

# Fayetteville Public Schools Substitute Orientation Handbook

2011-2012



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Human Resources Specialist  
(479) 444-3000

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# Introduction

## **Welcome to FPS:**

We at Fayetteville Public Schools (FPS) extend a hearty welcome to you as you begin your substituting career. We are happy to offer this information designed especially to help you in your substitute experience.

## **FPS Mission Statement:**

The Fayetteville School District will provide a rigorous and relevant education in which all students gain the academic and personal skills needed for lifelong learning and success.

## **YOU MATTER!**

Substitute teachers are responsible for teaching  
OVER ONE FULL YEAR of every child's K-12 education.

"The task of the substitute teacher is not easy. It requires a special kind of ingenuity and self-confidence. But the good substitute is a vital link in the chain of a child's learning experience."

National Education Association, How to be a Good Substitute Teacher.

## **Time schedules for school sessions:**

Elementary: 8:00-3:00

Owl Creek Elementary/Middle School: 7:30-2:50

Holt Middle School: 7:40-2:50

McNair Middle School: 7:40-2:50

Junior High: 8:20-3:30

Senior High: 8:20-3:45

School Information:

If you need to cancel a "job" that you have already accepted, please call the contact person listed below.

**\*\*Please note that some schools do not want you to leave a message and would rather that you call and speak to someone directly.\*\***

[Fayetteville High School - Pam Richardson \(479\)445-1172](#)

Ramay Jr. High - Gail McWhorter (479)444-3064

[Woodland Jr. High - DeLane McCoy \(479\)444-3067](#)

Holt Middle School - Jeany Ray (479)445-1119, (479)445-1120

[McNair Middle School - Shannon Arcana \(479\)718-0283](#)

Asbell - Judi McGhee/LaTayna Greene (479)435-1339

[Butterfield - Cherie Johnson \(479\)435-1394](#)

Happy Hollow - Becky Booth (479)444-3085

[Holcomb - Cathy Barginear \(479\)530-3067](#)

Owl Creek Schools - Kristen Scanlon - (479) 718-0200 or (479) 435-1385(only after school hours for this number)

[Leverett - Becky Goff \(479\)435-0296, \(479\)530-2823](#)

Root - Rhonda Moore (479) 445-1017

[Vandergriff - Lori Smith or Susan Brisel \(479\)527-3600](#)

Washington - Debbie Stephenson (479)435-1419

<u>SCHOOL</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>PRINCIPAL</u>
Asbell Elem.	1500 N. Sang Ave.	444-3080	LaTayna Greene
Butterfield Elem.	Old Missouri Road	444-3081	Joey Folsom
Happy Hollow Elem.		444-3085	Sharon Pebble
Holcomb Elem.	2900 N. Salem Rd.	444-3085	Tracy Mulvenon
Leverett Elem.	1124 W. Cleveland	444-3077	Cheryl Putnam
Root Elem.	1529 Mission Blvd.	444-3075	Rhonda Moore
Vandergriff Elem.	2975 E. Township	527-3600	Bert Stark
Washington Elem.	425 N. Highland Ave.	444-3073	Ashley Garcia
Holt Middle	2365 N. Ruppel Rd.	527-3670	Michael Mason
McNair Middle	3030 E. Mission	527-3660	Michelle Hayward
Ramay Jr.High	401 S. Sang	444-3064	Matthew Saferite
Woodland Jr. High	15 E. Poplar	444-3067	Anita Lawson
Fayetteville High	1001 W. Stone	444-3050	Steve Jacoby
ALLPS	2350 Old Farmington	444-3058	Jon Gheen
Owl Creek Elem/Middle	375 N Ruppel Rd	718-0200	Kristen Champion

Approved April 28, 2011

# 2011-2012 Fayetteville Public Schools Calendar

July, 2011							0
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
					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, 2012							18
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
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, 2011							13
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
	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, 2011							21
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
				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, 2011							19
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
					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, 2011							17
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
		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, 2011							15
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
				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	

February, 2012							20
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
			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				

March, 2012							16
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
				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, 2012							21
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
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, 2012							18
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
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, 2012							0
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
					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	

Grading Period Begins ▲  
Grading Period Ends ▼

PT Parent Teacher Conf. Elementary & Secondary conferences/CAP  
I Inservice Days  
H Holidays  
DI District Inservice  
WD Work in classroom  
PD 12 hrs of school level PD will be provided outside of regular hours.  
MD Make-up Day  
SD Swap Day

1st Qtr. days 43  
2nd Qtr. days 42  
3rd Qtr. days 47  
4th Qtr. days 46

Students do not attend days shaded in any gray.

Make-up days have been added to the calendar (per state statute 6-16-106). In the event an excess of days occur, the Superintendent shall have the authority to amend the calendar.

In the event of excessive inclement weather, every attempt will be made to make-up days on designated Saturdays, Holidays, Parent Teacher conferences, and end of year days before Spring Break will be considered.

\*State law mandates that each quarter cannot be less than 40 days and no more than 50 days.

Approved April 28, 2011

July, 2011							0
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
Summer Enrollment Week							
24	25	26	27	28	29	30	
31							

**Asbell  
and  
Happy Hollow  
Schools  
CLC Calendar  
2011-2012**

January, 2012							18
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
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, 2011							19
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
	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				

Grading Period Begins ▲  
Grading Period Ends ▼

Pte Parent Teacher Conf.-Elem.  
I Inservice Days  
H Holidays  
PD 12 hrs of school level PD will be provided outside of regular work hours.  
WD Work in classroom  
MD Make-up Day

February, 2012							15
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
						MD	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
INTERSESSION WK							
19	20	21	22	23	24	25	
26	27	28	29				

September, 2011							21
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
				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		

1st Qtr. 8/4 to 10/6 44 days  
2nd Qtr. 10/17 to 12/21 41 days  
3rd Qtr. 1/5 to 3/16 45 days  
4th Qtr. 3/26 to 6/11 48 days

March, 2012							12/3
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
				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	

October, 2011							4/9
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
INTERSESSION WK							
23	24	25	26	27	28	29	
30	31						

Students do not attend days shaded in any color.

P/T Conferences Fall/Spring Elementary

April, 2012							20
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
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, 2011							17
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
		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				

Oct.27 (1pm-7pm)  
Oct 28 (1pm-3pm)  
April 5 (1pm-7pm)  
April 6 (1pm-3pm)

May, 2012							18
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
		1	2	3	4	5	
INTERSESSION WK							
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			

December, 2011							15
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
				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	

Make-up days have been added to the calendar (per state statute 6-16-106). In the event an excess of days occur, the Superintendent shall have the authority to amend the calendar.

June, 2012							7
Sun	Mon	Tues	Wed	Thur	Fri	Sat	
					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	

In the event of excessive inclement weather, every attempt will be made to make-up days on designated Saturdays, Holidays, Parent Teacher conferences, and end of year days before Spring Break will be considered.

\*State law mandates that each quarter cannot be less than 40 days and no more than 50 days.

## General Information

### How to become an active substitute:

#### NEW subs

- 1) TB test (within the past 90 days)
- 2) \$41.25 check made payable to FPS for the state and FBI background checks
- 3) \$10 check made payable to DHS for the child maltreatment background check
- 4) Copy of driver's license and social security card or birth certificate or passport
- 5) Completed substitute packet
- 6) Copy of college transcript/degree or Arkansas teaching license (optional)

#### RETURNING subs

- 1) TB test (within the past 3 years)
- 2) Completed change form at orientation

### Employment Status:

- 1) Substitute teachers are not considered full-time or part-time employees.
- 2) You are not eligible for health benefits, fitness center membership, etc.
- 3) If a substitute is no longer interested in providing services to the FPS, he/she must inform Human Resources at (479)444-3000.
- 4) A substitute may be removed from the approved list or facility by the Director of Human Resources **without notification or justification to the substitute.**
- 5) All substitutes for FPS must work at least 5 times per month to remain an active substitute.
- 6) Substitutes are members of Arkansas Teacher Retirement System (ATRS).
- 7) Substitutes are eligible to participate in Tax Sheltered Annuity (TSA) companies approved by the district.

**AESOP: Automated Educational Substitute Operator:**

Aesop training is provided to each substitute at the orientation. You will be provided with an ID# and a Pin#. You will have access to the AESOP system only after attending an orientation and providing ALL the appropriate documents required. If you have questions or comments regarding the use of the AESOP system, please contact the Human Resource Department. For information about the AESOP system use your Id# and Pin# to log into [www.aesoponline.com](http://www.aesoponline.com) for additional training tools.

There are 3 different ways to accept assignments and review your Aesop account:

- 1) Call AESOP 1(800)942-3767
- 2) Log on to [www.aesoponline.com](http://www.aesoponline.com) (ID: phone number with area code; Pin: last four of social)
- 3) Accept AESOP phone calls

**Pay Rates:**

<b>Substitute Teachers:</b>	
High School Diploma	\$60 per day
College Degree, Not Certified Teacher	\$70 per day
Certified Teacher (Arkansas Certification)	\$80 per day
15 or more consecutive days in the same position (retroactive to the first day) and the substitute has an Arkansas teaching certification.	\$105 per day
31 or more consecutive days in the same position (retroactive to the first day) and the substitute is fully certified to teach in the position (Arkansas Certification)	\$130 per day
Half Day Substitute will be paid at half of the daily rate	$\frac{1}{2}$ Daily Rate
<b>Substitute Support Staff (Classified):</b>	
Pay rate is paid at an hourly rate	\$8.00 per hour

## Pay Options/Schedule:

### Pay Options:

2 options available for receiving paychecks

1) Direct deposit

- a. If a substitute has direct deposit, he/she will receive payment on the day before regular paychecks are issued. Direct deposit takes one payment cycle before becoming activated.

2) Mail

- a. Mailed the last day of the month.

### Pay Schedule:

- Substitutes are paid according to the time that is recorded in AESOP. All recorded time from the 16<sup>th</sup> to the 15<sup>th</sup> will be paid on the last day of the month. For example, if a substitute works on the 16<sup>th</sup> of August and on the 15<sup>th</sup> of September they will be paid September 30<sup>th</sup> for those days.
- Checks are cut the last day of each month. If the end of the month falls on a weekend, then payday will be the Friday before.

# Instruction

## Preparing for the day:

### Prior to Entering the Classroom:

- 1) Check in at the front office. **Please arrive on time**
- 2) Familiarize yourself with the building/neighbors/classroom.
  - a. Locate the restroom, lunchroom and other rooms that you may need to use as part of your day.
- 3) Ask if any students have medical problems and what procedures should be followed in case of an emergency.
- 4) Ask for the lesson plans. The teacher should leave lesson plans on their desk or with the secretary.
  - a. Check to see if you are responsible for any additional duties (i.e. morning duty, crossing guard, lunchroom duty, bus duty, recess)

### In the Classroom Before School Begins:

Remember that the first impression you make in class will stick with you. Your reputation will be established quickly, so be prepared to put your best foot forward.

- 1) Put your name on the board. Use a formal name including Mr., Mrs. Ms.
- 2) Review the classroom rules.
- 3) Read the lesson plans and prepare yourself to implement them.
- 4) Observe the bell schedule.
  - a. Do not dismiss your class before any bell or dismissal time.  
**STAY WITH YOUR CLASS**
- 5) Familiarize yourself with school maps in case of a fire, tornado, lockdown, or bus evacuation drill.
  - a. Be prepared to take your attendance sheet or roll book with you.

### Ending your Day:

- 1) Make sure that all classroom materials (calculators, scissors, books, etc.) are collected and returned to their original location.

- 2) Have students straighten and clean the area around their desks.
- 3) Jot notes throughout the day to help you complete a report for the permanent teacher at the end of the day.
  - a. Be as detailed as possible and let the teacher know if you were unable to complete portions of the lesson plans.
- 4) Make sure the room is in order before you leave.
  - a. Close windows, turn off lights, and secure the room.
- 5) Check out at the front office.

### **Duties, Responsibilities, and Expectations:**

- 1) Be professional as it applies to your dress, grammar (both written and spoken) and dedication.
- 2) Listen to announcements and have students listen.
- 3) Report to the principal or director immediately if any accident occurs.
- 4) Elementary teachers escort classes to and from special activities such as music, physical education, bathroom breaks, library, lunch, etc.
- 5) Use "free time" to plan and prepare materials.
- 6) Do not permit students to leave the classroom indiscriminately to lockers, library, bathroom, or office during the class period. Students who must leave the classroom may be passed to the areas by a written pass, time and dated.
- 7) Never leave your class unsupervised - send a student if you need assistance.
- 8) Under no circumstances will the substitute teacher:
  - a. Release a child from their jurisdiction during school hours without written permission from the office
  - b. Leave money or valuables in the desk
  - c. Resort to use of corporal punishment
  - d. Criticize the regular teacher

- 9) You are expected to dress in a professional manner. Physical Education and lower elementary classes are usually more casual and you may dress appropriately for the situation.
- 10) Do not talk about your personal life. Remain professional at all times.
- 11) Be a role model for the students.
- 12) Never use profanity, never insult a student.
- 13) Do not talk to students about other students, faculty or staff.
- 14) Use a normal voice, give praise and be positive.
- 15) Do not let anyone in the building. Everyone must check in at the office.
- 16) Every student has strengths and weaknesses and you should strive to bring out the best in students, even when they may be exhibiting their worst.

**Classroom Management:**

It is important to be fair to all students. Despite all of your preparation, some students will challenge you. The following tips may help when you are faced with a difficult situation.

- 1) Tell students what you expect in the classroom in terms of rules, guidelines, etc. Remember to follow the rules of the school and permanent teacher. Be sure to communicate with students in language that they can understand. Do not surprise students with consequences. They need to know in advance what they can expect as a result of behavior.
- 2) If students won't pay attention or do not do what they are instructed to do, try and determine what is causing the inappropriate behavior.

- 3) Attention from the teacher is a powerful tool. Recognizing a specific behavior reinforces it. Do not focus continually on bad behavior. It is important to recognize good behaviors. Also, be alert for students who use their disruptive behavior to gain attention.
- 4) It is better to be positive than negative. Positive verbal praise, a smile, a nod, and other appropriate gestures are all ways to help reduce problem behavior. Make sure your positive statements outnumber negative statements.
- 5) Students learn and behave better if they are actively engaged in learning. Students like to work and learn in groups instead of sitting passively in their chairs. If your classroom is exciting and motivational, their will be less discipline problems.
- 6) Begin class immediately.
- 7) Manage by walking around the classroom. The closer you are to students, the more likely they will listen and behave.
- 8) Do not threaten consequences that you can not enforce or that are not reasonable.
- 9) Be a teacher not a study hall keeper.
- 10) Be genuinely interested and concerned for the students.
- 11) Be self confident as you go into the classroom.
- 12) Be respectful of your students. They need patience, consistency, good judgment, and a sense of humor.
- 13) Be poised and calm in all situations.
- 14) Be professional and ethical at all times in attitude and relationship with pupils, staff members and parents.

## **Do's and Don'ts of Classroom Management**

### **Do's:**

- 1) Do ask about extra duties.
- 2) Do be well-groomed.
- 3) Do be interested and enthusiastic.
- 4) Do introduce yourself to the class and write your name on the board.
- 5) Do be self-confident as you go into the classroom.
- 6) Do learn as many of the student's names as possible, if the assignment is for an extended period of time.
- 7) Do be professional and ethical at all times in attitude and relationships with students, staff members, and parents.
- 8) Do remember that all student and personnel records are confidential.
- 9) Do read and follow instructions in school bulletins.
- 10) Do see that the room equipment and paperwork are left in order.

### **Don'ts:**

- 1) Don't discuss or present information regarding your personal life or personal beliefs to students.
- 2) Don't discuss individuals of one school with others or discuss information regarding schools with other schools.
- 3) Don't discuss teachers or students with anyone other than the principal.
- 4) Don't start too much new work that may not relate to the regular teacher's plans unless the substitute's services will be required for an extended period of time.
- 5) Don't hesitate to seek information as needed from the other teachers and the principal, rather than depending too much on the students for information.
- 6) Don't forget to return science equipment, library books, or other borrowed materials to their appropriate places.
- 7) Don't leave the school premises with the student or make any changes in the regular school program without notifying the principal.
- 8) Don't leave school early, even if there is a free period at the close of the school day

# Policies

## **Administrative Policies:**

### **Confidentiality Agreement:**

Substitutes shall not furnish any list of pupils, parents, or teachers to any outside organization or individual without the approval of the facility supervisor.

### **Cell Phone Use:**

Cell phone use is NOT allowed in the classroom. However, you may use it during lunch and breaks.

### **TV Use:**

The television should only be used if it is included in the lesson plans. It is not in the classroom for the Substitute to watch.

### **Smart Boards:**

Do not write on Smart Boards. Please do not write on white boards before you identify that it is not a smart board.

### **Computer Use:**

Substitutes are not allowed to be on computers in the classrooms. *DO NOT BRING PERSONAL LAPTOPS!*

### **Sexual Harassment:**

The school district recognizes that harassment on the basis of sex is a violation of law, school district policy, and common courtesy. The district is committed to providing a work and learning environment free from sexual harassment, and will not tolerate such conduct on the part of employees, students, non-employees, vendors, Board of Education, or any others having business or other contact with the school district. Sexual harassment when perpetrated on any employee or student by any employee or student will be treated as sexual harassment under this policy.

- 1) The Board of Education expects every charge of sexual harassment to be thoroughly investigated.
- 2) The policy is available at [www.fayar.net](http://www.fayar.net); Human Resources link, District policies, #4180

## **Tobacco and Tobacco Products:**

Fayetteville Public Schools shall be a Tobacco Free Environment.

This policy shall apply to:

- All buildings, facilities, grounds, and properties including athletic fields and parking lots under the jurisdiction of Fayetteville Public Schools
- All District owned school busses and district owned vehicles
- All students on school district property
- All school sponsored or school related events on or off campus

Tobacco products may be included in instructional activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

For the purposes of this policy, “tobacco product” is defined to include lighted or unlighted cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.

Students who are in violation of this policy will be referred to a tobacco cessation program, will be subject to the student disciplinary policies and may be subject to legal proceedings. All other violators of this policy will be subject to legal proceedings per Arkansas Statute.

Policy 5.22

Legal Reference: A.C.A. § 6-21-609