

PADUCAH PUBLIC SCHOOLS

SUBSTITUTE TEACHER'S HANDBOOK

2021-2022



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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 28th 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
Geco Ross, 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
Deatrik Kinney, Assistant Principal & A.D.
Ashley Adkins, Assistant Principal
Ronnie Stroud, Dean of Students

CHOICES ALTERNATIVE SCHOOL

800 Caldwell Street
Paducah, Kentucky 42003
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
Andre' Meadows, 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.	2:55 P.M.	7:30A.M.	3:15P.M. or until all children are dismissed.
McNabb	8:00 A.M.	2:55 P.M.	7:30A.M.	3:15P.M. or until all children are dismissed.
Morgan	8:00 A.M.	2:55 P.M.	7:30A.M.	3:15P.M. or until all children are dismissed.
Paducah Middle	7:23 A.M.	2:05P.M.	7:10 A.M.	2:30P.M. or until all children are dismissed
Paducah Tilghman	7:22 A.M.	2:12 P.M.	7:10 A.M.	2:45P.M. or until all children are dismissed
Choices	7:30 A.M.	1:45 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.

Paducah Middle
6:55 – 7:30 A.M.
2:10 – 2:50 P.M.

McNabb
7:15 – 8:30 A.M.
2:45 – 3:15 P.M.

Paducah Tilghman
6:55 – 7:30 A.M.
2:10 – 2:50 P.M.

Morgan Elementary
7:15 – 8:00 A.M.
2:40 – 3:30 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 teach.
2. Report to the principal or school secretary as soon as you arrive. It is very important that you sign the "teachers' log" to indicate arrival. These teacher sign-in logs are located in different areas of each building.
3. Look for the Substitute Notebook on each teacher's desk.
4. Ask about special duties.
5. Check the teacher's mailbox.
6. Check the bulletin board for general information.
7. Check fire drill instructions on the card in the classroom.
8. The first few minute's count. Be sure of yourself.
9. Be firm in your discipline.
10. Refer all children who are leaving the building to the principal's office. NEVER release a child until you have permission from someone in the main office.
11. Never leave a child unattended.
12. Clip any notes from parents on the plan book even if you have dealt with the issue.
13. Record absences in the register or grade book with a pencil. Also, within the first hour, send written notification of absentees with the teacher name and date to the office.
14. Follow lesson plans as closely as possible.
15. Maintain an orderly and attractive classroom and leave it in good order.
16. Grade as much work as possible and leave a summary of the work completed.
17. Attend staff meetings when employed at one particular school a week or more.
18. Complete the evaluation of your experience in Frontline (AESOP).
19. **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. Respect his/her confidence in you.
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 Teachers/Substitutes

- Secure the 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 the nearest classroom.
- Keep the roll book (student information) with you.
- Check attendance and get information to the office as soon as possible.
- If an intruder is in the building, close and 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 the 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.
- Refer all questions concerning the emergency to the principal or superintendent.
- Complete all duties assigned by the school emergency operations plan.
- The teacher/substitute is responsible for the safety and security of all students until relieved by an assigned person, administrator, instructional assistant, etc., or until the student is released to a parent or responsible person listed on the student information card.

APPLICATION PROCESS FOR SUBSTITUTE TEACHERS

TO SUBSTITUTE TEACH one must have:

Kentucky Teaching Certificate

OR

Official (with embossed stamp) transcript with minimum of 64 semester hours of credit and a grade point average of 2.5.

OR

If one has ever had a Kentucky Teaching Certificate which has expired (and renewal requirements cannot be met), one may write for a **Certificate for Substitute Teaching** to:

Office of Teacher Education and Certification
Kentucky Department of Education
1024 Capital Center Drive
Frankfort KY 40601

- A. Complete an online application for substitute teaching for Paducah Public Schools.
- B. Submit a cover letter, a Kentucky teaching certificate, or college transcript (64 hours/ 2.5 GPA) with your application.
- C. After the application and documentation are received, contact will be made for an interview. 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. Check or Cash for \$25.00 payable to: ***Paducah Public Schools*** for the central registry check & criminal records background check, Fee for the background check is \$15.00. Fee for the central registry check is \$10.00.

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

Substitute Teacher Pay Scale

- \$67.50 per day – Rank IV-V (64 semester hours or above without education degree)
- \$74.36 per day – Rank III, BS in education, teaching certificate
- \$84.66 per day – Rank II, MA in education, teaching certificate
- \$90.38 per day – Rank I, MA+ in education, teaching certificate

(Rankings are issued by the Department of Education; not the local school district)

Clark Elementary Substitute Guidelines

C.L.A.R.K. STUDENT EXPECTATIONS

“Choose to be responsible”






“Line-up quickly and quietly”

“Always follow directions”



“Respect self and others and be accountable for my actions”

“Keep hands, feet, and objects to myself”


Arrival Expectations

-  Use hallway expectations as I walk to my class/locker
-  Quickly and quietly put my things away
-  Use a 0 voice level and go to the cafeteria for breakfast
-  Return to class on a 0 voice level
-  Use a 0-1 voice level as I prepare to work before class begins






Hallway Expectations

-  Use a 0 voice level
-  Walk single file line on the right side, with eyes forward
- Keep hands, feet, and objects to self





Restroom Expectations

-  Use a 0-1 voice level
-  Give privacy to others
-  Use restroom and leave immediately after washing and drying hands




Cafeteria Expectations

-  Use a 0 voice level when entering, waiting in line, and leaving
-  Collect all necessary items and purchase food before taking my seat
-  0 voice level for the first 5 minutes of lunch, then use a voice level of 2 while talking at my table
-  Ask permission to get out of my seat
-  Use good manners and clean up around my space





Playground/Recess Expectations

-  Play in designated area
-  Use playground equipment safely and appropriately
-  Keep hands and feet to self
-  Use appropriate language for school and be kind to others






Assembly Expectations

-  Use a 0 voice level when entering, during, and leaving the assembly
-  Sit on bottom, and keep hands and feet to self
-  Give presenter my full attention and respond appropriately






Field Trip Expectations

-  Listen for instructions
-  Use a 0 voice level while in line
-  Use a 1-2 voice level while on the bus
-  Stay with my group, follow all safety rules, and be respectful to presenter






Bus Rider Dismissal Expectations

-  Use a 0 voice level
-  Gather work and wear my backpack
-  Walk with my teacher to assigned location using our hallway expectations
-  Listen carefully and follow instructions
-  Use a 1-2 voice level on bus






Car Rider/Walker Dismissal Expectations

-  Use a 0 voice level
-  Gather work and wear my backpack
-  Walk with my teacher to assigned location using our hallway expectations
-  Listen carefully and follow instructions
-  Use a 0-1 voice level while waiting in gym

Bus Expectations

-  Use a voice level of 2
-  Stay in seat, never stand or try to move while bus is in motion
-  Keep hands, feet, and belongings to self
-  No food, candy, or drink allowed on bus
-  Report problems to bus driver

Goal Room Expectations

-  Voice level of 0, unless responding to teacher
-  Take ownership and responsibility for my actions
-  Do not communicate with other students
-  Follow directions given by teacher
-  Use time wisely to complete assignments
- Keep work area neat and organized

McNABB ELEMENTARY SCHOOL

Substitute Guidelines

Welcome to McNabb Elementary! We are so glad to have you as a part of our school. Thank you for preparing to inspire our amazing young people by reading this document!

If you have any questions please contact the following:

Ms. James (attendance clerk) – ext. 5000	Mrs. Tammy (secretary) – ext. 5305
Mrs. Knox (counselor) – ext. 5303	Mr. Payne (assistant principal) – ext. 5301
Mrs. York (reading coach) – ext. 5124	Mrs. Spann (principal) – ext. 5300

Arrival

- Sign in at the office between 7:30. You are to be at your post by 7:30, so please do your best to be punctual. Please call the school if you have an emergency or will be late to school. See Mrs. Tammy for assistance at **Ext. 5305**
- Please make sure you sign in and fill out the Affordable Care Tracking Form. You will be given a substitute badge, substitute laptop, and a classroom key. We ask that you turn in your car keys for us to hold as a reminder to sign out, return your sub badge and the classroom key.
- We will give you directions to your classroom. Please see our school map attached.

Breakfast

- Students in kindergarten and 1st grade will go to their classroom from the bus or car/walker line.
- Breakfast will be delivered to the K-1st grade classrooms.

Lesson Plans

- You will find a Substitute Binder on your teacher's desk which will contain:
 - Daily Schedule which will include routine cleaning schedule, bathroom procedures, and water bottle routines
 - Class Roster/ Seating Charts
 - Behavioral Expectations
 - Classroom Rules/ Consequences
 - Emergency Procedures
 - List of "Go To" students
 - List of grade level teachers
- Lesson Plans will be left on teacher's desk.
- See **Mrs. York** for assistance with reading. **Ext. 5124** and call the **tech department** at **1055** for any technical assistance needed.

Dismissal

- Please be sure you have a PM transportation schedule. Make sure you know how each student will go home by 1 pm. See Mrs. James for help at **Ext. 5000**
- Substitutes are free to leave **after every student has been dismissed from school.**
- Substitutes must sign-out in the office before leaving. Please turn in your substitute laptop, substitute badge, and classroom key.

Restrooms

You are more than welcome to use the student restrooms. However, there are staff restrooms in the main office and the attendance office. Also, there is a restroom in the back of the library staff members may use. Please look at the attached map to find those locations.

Lunch

- Breakfast for staff is \$1.50. Lunch for staff is \$2.50. Salad or sandwich only is \$1.50.
- Please send lunch slip to the cafeteria by 8:30 if you plan on eating lunch in the cafeteria.

Health

- Our school nurse (Nurse Kelley) is here daily. She handles all medication and health issues.
- Please do not send students to the nurse's station unless it is truly a health issue and you have filled out a nurse's pass for them after 8 a.m.

Safety Drills

- Fire – Make sure the door is locked and closed, take attendance (let students who return to the classroom from the hallway in), stay in the room until the announcement is made to evacuate the building. Students then exit the building, led by the teacher, using the exit designated at the beginning of the year. All classes move to the corner of 23rd and Clay Street or 22nd and LaClede. Students are expected to remain quiet during all drills. Last person out of the room closes the door. Teacher is to take attendance and emergency contact information with them. Once at the corner of 23rd and Clay or 22nd and LaClede check to make sure all your students are accounted for.
- Tornado – students move to the designated hallways and cover the back of their heads using their hands. Students should position themselves close to the wall and will remain quiet.
- Earthquake – duck and hold. Students will get under a desk or table and hold onto the leg of the furniture and remain quiet.
- Lockdown – As soon as the lockdown is announced, teachers will pull any students in the hallway into their classroom, lock the door, and move all students to a safe place in the classroom that is not visible from the doors or exterior windows. **IF YOU DO NOT HAVE A KEY TO YOUR CLASSROOM DOOR, PLEASE SEE MRS. TAMMY.**

Discipline Guidelines

The staff at McNabb Elementary School is committed to high standards of student achievement. These standards can only be met in an orderly environment. To allow students to be successful, McNabb practices Stephen Covey's 7 Habits for our Guidelines for Success to promote leadership and 21st Century skills. The 7 Habits help students make the best choices. We use CHAMPs to teach routines and procedures. CHAMPs promote success and also serves as our classroom and school wide rules. Every classroom has CHAMPs charts displayed in their classrooms. The CHAMPs chart should be with the classroom teacher at all times. Each of the letters In CHAMPs represents a rule that the students are to incorporate into their daily behavior while at school. Please see teacher's sub (guest teacher) folder for more information.

7 Habits	CHAMPs
1) Be Proactive	C onversation
2) Begin with the End in Mind	H elp
3) Put First Things First	A ctivity
4) Think Win Win	M ovement
5) Seek First to Understand, Then to be Understood	P articipation
6) Synergize	
7) Sharpen the Saw	

During the school day when a student does not follow the CHAMPs rules, his/her teacher will give a mark to indicate the rule that was broken. It is our goal that a student will behave in such a manner as to have no marks. The CHAMPs rules are to be followed at all times and during all aspects of the school day.

The rating period and reward schedule will be weekly for the entire school year. Each reward or special privilege will occur on the Friday at the end of the rating period. Some rewards may also be given at random times. There will also be consequences, which will be used for students who have difficulty behaving during the rating periods.

5 Minor Infractions per day justify a behavior referral and the office will need to be notified:

- Inappropriate language
- Physical contact/aggression
- Property misuse
- Minor Disruptions
- Defiance/Disrespect
- Forgery/Theft
- Lying/Cheating
- Minor Noncompliance
- Inappropriate Location
- Dress code violation

All Major Infractions justify a referral and the office will need to be notified:

- Abusive/Inappropriate language/Profanity
- Fighting/Major physical aggression
- Property Damage
- Major Disruption
- Defiance/Disrespect
- Forgery/Theft
- Lying/Cheating
- Bullying/Harassment
- Technology violation
- Bomb threat/False Alarm
- Arson/Attempted Arson
- Possession/Use of tobacco, alcohol, drugs, weapons, combustibles

***Please see teacher's plans to determine where to record marks and positive notes.

Thank you for your service and dedication to the students and staff of McNabb Elementary!!!

McNabb Elementary

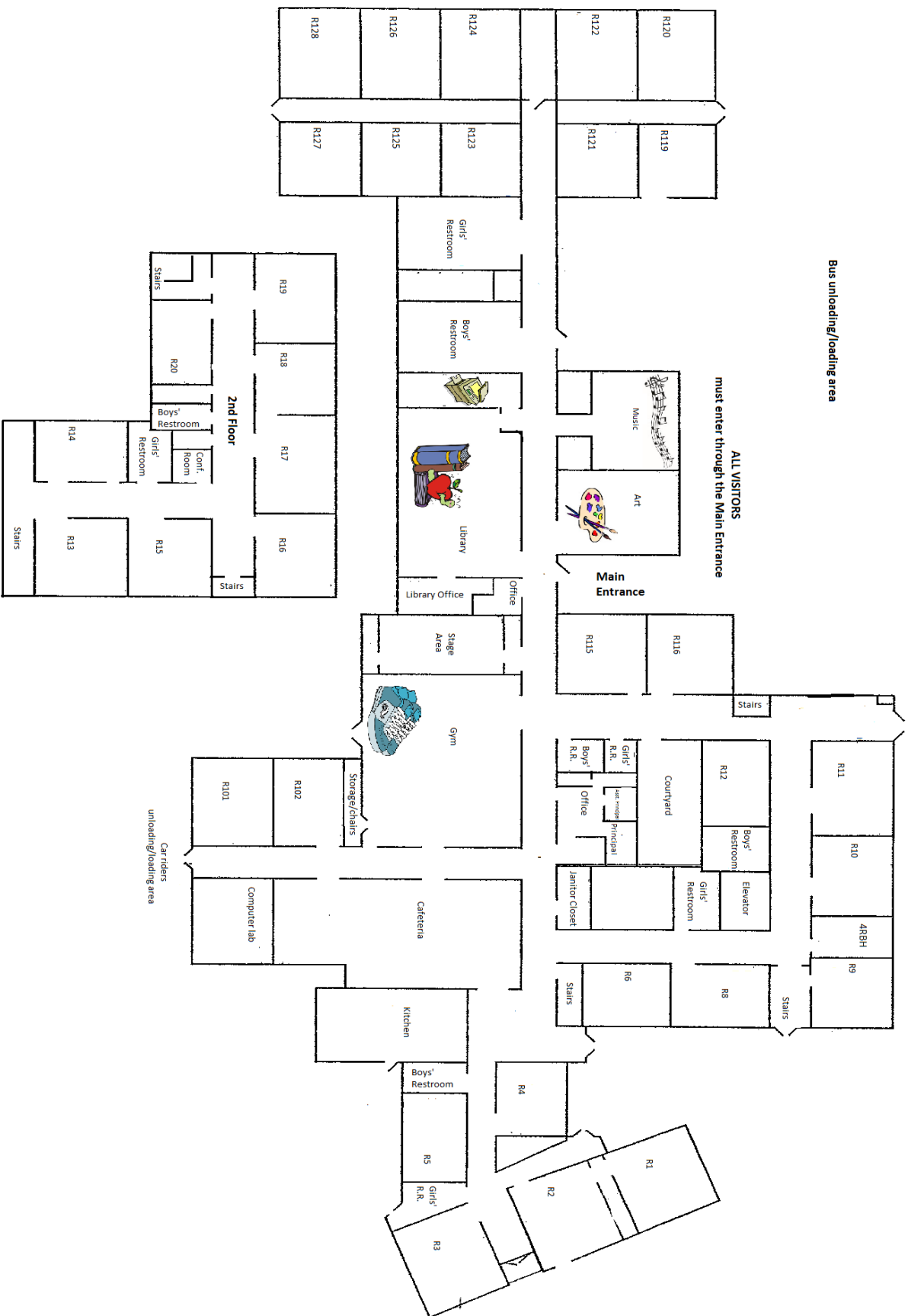
Bus unloading/loading area

ALL VISITORS
must enter through the Main Entrance

Main Entrance

Bus riders Enter/exit

Car riders
unloading/loading area



MORGAN ELEMENTARY QUICK REFERENCE FOR SUBSTITUTES

STARTING & ENDING TIMES:

TEACHERS: 7:30 – 3:15 ALL SUBSTITUTE TEACHERS SHOULD BE IN THE DESIGNATED CLASSROOM NO LATER THAN 7:30 AM.

STUDENTS: 7:30 AM GRAB AND GO BREAKFAST IN CLASSROOMS – 8:00 – 2:55 (OR UNTIL ALL STUDENTS HAVE BEEN PICKED-UP AT THE END OF THE DAY)

SUBS SHOULD BE AT THE DESIGNATED AREAS SPECIFIED BY THE TEACHER'S OR INSTRUCTIONAL ASSISTANT'S PLANS.

PLANNING TIMES: PLANNING TIME WILL BE INDICATED ON THE TEACHER'S SCHEDULE INCLUDED WITH THE LESSON PLANS.

SIGN - IN WHEN YOU FIRST ARRIVE: THE SIGN-IN/OUT NOTEBOOK IS IN THE FOYER ON THE GLASS TABLE. BEFORE YOU LEAVE FOR THE DAY, PLEASE COMPLETE THE REQUIRED DISTRICT PAPERWORK IN THE WHITE NOTEBOOK ON THE FRONT COUNTER IN THE OFFICE.

SUPERVISION: TEACHERS HAVE DUTIES BEFORE AND AFTER SCHOOL. PLEASE MAKE SURE YOU CHECK THE PLANS TO KNOW WHERE YOU SHOULD BE LOCATED AT THESE TIMES. IF YOU HAVE ANY QUESTIONS ABOUT DUTIES, PLEASE ASK A TEACHER IN THE GRADE LEVEL WHERE YOU HAVE BEEN ASSIGNED.

ATTENDANCE: ATTENDANCE IS TO BE TAKEN EACH MORNING AS SOON AFTER 8:00 AS POSSIBLE. PLEASE CALL TRACY HOBBS (**EXT. 6000**) TO REPORT ANY STUDENT WHO IS ABSENT. ALL STUDENTS MUST BE CHECKED IN AND OUT THROUGH THE OFFICE. MRS. HOBBS OVERSEES ALL STUDENT ATTENDANCE AND MAINTAINS THE COMPUTER INFORMATION.

HALLS: STUDENTS WILL NOT BE LEFT UNSUPERVISED WHEN OUT OF THE CLASSROOM. AN ADULT WILL ACCOMPANY STUDENTS WHEN CHANGING CLASSES. ADULTS SHOULD POSITION THEMSELVES IN A PLACE WHERE ALL STUDENTS CAN BE SUPERVISED. CLASSROOMS THAT GIVE GROUP WATER AND BATHROOM BREAKS WILL BE MONITORED BY AN ADULT AND A STUDENT MONITOR ASSIGNED IN BATHROOMS TO REPORT ANY UNSAFE BEHAVIOR. IN THE EVENT OF AN EMERGENCY SITUATION, PLEASE CALL THE OFFICE (OR SEND A TRUSTED STUDENT TO THE OFFICE) FOR ASSISTANCE.

ANNOUNCEMENTS: THESE WILL BE MADE EVERY MORNING OVER MICROSOFT TEAMS. PLEASE CONSULT A MEMBER OF YOUR TEACHING TEAM TO ASSIST IN GAINING ACCESS TO THIS BROADCAST. THE PLEDGE, VISION STATEMENT, BIRTHDAYS AND OTHER BUSINESS OF THE DAY WILL BE MADE AT ABOUT 8:00AM.

LESSON PLANS: IT IS IMPORTANT THAT THE TEACHER'S LESSON PLANS ARE FOLLOWED. PLEASE REMEMBER THAT LEARNING AND CLASS IS TO CONTINUE IN THE ABSENCE OF THE TEACHER OR ASSISTANT. IF YOU DO NOT HAVE PLANS OR DO NOT UNDERSTAND WHAT IS LEFT FOR YOU, AND THEN PLEASE NOTIFY THE OFFICE AND **SOMEONE WILL HELP YOU.**

PROBLEMS: IF YOU HAVE QUESTIONS, PLEASE CONTACT THE OFFICE STAFF AND ONE OF THEM WILL RELAY YOUR SITUATION TO THE APPROPRIATE PERSON(S). IF YOU HAVE AN EMERGENCY IN YOUR ROOM, PICK UP YOUR CLASSROOM PHONE RECEIVER AND NOTIFY THE OFFICE (EXT. 6000.) IF IT IS NECESSARY TO SEND A STUDENT TO THE OFFICE DUE TO DISCIPLINARY ACTION, SEND A WRITTEN STATEMENT TO THE OFFICE EXPLAINING THE NATURE OF THE INFRACTION, YOU MAY CONTACT THE ASSISTANT PRINCIPAL AT EXT. 6301. PLEASE DO NOT USE THE PHONE IN THE CLASSROOM FOR PERSONAL CALLS. A PHONE IS AVAILABLE IN THE OFFICE IF NEEDED. CELL PHONE USE IS ONLY FOR EMERGENCY SITUATIONS WHILE SUPERVISING CLASSES AND STUDENTS. IF ANYONE IS SEEN USING A CELL PHONE DURING CLASS OR SUPERVISION, THEY WILL BE ASKED TO PUT IT AWAY.

PARKING SPACES: THE STAFF PARKS IN THE BACK PARKING LOT. EVERYONE IS TO BE AT SCHOOL AT OR BEFORE 7:30AM. THE FRONT LOT IS RESERVED FOR VISITORS. THE PARKING AREAS ON THE STREET ARE THE UNLOADING AND LOADING ZONES FOR BUSES AND CAR RIDERS BEFORE AND AFTER SCHOOL EVERY DAY, SO PLEASE DO NOT PARK IN THESE AREAS. ALSO, NO ONE IS TO PARK ON THE GEORGIA STREET SIDE OF THE SCHOOL BECAUSE THIS IS A LOADING AND UNLOADING ZONE.

QUESTIONS: IF YOU HAVE ANY QUESTIONS OR PROBLEMS DURING THE DAY, PLEASE FEEL FREE TO SEEK ASSISTANCE FROM OTHER TEAM MEMBERS, THE OFFICE STAFF, OR ADMINISTRATION.

WE WISH YOUR EXPERIENCE AT MORGAN ELEMENTARY TO BE PLEASANT ONE!!!



PADUCAH MIDDLE SCHOOL

342 LONE OAK RD. PADUCAH, KY 42001

PHONE 270-444-5710 FAX 270-444-5709

Allene Houston Jones, Principal

Rick Roberts, Assistant Principal/Dean of Discipline

Kris Durfee, Assistant Principal/Athletic Director

Josh May, Counselor

Terrin Hayden, Counselor



Thank you for serving as a Guest Teacher with Paducah Middle School. We want your time with Paducah Middle to be beneficial for the students and rewarding for you. As a guest teacher, you share with all educational professionals, the task of strengthening our society by preparing children for responsible citizenship. You play a major role in carrying out the activities planned by our teachers when they are absent. Principals and Teachers value effective guest teachers and recognize that your efforts to provide continuity in the regular teacher's absence are extremely important and appreciated.

SCHOOL SCHEDULE

7:00 - Students enter the building - go to 1st Mod

7:00 - Students should be in seat - count tardy after this bell

7:00 - 2:30 Core/Encore and Lunch

2:15 - Announcements

2:30 - Bell for dismissal for all students. Please be in the hallway to observe dismissal

(TEACHER'S DAILY SCHEDULE, INCLUDING SUPERVISION DUTY)

MOD 1

MOD 2

MOD 3

MOD 4

MOD 5

MOD 6

MOD 7

MOD 8

SUPERVISION TEACHER'S RESPONSIBILITIES

- Assist in the assigned area by circulating among the children to monitor student activity better.
- Periodically check areas to deter any loitering of students in the hallways, stairways, bathrooms, or entrances.
- Arrive on time for all supervisory duties.
- Limit side conversations so that students can be monitored.
- Maintain a safe and enjoyable environment.

PURPOSE

- Maintain order.
- Keep areas clean.
- Monitor activities so as to allow for a safe area for all.
- Foster pride and respect for our school.
- Make Paducah Middle a SAFE AND ENJOYABLE place to be educated.

- Make ourselves VISIBLE and to reduce possible problems.

ATTENDANCE PROCEDURES

Attendance is to be taken each morning during the first scheduled class and recorded on the attendance roster. These sheets are to be submitted to the office by 7:45.

Attendance is taken again each class period using the Teacher's Daily Report Form or class roster (white sheet). A student should bring these sheets to the office at the beginning of class. (See example below)

Report of: _____

CHECK DATES (EACH CLASS PERIOD):

MON. TUES. WED. THUR. FRI.

Names	Pd.	R.

LUNCH/PLANNING

You will have a 30 minute lunch period. You may purchase your lunch in the cafeteria, or you may decide to pick up your lunch from a restaurant nearby and bring it back to the building. If you leave the building, please sign out in the office. Use the main entrance to exit and sign in when you return. You may eat in the cafeteria or teacher lounge near the elevator on the first floor.

You will have one, forty-nine minute planning period. You are asked to remain in the building during this time. You may be asked to cover other areas during this time, if need be. A map is included which identifies teacher workrooms. A faculty restroom is located in the workroom on either floor.

CAFETERIA/SUPERVISION PROCEDURES

Meal Prices

Student Breakfast/Lunch	FREE	Adult Breakfast	\$2.50
Reduced Breakfast/Lunch	FREE	Adult Lunch w/Beverage	\$3.75

MORNING ARRIVAL

You should arrive, sign in at the front office, check out classroom keys and be in the classroom by 6:50am.

When the students arrive by bus, they will enter the gym back door and go to their AM Focus/ 1st mod classroom or cafeteria. If arriving by car, they will enter through the front door and go to their AM Focus/1st mod classroom. Everyone will eat breakfast in their respective classroom or cafeteria.

LUNCH

7th grade eats first (9:48-10:13 and 10:22-10:47)

6th grade eats second (10:51-11:16 and 11:25-11:50)

8th grade eats last (11:54-12:19 and 12:28-12:53)

Upon Arrival:

- Students will be escorted to the cafeteria at the designated time.
 - 8th grade will use the 8th grade stairwell through the atrium to cafeteria.
 - 7th grade will use the 7th grade stairwell and performing arts stairwells through the atrium.
 - 6th grade will use the 6th grade hall through the atrium.
- Students who are eating from the lunch line may get in their assigned line.
- Students bringing their lunch may be seated at their assigned table.

At Dismissal:

- Students should clean their area, stand, push in their chair, and take their tray to the tray return
- There are eight chairs to a table
- When the bell rings, at the end of lunch, students should line up at the designated exit to be escorted by the teacher

CHILDREN WHO ATTEND SPECIAL CLASSES

Students who attend special classes will be listed on the bottom of the seating chart with the scheduled time for quick reference.

SPECIAL EVENTS

Most special events will take place in the gymnasium or cafeteria. Students will sit together by class and grade. You will be directed where to sit by an administrator. Teachers remain in the assembly with the students.

CLASSROOM RULES

Classroom rules are posted on the wall. The school policy is included in this notebook. Please leave a list of names of students who fail to follow school policies during your stay at Paducah Middle School. The teacher will address the situation upon return. If there is a severe disruption during the day immediately notify the office by phone.

STUDENTS WITH BEHAVIORAL PLANS

Students who have behavior plans will be listed on the seating chart, for quick reference.

PROCEDURES FOR THE END OF THE DAY

Have students clean the classroom of any debris and place books and equipment in the proper storage area.

END OF DAY REPORT FORM- The form is listed at the bottom Please complete the "End of Day Report Form" for each class period. List any issues or concerns you may have encountered.

Paducah Middle School Teams

Team Honest- 6th

Brewer	Math	107
Hofer	Science	104
Powell	SS	103
Parker	ELA	105

Team Respect - 6th

Goehman	Math	113
Bennett	Science	110
Davis	SS	111
Farrell	ELA	109

Team Merit - 7th

Meinhardt	Math	227
Adams	Science	222
Curran	SS	225
O'Bryan	ELA	224

Team Integrity - 7th

Day	Math	221
Loy	Science	216
Howard	SS	219
Vaughn	ELA	223

Team Tenacity - 8th

Henderson	Math	209
Davidson	Science	210
Meadows	SS	211
Morris	ELA	213

Team Confidence - 8th

Donaldson	Math	207
Harris	Science	204
Gentry	SS	205
Betts	ELA	204

Team Encore

Everly	Tech	226
Hedges	PE	GYM
Johnson	Foreign Languages	218
S. Nickal	Health	LIB
Ringstaff	LIB	LIB
Sauer	Art	120
Veal	Choir	116
Williams	Band	118

Exceptional Ed. Department

Yarbrough	Co-Teacher Respect	
Miller	Co-Teacher Merit	220
Crowe	Co-Teacher Tenacity	
Meyer	Self-Contained Kindness	115
Livingston	Self-Contained Kindness	117



Support Services

Allen	ISD	214
Bloodworth	ISA	106
Bertram	Literacy Coach	202
Greer	Speech Therapist	106
Humphrey	GTC/Literacy Coach	229
Owens	Instructional Support	LIB
L. Tyler	ISD	214
R. Tyler	FRYSC	114



What Does It Mean To Have PRIDE?

“Pride & Excellence In Everything We Do”

Positive Attitude

-  Choose to be strong
-  Always find the positives

Respect & Responsibility

-  Treat others the way you want to be treated
-  Be prepared


Integrity

-  Do the right thing even when no one is watching

Determination

-  I CAN and I WILL

Excellence

-  Give your best

CLASS LIST/SEATING ARRANGEMENTS

A class roster for each mod and seating chart is located in this section.

STUDENTS WITH MEDICAL NEEDS/BEHAVIORAL PLANS, ETC.

Students who have medical needs or behavioral needs will be listed on the bottom of the seating chart, for quick reference.

SEATING CHART: _____

MOD: _____

ROW 1	ROW 2	ROW 3	ROW 4	ROW 5	ROW 6	ROW 7

RELIABLE STUDENTS: _____

STUDENTS W/MED. NEEDS: _____

STUDENTS W/BEHAVIORAL NEEDS: _____

GUEST TEACHER EMERGENCY PLANNING SHEET

MOD: _____

EMERGENCY PROCEDURES - Please review the red emergency procedure's manual, which can be found on the teacher's desk.

OBJECTIVE:

LESSON:

MATERIALS:

SPECIAL HEALTH INFORMATION/PROBLEMS:

MISC. PROCEDURES:

***If an emergency arises you may notify the office by calling 3000.**

END OF DAY REPORT

Date: _____ Guest Teacher: _____

Classroom Teacher: _____

For each period of the day, please thoroughly describe what was accomplished during the class period. Also, note which students were absent, which students were particularly helpful, and which students behaved inappropriately (be as specific as you reasonably can). **Thank you!**

1st MOD
2ND MOD
3RD MOD
4TH MOD
5TH MOD
6TH MOD
7TH MOD
8th MOD

Comments:

GUEST TEACHER QUICK REFERENCES

- 1) **START & ENDING TIMES: STUDENTS; 7:00-2:30 and TEACHERS; 6:50-3:00**
Guest teachers should be at their classroom at 6:50 unless they have morning duty. Students will eat breakfast in their respective classroom. Only a few select classrooms will eat in the cafeteria. You will meet your class in the cafeteria at 6:50am.
- 2) **PLANNING TIMES** – Vary according to schedule
- 3) **SIGN-IN WHEN YOU FIRST ARRIVE WITH ARRIVAL TIME.** It is imperative that you sign in and out daily while you are in our building. If you leave the building during the day, please contact an administrator before signing out and back in. Also remember to record hours for insurance and payroll purposes.
- 4) **SUPERVISION** – All teachers are assigned a supervisory duty. Please make yourself visible in the halls in the morning, between classes, during lunch and at the end of the day. If you have an assigned duty a staff member will explain, if requested.
- 5) **ATTENDANCE** – Attendance is taken in every class period. Please contact Mrs. T. Jones, the attendance clerk, by calling extension 3310 if a student is missing. Mark attendance on roster during FIRST MOD and send to the office with a student. Mark them A (absent) or T (tardy).
- 6) **HALL PASSES** - Please be sure all students are issued hall passes when they leave your room for any reason: a drink, trip to the office, bathroom, locker etc. Written passes should include student's name, time of departure and destination including your signature. Record all passes in the student's agenda.
- 7) **ANNOUNCEMENTS** - Announcements for the day are read at the end of the day by an administrator. They are also communicated by email for parents who have signed up to receive them.
- 8) **LESSON PLANS** - It is important that the teacher's lesson plans are followed. If you do not have plans or do not understand the plans please notify the office.
- 9) **PROBLEMS** - If you have questions please contact the office staff, counselors or administrators. If you have an emergency in your room call 3000 from the classroom phone OR push the intercom button. If it is necessary to send a student to the office for disciplinary action call 3000 to notify the office of the nature of the infraction. Do not use the phone in the room for long distance calls. Please do not use cell phones in the presence of students.
- 10) **PARKING** – Visitor parking is in the parking lot on Lone Oak Road. Please ring the bell for entry.
- 11) **QUESTIONS** - If you have any questions or problems during the day please feel free to seek assistance from other staff members or the office staff.

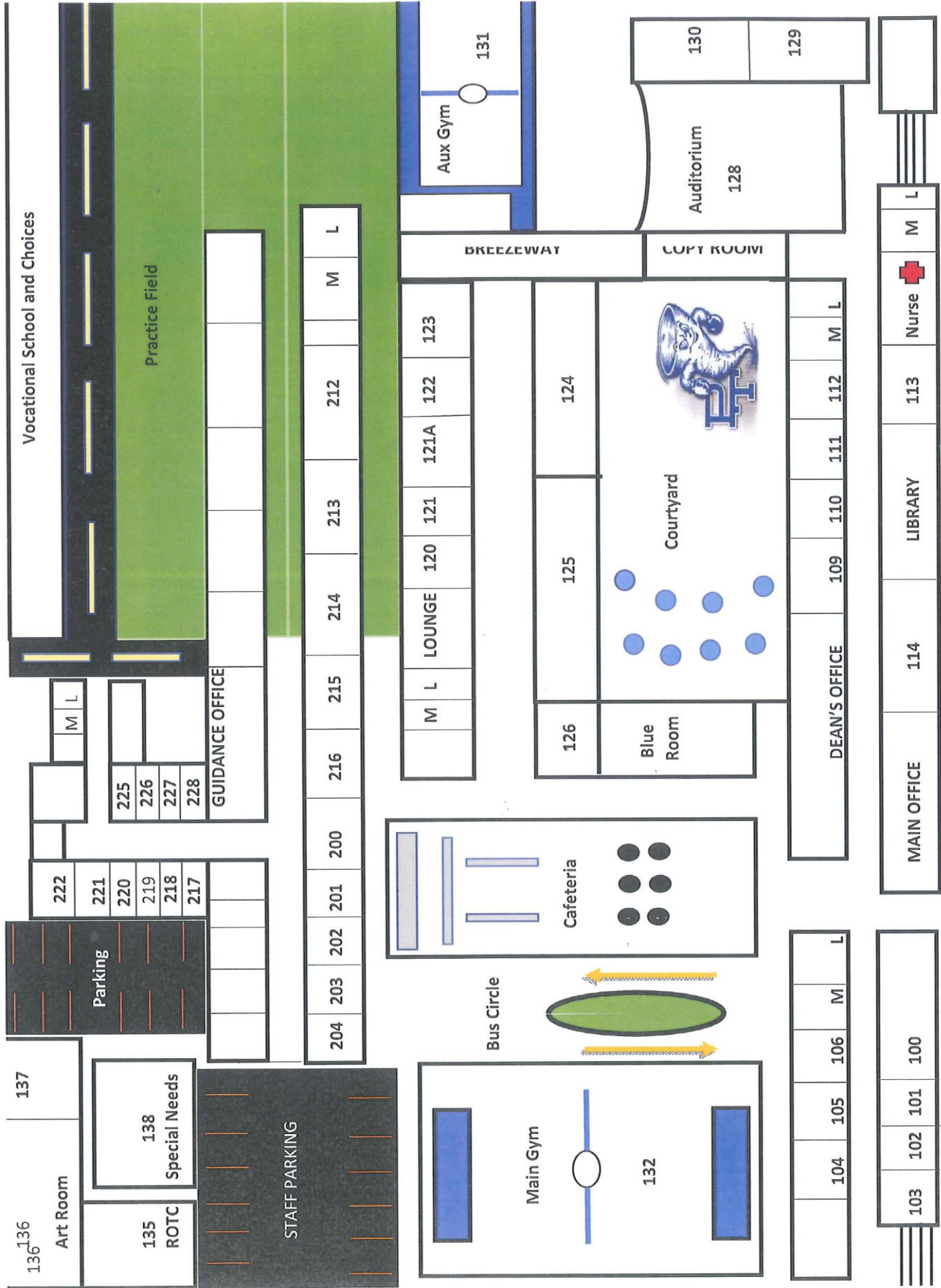
PADUCAH TILGHMAN HIGH SCHOOL
SUBSTITUTE QUICK REFERENCE SHEET

1. **STARTING & ENDING TIMES** -7:22-2:27. Subs should be at their doors at 7:05 (unless they have morning duty) to assist in hall supervision.
2. **SIGN IN WHEN YOU FIRST ARRIVE** - in the **STAFF MAILROOM** across from the Dean's Office. If you leave the building during the day, you need to notify an Administrator as well as, sign out and back in.
3. **SUPERVISION** - Teachers sometimes have cafeteria or hall duty. Please follow the supervision plan that the teacher leaves for you. Make yourself visible in the halls in the a.m., between classes, during lunch and at the end of the day.
4. **ATTENDANCE FOR THE DAY** is to be taken at beginning of each period. Please call in absentees to attendance clerk in Dean's Office (2310).
5. **HALL PASSES** – Students should use their hall pass card to leave class for any reason –bathroom, locker, etc. If they ask to go, they use a pass. If you send them to run an errand, please issue a yellow hall pass for the student.
6. **LESSON PLANS** - It is important that the teacher's lesson plans are followed. If you do not have plans or do not understand what is left for you, please notify the main office (2000) or the guidance office (2307).
7. **PROBLEMS?** - If you have questions, please contact the secretary in main office (2000) or the secretary in the guidance office (2307). If it is necessary to send a student to the Dean's Office due to disciplinary action, call the Dean at 2301 or the Dean's Office Secretary at 2310 and send a written statement to notify the office of the nature of the infraction.

DISCIPLINE PROCEDURES:

1. **Minor infractions:** Please leave a note for the teacher so that he/she may enter the infraction in Infinite Campus. (If this is an extended subbing period, turn this information into the Dean's Office each day).
2. **Major infractions:** Please write in detail what has happened and send the student to the Dean's office. Please call ahead to let the Dean know who you are sending, and bring the referral down to the office during planning period or after school. These referral forms should be included in the teacher's substitute folder. Extra forms are in the Dean's office. Office personnel will enter this infraction into Infinite Campus.
3. Call any administrator (2301, 2302, 2320) or Resource Officer (2321) if you need immediate assistance.

NOTE: We do reserve the right to reassign Substitutes, depending on what last minute positions may need coverage in the building.



PT Bell Schedule 21-22

1st Hour 7:22-8:17

2nd Hour 8:22-9:12

3rd Hour 9:17-10:07

4th Hour 10:12-11:02

5th Hour 11:07-12:22

1st Lunch 11:07-11:32

2nd Lunch 11:32-11:57

3rd Lunch 11:57-12:22

6th Hour 12:27-1:17

7th Hour 1:22-2:12

CHOICES Educational Center
SUBSTITUTE QUICK REFERENCE SHEET

1. OPENING AND CLOSING TIMES

STUDENTS

Arrival	Departure
7:15 a.m.	1:45 p.m.

SUBSTITUTES

Arrival	Departure
7:00 a.m.	2:15 p.m.

Teachers sign-in upon arrival.

A “brief” orientation will be provided when you arrive by the principal or designee.

2. **SUPERVISION** – Teachers must supervise students at CHOICES, at all times. This means in the classroom, halls, and other common areas. Students are allowed to go individually to the restrooms unless noted otherwise by their level system. Please call the office for additional support with supervision if necessary.
3. **ATTENDANCE** – Students sign-in and out during the day. Attendance is collected by staff.
4. **BEHAVIORAL EXPECTATIONS** – Classroom rules/bus expectations are posted in each classroom. Please notify the office if there is a severe disruption during the day. Classroom expectations may vary as the CHOICES culture is multi-age/multi-grade according to student need.
5. **ACADEMIC EXPECTATIONS** – Each student has a daily individualized lesson plan with academic/behavioral expectations. Student instruction may be differentiated according to student need (small group/individualized/computer based). Classroom seating arrangements are individually specified.
6. Please call the office if you have any questions!
7. **OFFICE EXTENSIONS** –
Mr. Stieg – 7300
Mr. Willis – 7303
Miss Willett – 7000

HAVE A GREAT DAY!

Confidentiality Information

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

Alerts

An **alert paper** is any paper that leads the reader to suspect that the writer is in a life-threatening situation or might be considering harming him/herself or another person. The writer might indicate (directly or indirectly) that he/she is dealing with one of the following problems: abuse, violence against another person, violence against him or herself, depression or suicide.

Kentucky statutes require adults to report suspected abuse or neglect. Certain statutes also specify a duty to prevent or warn of impending violence. Schools and districts should make sure that teachers and scorers understand the meaning and intent of the Kentucky statutes. Teachers may want to refer to Kentucky Revised Statutes 620.030-050, 645.270, and 202A.400 (see the following pages).

Consider the following information prior to reporting an alert situation.

1. Suspected problems of abuse, neglect, or dependency (children under improper care, custody or control when the matter is not due to an intentional act) by parents, guardians, or other adults exercising custodial control or supervision should be reported to the Health and Family Services. When the suspected problem of abuse, neglect, or dependency is committed by someone other than the parent, guardian, or adult exercising custodial control or supervision, report the suspected problem to the local law enforcement agency or to the County Attorney.
2. In cases where there is violence threatened against another person, whether identified or not, information should be reported to the local law enforcement authorities or the Kentucky State Police. If violence against an identifiable victim is communicated, notify the law enforcement office closest to the student and the victim's residence. Communicate the threat to the identifiable victim.
3. If nothing is communicated to indicate abuse or neglect by a parent as a contributing factor to depression or suicide, notify the school counselor and, together with the counselor, arrange a meeting with the student and parents, as appropriate. After discussing your concerns with the parents, document the conversation and any follow-up referrals. This documentation is important in establishing a pattern of depression and suicidal tendencies over time. If the parent's reaction is to downplay something the teacher and counselor feels is serious, then the teacher and counselor should contact the Health and Family Services.

If parental abuse or neglect is communicated as contributing to depression or suicide, notify the Health and Family Services.

In any portfolio that contains an Alert paper for which authorities have been notified by school personnel, place a "Notification of Authorities" form (found in section 3, *Forms for Photocopying*) in a secure file at your school. To avoid duplication of notification in cases where this portfolio should go out of the district for scoring (e.g., for a state audit), place this form in the portfolio before it is sent to a state audit or scoring session. When scorers read alert papers in a setting away from the school (e.g., writing portfolio audit, scoring and analysis session), they need verification that required procedures have been followed. The "Notification of Authorities" form will signal to KDE personnel, testing contractors, and others that action has already been taken, so that KDE does not duplicate those actions.

The Essentials of Classroom Discipline for Substitute Teachers

Randall S. Sprick and Lisa M. Howard

Introduction

- Your role as a substitute teacher in schools is both difficult and important.
- Your skills in effective behavior management can significantly influence the ease or difficulty of a particular assignment.

Do's and Don'ts" of Subbing

Things TO DO When Subbing:

- Be aware that your presence can make students feel anxious.
- Develop a file (or files) of filler activities.
- Greet students at the door of the classroom.
- When a classroom is chaotic, ask for student attention and wait until you get it.
- Guard teacher editions of texts and answer keys to tests.
- Lock the door when you leave the classroom.
- Present a professional appearance.
- Maintain your composure and confidence.

Things NOT TO DO When Subbing:

- Don't let students know that their teacher left poor lesson plans.
- Don't get defensive or demonstrate a superiority complex.
- Don't use the teacher's future lesson plans.
- Don't make up due dates for assignments.
- Don't write in the grade book (unless specifically instructed to do so).
- Don't correct students' work (unless specifically instructed to do so).
- Don't get offended if someone asks, "Who are you today?"

The Essentials of Behavior Management

COMMUNICATE with the students.

- Share your expectations for student behavior at the beginning of the day (or class).
 - Use the teacher's posted rules when possible.
- Have your own rules in mind in case there are none posted. For example:
 - Ask before you leave the room
 - Respect whoever is talking
 - Be productive
- Guidelines for developing rules:
 - Limit the number to three or four
 - State the rules positively
 - Give a rationale
 - Cover the most essential issues
- During the day (or class), interact with students as much as possible.

ORCHESTRATE student behavior during and between activities.

- Begin each activity by clarifying your expectations for student behavior during that activity.
- End each activity by giving the class feedback on how well they met your expectations and by preparing them for the next activity.

CIRCULATE throughout the classroom.

- Move among the students as much as possible.
- Be unpredictable in your route when circulating.
- Visually scan the entire classroom as frequently as possible.

MOTIVATE students to follow the rules and to use time productively.

- Use praise frequently and appropriately. Effective praise is:
 - Descriptive
 - Businesslike
 - Based on something important
 - Age-appropriate
 - Reasonably private (for older students)
- Reinforcement systems may be useful with younger students (K-3):
 - Self-monitoring form
 - Stars or points on the board
 - “Good Work” certificates
 - Mystery Motivators
 - Names of responsible students on the board (use with care)
- Let the students know that you will be reporting back to their teacher
 - Be overt when writing notes, and share the basics of your report.
 - If an activity has gone badly, let students know that the next activity provides a fresh start.
 - Do not use the report as a threat.

CORRECT student misbehavior when it occurs.

- Correct Calmly
 - Don’t get physical under any circumstances.
 - Don’t escalate the situation.
 - Don’t let the students “smell blood.”
 - Don’t take student misbehavior personally.
 - Don’t worry about saving face.
 - Don’t engage in power struggles.
- Correct Consistently
 - Choose your battles carefully.
 - Don’t threaten students with what the teacher will do when he/she gets back.
 - Follow through on any warnings or consequences you have given.
- Correct Fairly
 - Don’t punish the entire class for the misbehavior of one or two students.
 - Once you implement a consequence with one student, implement it with all students who behave the same way.

- Correct Immediately
 - Intervene as soon as misbehavior becomes a problem.
 - Inform the student that he/she has a choice: To continue the misbehavior and pay the consequence, or to behave responsibly.
- Correct Privately
 - A semi-private interaction allows the students to save face in front of peers.
 - When physical private interaction is not possible, use a quiet voice when correcting.
- Possible consequences you might use for student misbehavior:
 - Give a reprimand.
 - Assign minutes owed off recess.
 - Keep student after class.
 - Leave a note for the teacher.
 - Write a description of the incident for the teacher, and have the student sign it.
 - Send the student to the office.

Dealing with Predictable Events

“That Is Not How Our Teacher Does It”

This is so common that you may want to pre-correct:

“Today, I will try to do some things like Ms. Hernandez, but some things will be different. I hope you will be patient about this.”

- When students are trying to be helpful:
 - Thank them for their assistance.
 - Use some of their suggestions, if possible.
 - When you don’t want to use a suggestion, say something like:
“Thanks, but I think today we will do it.....”
- When students seem to be playing games:
 - Don’t confront them. Simply say: “Thanks, but today we are going to”
 - If someone insists, try humor: “ I think I will start making notes on all these helpful reminders”

Changing Seats

- When it’s obvious, unemotionally give a warning that you will be following the seating chart for all activities (including any times that you may have to assign consequences).
- When a student gives a name that is clearly different from what is on the seating chart (e.g., “My name is George Washington.”), try humor.
- When you are not sure, ask an administrator or co-teacher to verify the accuracy of the seating chart and the seating arrangements.

The Class Clown

- Don’t compete or get into a power struggle with the student.
- Use humor, but do not humiliate or alienate the student.
- Get the student on your side (e.g., ask him/her to help you with a task).
- Keep anecdotal notes if the problem continues.
- Let the student know that you will share the notes with the teacher and/or administrator if the behavior persists.

Class Out of Control

- Ask for attention and raise your hand in the air. If students do not respond:
 - Don't shout and don't get upset.
 - Check the time and write it on the board. Then **wait**.
 - Once class is under control, again check the time and write it on the board.
 - Calculate the difference (i.e., the amount of time the class was out of control).
 - If it's a first offense, erase board and explain that next time you will leave a note for the regular teacher about how much time the class spent out of control. If it happens again, follow through and leave a note for the teacher.

Conclusion

Your management skills have a huge impact on student behavior. The most important skills are:

- Maintaining your confidence.
- Greeting students at the door.
- Remembering to communicate, orchestrate, circulate, motivate and correct.

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e-Stub Instructions

- Go to www.paducah.kyschools.us
- Click on Faculty & Staff
- Quick Links on the left
- Click on **e-Stub**
- Enter your Employee ID number (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 she will reset it to your social security number again and you will go through the same process. **PIN NUMBERS ARE CASE SENSITIVE.**

Paducah Independent Schools

2021 - 2022 School Calendar

July 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

August 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				

September 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		

October 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

November 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				

December 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	

January 2022						
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					

February 2022						
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 2022						
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 2022						
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 2022						
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				

June 2022						
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

	No School
	Holiday
	Mandated Prof. Development
	Make-Up Days (weather)

9 Weeks Grading Periods	
1st Quarter	Aug 18 - Oct 22
2nd Quarter	Oct 25 - Jan 7
3rd Quarter	Jan 10 - Mar 17
4th Quarter	Mar 18 - May 26

