

“How to.....



Gentry Public School District
Substitute/Volunteer Handbook
2007-08

.....from **A** to **Z**”



Gentry Public Schools



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Gentry, Arkansas 72734

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Dear Prospective Substitute Employee Or Volunteer,

Whether you are working for pay or whether you are volunteering your time, you are providing a valuable service to the students and staff of the Gentry Public School District. It bears noting that you will be entrusted with the most valuable commodity that exists on this planet- a child.

While the information herein is useful to both substitutes and volunteers, it is directed mainly to substitute teachers. While helpful, this handbook really cannot be all-inclusive. If you have “subbed” or volunteered before, you will readily agree to that statement. The experience can be both challenging and rewarding. It is our school’s desire that you be as prepared as possible so that the scales will tip to the rewarding side.

The goal of the handbook is to make you as knowledgeable as possible about the daily operation of the district. Knowledge is power. Most problems, which substitute teachers have, originate in “dead time” that occurs when a substitute does not have a clear understanding as what he or she is to do. As experienced substitutes will profess, it is the nature of the beast for some students to want to take advantage of a situation and turn confusion into chaos. The administration and staff are committed to helping you avoid that fate.

Again, this handbook cannot and does not answer all the questions. At a minimum, it should help you understand some basic procedures and should help you know what questions to ask.

Sincerely,

Randy C. Barrett, Ed.D.
Superintendent of Schools

A

Administrator Names & Office Telephone Numbers

Dr. Randy C. Barrett, Superintendent	479-736-2253
Ms. Gayla Wilmoth, Primary School Principal	479-736-2380
Ms. Denise Waters, Intermediate School Principal	479-736-2252
Mr. Larry Cozens, Middle School Principal	479-736-2251
Mr. Brae Harper, High School Assistant Principal	479-736-2668
Ms. Judy Winslett, High School Principal	479-736-2667

Allowing Students To Leave Class- Unless going to another assignment such as P.E., music, Title 1, speech, resource room, etc, a student is not to leave class unless s/he has a signed note from the principal or is called to the office by intercom. Teachers do not have the authority to ask for a student to be released from class without the principal's permission. A student may not be released on his/her own recognizance. If it is deemed necessary that a student must leave class to go to the restroom or school nurse, the student shall be given a "pass" with the student's name and time of departure indicated. (See "Confrontation With Students" for exception.)

B

Beginning /Ending Time

Site	The work day begins at	The work day ends at
Gentry Primary School		
Gentry Intermediate School		
Gentry Middle School		
Gentry High School		

Note that a half-day's pay is based on working less than five (5) hours.

Bell Schedules/Class Change Times-See *Appendix*

Bus /Hallway/Bathroom/Cafeteria/Playground/Before School/Other Duty- Students spend approximately one and one-half to two hours a day outside the classroom. Regardless of age, students require some degree of supervision by adult workers. Part of your workday as a substitute may involve the supervision of students in a non-academic setting.

Calendar- See *Appendix*

Campus Maps – See *Appendix*

Campus Mission Statements See *Appendix*

Care of Classroom- Research indicates that a clean, functional environment promotes better student learning. Make sure that students do not litter the floor or leave trash in their desks. Backpacks, tote bags, coats, umbrellas and the like should not block aisles or doorways.

Cell Phones- Cell phones are to be turned off on arriving at campus and should be left off until your workday is over.

Closed Campus-Gentry Public Schools maintains a closed campus for students. Substitutes are allowed to leave campus during lunch but not during breaks.

Computer Use- Computers in the classroom are not available for use by substitutes unless the substitute is working an extended period. In that instance, an account will be made for the long-term substitute.

Confidentiality- Student information; academic, disciplinary, or otherwise is not to be discussed with other substitutes, other regular employees, students or people outside the school. Laws governing parent and student rights protect such information. Substitutes who do not maintain such will be banned from work within the Gentry Public School District. See “Mind Your Own Business” below.

Confrontation with Students- Every attempt should be made to avoid confrontational situations with students. The best way to avoid such is to not allow unproductive verbal exchanges to escalate to that point. The substitute is to contact the principal’s office by intercom for assistance or send a student next door for another staff person’s assistance or both. Unless in self-defense or protecting the physical welfare of other students, substitutes should never place their hands on students.

D

Dress Code- Apparel should always match the assignment. Classroom substitutes should dress in a professional manner. Doing so helps to promote the “appearance of authority”.

E

Eating & Drinking In The Classroom- Eating and drinking in the classroom are not permissible when students are present.

Energy Conservation- Turn off all lights, computers, monitors, printers at the end of the day. Thermostats should be set at the “lowest” setting for heat and the “highest” for air-conditioning at the end of the day unless directed otherwise by the administration.

F

Frequency of Assignment- An alphabetical, prioritized roster will be maintained at each campus of those who have indicated an interest in doing substitute and/or volunteer work. Certified substitutes will be listed at the “top of the list”. Substitutes will be called “from the top of the list down” until all interested parties have had an opportunity, over the course of a school term, to be called.

G

Grading Class Assignments- Substitutes may be asked to grade “objective” type assignments left by the teacher. Substitutes will not be asked to grade subjective assignments.

H

Homework- It is the substitute’s duty to collect homework if so requested by the teacher. The work should be kept together by period and/or by subject.

I

Inappropriate Conduct /Language Inappropriate Language- Substitutes and Volunteers act “*in loco parentis*”, or “*in the place of a parent*”. No vulgarities, either in speech or action, are permissible. Substitute and volunteers are not to fraternize with the students they are charged with supervising and/or teaching. There is no place for off-color jokes or language with sexual innuendos.

J

Job Placement- Substitutes and volunteers may indicate a preference, in priority order, of the campus(es) they wish to be assigned. Certified substitutes will have priority over non-certified substitutes. Substitutes certified in the subject area where the vacancy exists will have preference over other certified substitutes.

K

Keeping Students’ Possessions- Substitutes and volunteers may confiscate materials they deem necessary from students but all such possessions must be turned in to the office at the end of the day if not returned to the student.

L

Lesson Plans- It is the substitute's responsibility to follow the lesson plan, left by the teacher, without alteration.

Liability- Unless negligence can be demonstrated as causative, substitutes and volunteers are generally immune from tort liability.

Lunch- Substitutes and volunteers are welcome to eat lunch in the school cafeteria at the adult rate. Substitutes are allowed to leave campus during lunch.

M

Minding Your Own Business- This concept is not to be confused with maintaining confidentiality. "Minding Your Own Business" has to do with not seeking things to keep confidential. "Minding Your Own Business" means recognizing that in a school, different employees have different responsibilities and levels of authority. Not agreeing with a practice, procedure, or rule does not entitle employees to either ignore or criticize such items. The administrative team is always receptive to hearing your suggestions and comments if proper protocol is observed.

N

Name Tags- Both volunteers and substitutes will be provided temporary nametags to wear on campus.

O

Optimizing Instructional Time- The purpose of hiring highly qualified substitutes is to minimize the amount of "lost time" in the classroom when the teacher is absent. As noted above, certified substitutes are called first in order to have a trained teacher in the classroom. It is a top priority of the district to avoid "busy work" and have planned activities that correspond to what is currently being taught.

P

Pay Periods- Substitutes are paid on or around the 20th day of the month. The "cut-off date" is generally the 9th of each month. Days worked between the 9th and 20th will be paid on the next month's payroll. (i.e. Substitute pay periods begin on the 10th and end on the 9th of the next month.)

Preparation Period- Substitutes, in rare instances, may be asked to perform some other school task during the absent teacher's preparation period.

Q

Questions About Instructions- If tasks/assignments in a teacher's lesson plan are unclear, then the substitute should ask the office for clarification. The office may send a "neighboring teacher" or a teacher on preparation period to help.

R

Reports To Office- Substitute teachers will be asked to fill out a brief questionnaire at the end of each day worked. This report's primary use will be to rate the effectiveness of the lesson plans left by the teacher. (Note that the classroom teacher will also be asked to complete a similar form detailing the effectiveness of the substitute teacher's performance.)

Reports To Teachers- Substitute teachers will be asked to fill out a brief questionnaire at the end of each day worked to leave the teacher. This report's primary use will be to identify any student disciplinary problems, to make clear how much of the lesson plan was accomplished, and to convey other information as needed.

Restrooms- See *Appendix -Maps*

S

Safety- All employees need to be conscious of both personal and student safety issues. From snowy sidewalks to freshly waxed hallways to broken table legs to (-----)

Seating Charts- Teachers will leave a seating chart to identify where each student is assigned to sit.

Students Who Become Ill- Students may be sent to the nurse after the office is notified. Students in grades K to 5 shall have another student accompany the sick student to the office.

Signing "In/Out"- Substitutes are required to sign-in upon coming to work. These sign-in sheets are part of the documentation involved in the payroll process.

Supervision of Students- Supervision of students is everyone's responsibility.

T

Taking Lunch Count- Each school has a slightly different method of “taking up lunch money”. Please refer to the *Appendix* for a detailed procedure for each campus.

Taking Roll- While teachers may have different practices; one basic fact is that attendance must be taken each period at the middle and high school campuses. Roll is taken at the beginning of the day at the primary and intermediate schools. Absences are to be recorded in the teachers roll book.

Titles- An old saying says “Familiarity breeds contempt.” You should not allow the students to address you on a first name or nickname basis. Require your students to address you as Mr. _____ or Ms. _____.

Tobacco- Gentry Public Schools are tobacco free.

U

Using School Telephones- School phones are business phones. Please do not ask to use the school telephone for personal calls.

V

Visibility- See “Supervision” above. The best way to solve student discipline problems is to prevent them from ever happening. While not actively engaged in the classroom, being highly visible in the hallways, sidewalks, in the lunchroom, playgrounds, and so forth is a simple yet highly effective way to manage student behavior.

Visitors- Visitors are welcome at Gentry Public Schools. However, all visitors must check in at the office prior to visiting any part of the campus. Visitors will be given Name tags/”passes” or some other indicator that they have permission to be on campus.

W

Weapons- Weapons may be defined as any object will maybe used to inflict harm on another person. A sharpened #2 pencil could be a weapon if used to stab. Thus, the improper use of an ordinary object may make it a weapon.

Other objects more traditionally thought of as weapons- knives, guns, “throwing stars”, “numb chucks”, darts, clubs, torches, electric prods, ammunition, etc.- are strictly forbidden at school. Criminal prosecution of those in possession of such is a possible consequence.

By board policy, students are allowed to voluntarily turn in to the office any weapon brought to school by accident. Such items will be returned to parents, or if required by law, turned over to the police.

X

Xenophobia- Gentry is a public school. While it s students may have different backgrounds, all students who attend are equally worthy to attend and should be treated fairly at all times.

Y

You- You are a valuable asset to the district. Always remember that when you provide services to the Gentry Public School District you represent the school. Your performance reflects not only on you personally but also the school district.

Z

Zoo- What you do not want the classroom you are teaching to resemble.

Appendix

2007-08 Calendar

Policies

Gentry Primary School Bell/Period Schedule

Gentry Intermediate School Bell/Period Schedule

Gentry Middle School Bell/Period Schedule

Gentry High School Bell/Period Schedule

Gentry Primary School Map

Gentry Intermediate School Map

Gentry Middle School Map

Gentry High School Map

Gentry Primary School Mission Statement

Gentry Intermediate School Mission Statement

Gentry Middle School Mission Statement

Gentry High School Mission Statement

Gentry Primary School Taking Lunch Count

Gentry Intermediate School Taking Lunch Count

Gentry Middle School Taking Lunch Count

Gentry High School Taking Lunch Count

Report To Principal By Substitute Form

Report To Principal By Teacher Form