data
- Permit review by either parent, barring legal rights termination
- Maintain a record of access

## Inspect & Review

- Information provided only for their child
- Group information must protect all individuals
- Provide a list of types and locations of records

## Amendment

- Parent may request an amendment if information is inaccurate, misleading or violates privacy
- Decision to amend or not is made within a reasonable period of time
- Notify parent of decision and right to a hearing
- Provide a hearing
- Provide a parent results of hearing

## Disclosure

- Obtain written parental consent before disclosure of personally identifiable info
- Disclose information to other school officials; authorized officials, financial aid offers, research agents, accrediting agencies, judicial subpoenas, and appropriate parties in a health or safety emergency
- Directory information
- Re-disclosure with additional consent

## **e-Stub Instructions**

- Go to [www.paducah.kyschools.us](http://www.paducah.kyschools.us)
- Click on Quick Links on the left
- Click on e-stub
- Enter your Employee ID (this number will never change; please write down for your convenience)
- Enter pin (password)  
\*The very first time you log in, your pin will be your social security number with no dashes. It will take you to a screen and ask you to reset your pin to a 6-20 character pin in both boxes. Please enter the same pin, one you can easily remember, into both boxes. You may then sign in. The next time you log in, you will enter your Employee ID and the **NEW** pin you have just changed it to. If you forget your pin, you must contact the payroll clerk and it will be reset to your social security number again and you will go through the same process.  
**PIN NUMBERS ARE CASE SENSITIVE.**

**PAYROLL CHECK DISTRIBUTION PROCEDURES  
2020/2021 SCHOOL YEAR PAY SCHEDULE**

<u>Pay Dates</u>	<u>START</u>	<u>CUT-OFF DATE</u>	<u>PAY DOCUMENTS DUE IN PAYROLL</u>
<b>July 24, 2020</b>	June 1, 2020	June 30, 2020	<b>July 8, 2020</b>
<b>August 25, 2020</b>	July 1, 2020	July 31, 2020	<b>August 6, 2020</b>
<b>September 25, 2020</b>	August 1, 2020	August 31, 2020	<b>September 8, 2020</b>
<b>October 23, 2020</b>	September 1, 2020	September 30, 2020	<b>October 7, 2020</b>
<b>November 24, 2020</b>	October 1, 2020	October 31, 2020	<b>November 9, 2020</b>
<b>December 18, 2020</b>	November 1, 2020	November 30, 2020	<b>December 4, 2020</b>
<b>January 25, 2021</b>	December 1, 2020	December 31, 2020	<b>January 8, 2021</b>
<b>February 25, 2021</b>	January 1, 2021	January 31, 2021	<b>February 9, 2021</b>
<b>March 25, 2021</b>	February 1, 2021	February 28, 2021	<b>March 19, 2021</b>
<b>April 23, 2021</b>	March 1, 2021	March 31, 2021	<b>April 6, 2021</b>
<b>May 25, 2021</b>	April 1, 2021	April 30, 2021	<b>May 5, 2021</b>
<b>June 24, 2021 (1<sup>st</sup>)</b>	May 1, 2021	May 31, 2021	<b>June 9, 2021</b>
<b>June 25, 2021 (2<sup>nd</sup>)</b>	June 1, 2021	June 30, 2021	

Payroll is conducted by direct deposit only. If you have questions or concerns, please feel free to contact the payroll office at 444-5600 x 1044.

**Substitute Salary Schedule**

	<b>Experience</b>	<b><u>0-1</u></b>	<b><u>2-3</u></b>	<b><u>4-5</u></b>	<b><u>6-7</u></b>	<b><u>8-9</u></b>	<b><u>10-14</u></b>	<b><u>15-19</u></b>	<b><u>20-24</u></b>	<b><u>25</u></b>
<b>Classified Substitute</b>	<b>Hourly</b>	8.10	8.58	9.05	9.64	10.24	10.83	11.50	11.50	11.50
<b>Food Service Assistant</b>	<b>Hourly</b>	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25	7.25
<b>Maintenance Apprentice 2</b>	<b>Hourly</b>	10.99	10.99	10.99	10.99	10.99	10.99	10.99	10.99	10.99
<b>Maintenance Apprentice 1</b>	<b>Hourly</b>	9.61	9.61	9.61	9.61	9.61	9.61	9.61	9.61	9.61
<b>Nurse</b>	<b>Hourly</b>	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
<b>Interpreter</b>	<b>Hourly</b>	17.00	17.00	17.00	17.00	17.00	17.00	17.00	17.00	17.00

# Paducah Independent Schools 2020 - 2021 School Calendar

July 2020						
Su	M	T	W	Th	F	Sa
			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	

August 2020						
Su	M	T	W	Th	F	Sa
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					

September 2020						
Su	M	T	W	Th	F	Sa
		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			

October 2020						
Su	M	T	W	Th	F	Sa
				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

November 2020						
Su	M	T	W	Th	F	Sa
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					

December 2020						
Su	M	T	W	Th	F	Sa
		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		

January 2021						
Su	M	T	W	Th	F	Sa
					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

February 2021						
Su	M	T	W	Th	F	Sa
	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						

March 2021						
Su	M	T	W	Th	F	Sa
	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			

April 2021						
Su	M	T	W	Th	F	Sa
				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	

May 2021						
Su	M	T	W	Th	F	Sa
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					

June 2021						
Su	M	T	W	Th	F	Sa
		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			

	Professional Dev. (Flex)
	Open/Close (Teachers Only)
	First/Last Day for Students
	NTI (Non-Traditional Instruction)

	No School
	Holiday
	Professional Dev. (Mandated)
	Make-Up Days (Weather)

9 Weeks Grading Periods	
1st Quarter	Aug 24 - Oct 28
2nd Quarter	Oct 29 - Dec 18
3rd Quarter	Jan 4 - Mar 11
4th Quarter	Mar 12 - May 20