

District Office

2008 N. 155th Street
P.O. Box 282
Basehor, Kansas 66007
913.724.1396
Superintendent: David Howard
Assistant Superintendent: Sherry Reeves
Director of Teaching & Learning: Ben Pretz

Basehor-Linwood High School

2108 N. 155th Street
P.O. Box 255
Basehor, Kansas 66007
913.724.2266
Student Day: 7:40 a.m. - 2:45 p.m.
Principal: Jarred Fuhrman
Assistant Principal: Jared Jackson
Assistant Principal: Ross Schwisow

Basehor-Linwood Middle School

15900 Conley Rd.
Basehor, KS 66007
913.724.2976
Student Day: 7:50 a.m. – 2:55 p.m.
Principal: Amy Garver
Assistant Principal: Scott Peavey

Basehor Elementary School

15602 Leavenworth Rd.
P.O. Box 276
Basehor, Kansas 66007
913.724.1038
Student Day: 8:55 a.m. – 3:55 p.m.
Principal: Tiffany Lynch

Basehor Intermediate School

15241 Basehor Blvd.
Basehor, KS 66007
913.724.1279
Student Day: 8:45 a.m. – 3:45 p.m.
Principal: Garold Baker

Glenwood Ridge Elementary

17550 157th Terr.
Basehor, KS 66007
913.724.3536
Student Day: 8:45 a.m. – 3:45 p.m.
Principal: Jan Hancock

Linwood Elementary School

215 Park Street
P.O. Box 1
Linwood, Kansas 66052
913.724.2323
Student Day: 8:00 a.m. - 3:00 p.m.
Principal: Cindy Hiebert

**USD 458 Substitute Handbook**

All Students Developing and Reaching Their Potential

2018-2019

Welcome to the schools of USD 458! We are very happy to have you with us. You are a vital member of our professional staff. We appreciate your efforts on behalf of our students. The teachers whose classrooms you will be in are dependent on you to carry out their lesson plans and guide their students through the school day. We hope you enjoy your time with us.



Superintendent

WE EXPECT YOU TO DO THE FOLLOWING

1. Follow the lesson plans as much as possible.
2. Maintain discipline.
3. Ask questions if you do not understand.
4. Seek help from building administrators if there is a major problem.
5. Correct any student work that you have time to do.
6. Leave the classroom teacher a note about the lessons taught and any student problems encountered.
7. Straighten the room at the end of the day.
8. Conduct yourself in a professional manner.

YOUR WORK DAY

We ask that you arrive 20 minutes in advance of student starting times so that you may have some time to become familiar with the lessons for the day. We also ask that you stay 20 minutes past student ending times. Upon arriving and departing the assigned building, you will sign a time sheet at the building office.

CONFIDENTIALITY

The substitute teacher has a professional responsibility to USD 458, 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.

INCLEMENT WEATHER

In the event the Superintendent finds it necessary to close school due to inclement weather or other reasons, you will not be required to report to your assigned school. Please check local radio and television stations for any school closing information.

Certified and Emergency Substitutes:

\$65.00 per half-day.

Certified Substitutes:

\$120.00 per day for days 1-5 in same classroom.

\$125.00 per day for days 6-15 in the same classroom.

\$140.00 per day thereafter in the same classroom.

Emergency Substitutes:

\$110.00 per day for days 1-5 in same classroom.

\$115.00 per day for days 6-15 in the same classroom.

\$130.00 per day thereafter in the same classroom.

Para-professional and aide substitutes are paid \$9.50 per hour.

Secretary substitutes are paid \$11.00 per hour.

Technology services substitutes are paid \$12.00 per hour.

Nurse Substitutes are paid \$15.00 per hour.

Payday is the 22nd of each month. Checks will be direct deposited. Pay periods are the 13th-12th of each month. (subject to change).

Complimentary activity passes are available upon request.

ABSENCE MANAGEMENT INFORMATION

Absence Management is the system contracted by USD 458 for the purpose of substitute management for our school buildings. Your point of contact for any questions you may have, may be directed to the building secretaries.

Substitute Coordinator

Leslie Woods

District Office Human Resource Assistant

913.662.7138

lwoods@usd458.org

Absence Management Contact Information

<http://www.frontlinek12.com/Products/Aesop.html>

1-800-942-3767

If at any time your personal information changes, please contact Leslie Woods at the District Office.