

Guthrie Public Schools

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community

Substitute Orientation Packet



August 5, 2022

Substituting Reporting Time

ALL SITES:

All substitutes that are scheduled to substitute at any site will need to report at 7:55 AM.

TABLE OF CONTENTS

General Information	1
School Calendar	2
AESOP Phone System Instructions for Substitutes	3
Guthrie Public Schools Directory Information	4
Standards of Performance and Conduct For Teachers	5
Substitute Pay Schedule	6
Mission Statement	7
Board Policy	8
Code of Ethics	9
Duties and Responsibilities of Substitute Teachers	10
Confidentiality	11
Dress Code	
Smoke Free Policy/Drug Free Work Place.....	
Arriving at School	
Internet Policy for Students	
Computers and Internet Acceptable Use Policy	
Medication Policy	
Safety Procedures	
Useful Information	

SPECIAL NOTE: Substitute teachers are responsible for obtaining a copy of the Substitute Packet and a copy of the Student Handbook for each site. When you report for each assignment, please ask the Principal for a Student Handbook. A copy of Substitute Packet can be obtained from the Guthrie Public Schools Personnel Office.

Each Substitute acknowledges that they have access to the Guthrie Public Schools Policy Manual, which is available online at www.guthrie.k12.ok.us or in the site Principal's office, or the Media Center at each site.

**GUTHRIE PUBLIC SCHOOLS
2022-23
DIRECTORY INFORMATION**

Site	Principal	Street Address	Zip	Phone
Cotteral Elementary Pre-K – 4 th Grade	Scot Graham	2001 West Noble	73044	(405) 282-5928
Central Elementary Pre-K – 4 th Grade	Dani Watson	321 E. Noble	73044	(405) 282-0352
Charter Oak Elementary Pre-K – 4 th Grade	Jeff Ball	4900 East Charter Oak	73044	(405) 282-5964
Fogarty Elementary Pre-K – 4 th Grade	Marsha Todd	902 N. Wentz	73044	(405) 282-5932
Guthrie Upper Elementary Fifth – Sixth Grade	Susan Davison Emily Carpenter	702 Crooks Dr. (Asst. Principal)	73044	(405) 282-5924
Guthrie Junior High Seventh & Eighth Grade	Todd Bramwell Shane Robinson	705 E. Oklahoma (Asst. Principal)	73044	(405) 282-5936
Guthrie High School Ninth – Twelfth Grade	Chris LeGrande Bret Stone Dusty Throckmorton	200 Crooks Drive (Asst. Principal) (Asst. Principal)	73044	(405) 282-5906

ADDITIONAL INFORMATION

Guthrie Board of Education
802 E. Vilas
Guthrie, OK 73044
(405) 282-8900

Superintendent Dr. Mike Simpson

Guthrie Public Schools

School Calendar 2022-2023

S	M	T	W	T	F	S
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1st Quarter **38+4**
 2nd Quarter **41**
 3rd Quarter **48+1**
 4th Quarter **48**

175 Days Taught
 5 Professional Days
 180 Days Total

*School will be dismissed
 if not used for bad weather

AUGUST
 15, 16, & 17 Teacher In-Service
 18 - First Day of Classes

SEPTEMBER
 5 - Labor Day
 9 - Homecoming (2:10 PM Dismissal)
 19 - Teacher In-Service

OCTOBER
 12 - End of First Quarter
 13 and 14 Fall Break
 20 - P/T Conf (All Sites)
 25 - P/T Conf (All Sites)

NOVEMBER
 21-25 Thanksgiving Break

DECEMBER
 16 - End of 2nd Quarter
 Dec 19 - Jan. 2 Winter Break

JANUARY
 3 - Classes Resume
 16 - Martin Luther King Day

FEBRUARY
 20 - Teacher In-Service

MARCH
 7 and 9 - P/T Conf (All Sites)
 10 - End of 3rd Quarter
 13-17 Spring Break

April
 7 - Snow Make-Up Day 1*
 21 - Snow Make-Up Day 2*

MAY
 26 - Last Day of Classes
 29 - Memorial Day

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Fogarty Elementary - 282-5932
 Charter Oak Elementary - 282-5964
 Cottrell Elementary - 282-5928
 Central Elementary - 282-0352
 Child Nutrition - 282-5952
 Maintenance - 282-5944
 Technology - 282-5959
 Transportation - 282-5919

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☐ Professional Day

☐ Vacation Day

Parent/Teacher Conferences
 (4:00 p.m. - 7:00 p.m.)

☐ Snow Make-Up Day

First Day Of School

NOTE: Any additional inclement weather days will be made up at the end of the school year

SUBSTITUTE PAY GUIDELINES

- Certified substitute teachers are paid \$75 per day and non-certified substitute teachers are paid \$60 per day.
- Checks are paid monthly on the 25th, unless that day falls on a weekend or holiday. If payday falls during a weekend or holiday, payment will be the day before. Substitute checks may be picked up on payday after 8:30 a.m., from the receptionist at the Board of Education office located at 802 E. Vilas, Guthrie, OK 73044. If you cannot pick up your paycheck, it will be mailed to you. **It is very important that you submit any changes to your address or phone number in writing to our office immediately.**
- If you are a certified substitute and you sub for a non-certified employee, i.e., a paraprofessional or TA, then you will be paid at the non-certified rate. You must sub for a certified teacher to receive certified pay.
- The payroll cutoff each month is the 10th. For example, if you sub on the first day of school, and work through the cutoff date, you will be paid for days worked from August 19th, through September 10th. However the next payroll period will start on September 11th, and end on October 6th, due to fall break. Payroll cutoff dates are subject to holiday schedules, and will sometimes change. Please check with the site secretaries as the holidays approach so that you are aware exactly when the pay period ends.
- If you feel that a day(s) you worked as a sub is not included on your paycheck, please check with the site secretary at the school where you worked first, to verify that the day(s) was missed.
- After the missing day(s) is verified, the site secretary will inform Kary Jarred in personnel and the missed day(s) will be paid on the following month's pay check. **Please note that the teacher's name and amount from the prior pay period will not appear on the list of teachers you subbed for during the current pay period. This is due to it being manually added directly to your paycheck from payroll. The additional amount will appear in your gross pay on your paycheck.**
- Substitutes that report to a site and find that they are not needed for that day will be compensated for at the ½ day sub rate.

When Aesop calls you

When you answer the phone, say "Hello" and Aesop will present the following options:

If you are interested in a job, Press ①

Aesop will play you the School District Name and the School Name.

Enter your Pin number followed by the pound key ('#')

Aesop will now read off all the details of the assignment.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject but allow additional Calls today, Press ③
- To reject this assignment and prevent additional calls today, Press ④

i When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

To prevent Aesop from calling you again, Press ②

To prevent Aesop from calling you again, Press ②

- If you select this option then Aesop will never call you again.

www.aesopeducation.com

When you call Aesop

1. Dial 1.800.942.3767
2. Enter your ID number followed by the pound key ('#')
3. Enter your PIN number followed by the pound key ('#')

i Pressing the star key ('*') will always take you back one menu level anywhere in the phone system.

To Hear a List of Available Assignments, Press ①

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press ①
- To hear the assignment again, Press ②
- To reject this assignment and not hear it again, Press ③
- To listen to the next assignment, Press ④
- To replay a bypassed assignment, Press ⑤
- To return to the Main Menu, Press ⑥

i When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

1.800.942.3767

When you call Aesop

To Review or Cancel your Upcoming Assignments, Press ②

- To review your assignments for the next 7 days, Press ③
- To return to the previous menu, Press *

Aesop will now read off all the details of the assignment.

- To hear this again, Press ②
- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

To Review or Cancel a Specific Assignment, Press ②

Aesop will ask you to enter the confirmation number.

- To cancel this assignment, Press ③
- To listen to the next assignment, Press ④
- To return to the Main Menu, Press ⑥

i Please note that some options may not be available to you.

Available 24/7

MISSION STATEMENT

PHILOSOPHY OF GUTHRIE PUBLIC SCHOOLS

Our democratic form of government and our way of life depends to a great extent upon how well the public schools do the job of educating our students and training them for responsible citizenship. This is the purpose for which the system of free public schools exists.

Inherent in our philosophy of life in the United States is the belief that all members of society shall lead productive lives. As such, education, either directly or indirectly, is geared to this goal. Because our heritage has developed the idea that work is an integral part of our lives, education strives to implement this idea so that our way of life will be perpetuated through individual success.

The basic foundation of our educational system rests in the principles set forth in our country's constitution; therefore, our function in the Guthrie Public Schools is to provide the opportunity for each student to develop the skills and attitudes which will promote these ideals. To achieve this end, the school will attempt to foster adequate emotional stability, intellectual understanding, physical development, and social competence.

The school will take its place beside the home and the church in helping each child establish standards by which he/she may develop qualities and attitudes that will enrich and strengthen his/her life.

MISSION STATEMENT

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community.

OUR BELIEFS

The Guthrie Public School District believes in the worth and dignity of each individual, in that people are our greatest resource and children are our future. The following beliefs are based on this premise:

LEARNING

All people can learn, given appropriate opportunity and support.
Prevention is preferable to remediation.

TEACHING

High expectations produce high achievers.
The teaching-learning process is the primary function of this district.
Diversity enriches life.

LEARNING ENVIRONMENT

Everyone is entitled to a safe, caring educational environment.
Education is a partnership with student, home, school, and community.
Mutual trust will exist within the school environment.

EXIT OUTCOMES

(Our Vision for a well-educated student)

OUR STUDENTS WILL:

Be cooperative learners and workers
Have a strong knowledge base
Have positive self-esteem
Show concern for the welfare of others
Be self-directed, life-long learners
Be productive members of society
Be creative and complex thinkers
Be problem solvers

BOARD POLICY

Personnel:

Substitute Teachers Prior to the beginning of school, substitute applications will be accepted at the Guthrie Board of Education, 802 E. Vilas, Guthrie, Oklahoma. In accordance to state law every applicant must have a background check. The cost of the background check is incurred by the applicant. Upon completion of the application and the background check the Superintendent or designee will approve the applicant to be placed on the substitute list. Substitutes can not be placed or employed until they have been officially placed on the substitute list. Applicants must have a current driver's license and social security card to present to the personnel office when applications are submitted.

Applications Applications for substitute teaching can be obtained at the Guthrie Board of Education Office at 802 E. Vilas, Guthrie, Oklahoma.

Qualifications The District shall attempt to hire certified teachers as substitutes whenever possible.

Pay The rates for substitute pay shall be set by the Board and recorded in the Board Minutes.

Performance A substitute shall be subject to all duties of a regular classroom teacher.

CODE OF ETHICS

1. I realize that as a substitute teacher, my relationships with public school administrators, teachers, and students should be on a professional basis.
2. I understand that classroom teacher-pupil relationships are professional relationships; and that I must respect their professional confidence. What I observe in my classroom visits is not material for community conversation.
3. I realize that my classroom visits are for the purpose of furthering my own understanding of the educational process. I enter the classroom as a guest and as an apprentice, not as a critic teacher.
4. I understand that I should avoid comparison of teacher and schools in which I have visited or taught. I must be concerned with educational issues – personalities are irrelevant to such consideration.
5. I understand that my future success as a teacher will depend as much on ethical behavior as it will on academic achievement.
6. I realize that I am in the classroom to facilitate instruction and that my personal relations with anyone, student or staff, does not change my behavior and that I will treat all individuals with dignity and respect.
7. I understand, further, that my inability to live by this Code of Ethics will raise serious questions in the minds of the faculty as to my suitability for the profession and may result in my disqualification; regardless of the distinction I may have academically.

DUTIES AND RESPONSIBILITIES OF SUBSTITUTE TEACHERS

1. You should expect to perform the duties assigned to the regular teacher (in addition to teaching the class).
2. You should follow the lesson plans of the regular teacher. Report to the principal if lesson plans are not complete or available.
3. You should check student assignments as appropriate for correct, complete and incomplete student work.
4. You should leave for the teacher any discipline infractions.
5. You are expected to have firm but friendly control of the class.
6. You should refer serious disciplinary infractions to the principal or assistant principal.
7. You should keep a careful record of attendance.
8. You should confer only with the principal concerning any problems you have in adjusting to a particular classroom unless the principal designates another teacher to help you.
9. Remember- all information about students is confidential information and should be treated as such by you.
10. You should refer first-aid concerns to the main office personnel.
11. You are in a unique position to interpret the education program to the community, either favorably or unfavorably. It is not expected that there will be complete agreement on the part of everyone as to the value of various techniques and procedures. However, it is expected that you will be discreet in what you say about other teachers. If you do not agree with or understand why a certain procedure is followed, the principal will be glad to talk with you about it and explain the circumstances and conditions involved.
12. Substitutes are paid at a full or half-day rate. Substitutes may be assigned, during the contract day, to cover unassigned classrooms if needed.

CONFIDENTIALITY

The legal basis for confidentiality comes from two federally enacted laws. The first is the Family Education Rights and Privacy Act (FERPA). The second is the Individuals with Disabilities Act (IDEA), which was passed in 1992 and reauthorized in 1997. Both of these federal laws apply to all schools.

Consider Your Conversations:

1. What is discussed?
2. Where it takes place.
3. Who is listening?
4. Why the discussion took place.

Quick suggestions to remember:

1. Do not talk about a specific child/student.
2. Never open a grade book where a parent or other students can see the grades.
3. Do not leave modification sheets lying visible on the top of your desk.
4. What occurs at school in relation to students should stay at school and should only be discussed with your school administrator(s).

DRESS CODE

The dress and grooming of the District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

SMOKE FREE POLICY/DRUG FREE WORK PLACE

USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES (DRUG-FREE WORKPLACE)

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989.

With the intent that all employees have notice and knowledge of the ramifications concerning illegal chemical substance use, possession, purchase, sale, or distribution when the employee is on duty or on school property, the Guthrie Board of Education has adopted the following policy and regulations on testing of employees and applicants for employment with regard to use of illegal chemical substances. (See D-9 in the Guthrie Public Schools Policy Manual)

SMOKING ON SCHOOL PREMISES PROHIBITED

The Guthrie Board of Education recognizes that tobacco smoking has been shown to be responsible for much illness and early death. Smoke-laden air also affects the nonsmoker's health and causes discomfort. Therefore, in an effort to provide a pleasant and safe environment, the entire school district facilities are designated as nonsmoking. (See C-9 in the Guthrie Public Schools Policy Manual)

ARRIVING AT SCHOOL

Veteran substitute teachers recommend that you familiarize yourself with the district/site before taking your first assignment. The length of your workday depends on the assignment to which you are substituting. All substitutes should coordinate arrival and departure times with the respective campus administrator and remain on campus until the end of the instructional day in accordance with the respective grade level.

When you arrive at school, check in at the office. The principal or secretary will:

1. Give you necessary instructions and issue you a nametag.
2. See that you are taken to the classroom and helped to locate needed materials.
3. Explain any unusual procedures for the day.
4. Introduce you to a nearby teacher, preferably one of the same grade/subject who may be of assistance.
5. Be on call to help in case of emergency or unforeseen problems.

Suggestions:

1. Report to the main office and sign the substitute teacher sign-in-form.
2. Check the teacher's mailbox.
3. Locate the lesson plan book and study the plans carefully.
4. Assemble needed materials (books, papers, maps, etc.)
5. Check to see if needed seatwork has been provided. If not, plan and arrange it.
7. Locate the seating chart (if there is one).
8. Take attendance as appropriate with the site procedures.
9. Find the place where the teacher meets his/her students at the beginning of the school.
10. Be prompt in arriving and beginning class. This will help command respect.
11. Follow the teacher's plan as closely as possible.
12. Report immediately to the principal if an accident or problem occurs that is serious enough to need attention.
13. Be understanding and considerate of your students. Students should not call you by your first name.
14. Do not give students candy or any other food item.

INTERNET POLICY FOR STUDENTS

E - 41

REVISED 7/28/2005

Computers and Internet Acceptable Use Policy

1. Internet-related systems (including but not limited to: computer equipment; software, operating systems; network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet systems, etc.) are the property of Guthrie Public Schools. They are to be used for educational purposes, which serve the interests of the School District, our students, and patrons during the course of normal operations.
2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
3. Monitoring: The District reserves the right to monitor all employee and student use to ensure proper working order, appropriate use by students and employees, the security of school data, and the retrieval of the contents of any users' communications on these systems. Management may access user files, including archived material of present and former users, without the user's consent, for any purpose related to maintaining the integrity of the network, or the rights of the district or other users, or for any other reasonable purpose.
4. Personal use: Personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
5. E-mail is the property of the School district. There should be no expectation of privacy where e-mail is concerned. E-mail is subject to disclosure under the Open Records Act, subpoena, or court order.
6. Users are responsible for backing up data on a daily basis. This is an important function designed to maintain records of communications and activity which replaces (or supplements) maintaining files containing memoranda, correspondence, etc.
7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network, or the Internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or behavior including suspension, expulsion, dismissal, or appropriate legal action.
8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district. FrontPage is the only web publishing software that is supported by the district technology staff.
9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.
10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
12. Users may not access or tamper with another users account.

13. The network may not be used for political activities.
14. The use of chain letters, "spam", or "letter bombs" is prohibited.
15. All copyright laws must be observed at all times.
16. Every user of the network must have a signed Acceptable Use Policy document on file in the Principal's office of their respective school
17. The District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided Internet access.
18. The District will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.
19. *Access is a privilege, not a right.* All users of the district's network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing use of information and the available technologies.
20. Personal computers are the responsibility of the owner.
21. Any item being purchased with district funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

COMPUTERS AND INTERNET ACCEPTABLE USE POLICY

The use of District computers is provided only to faculty, staff, and students for educationally related communication and activities. Long-term substitutes may be provided access and computer use during their employment with the district.

All other substitutes are prohibited from computer use in the District. Substitutes may not use an employee or students login to access the Network. Violation of this policy could jeopardize your ability to serve in the classroom.

MEDICATION POLICY

A student who must take prescription medicine during the school day must, upon arriving at school with the medicine, bring a written request from his/her parent/guardian and the medicine, in its original, properly labeled container, to the principal's office for keeping and administering by the principal or authorized District employee pursuant to District policy F-14.

SAFETY PROCEDURES

Student Safety on campus or at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to insure school safety. Parents will be contacted when the conduct of a student endangers the safety of themselves, staff, or other students. Any such occurrences in the classroom should be reported to the office immediately.

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. The drills will be in accordance with campus Crisis Management Plans and will be both announced and unannounced. All students and staff are expected to follow all instructions as directed by those authorities conducting the drill.

PRINCIPLE III

(Continued)

Subject to the provisions of the Teacher Due Process Act, a probationary teacher may be dismissed or not reemployed for cause.

A teacher shall be dismissed or not reemployed unless a presidential or gubernatorial pardon has been issued, if during the term of employment the teacher is convicted in this state, the United States, or another state of:

- (1) Any sex offense subject to the Sex Offender Registration Act in this state or subject to another state's or the federal sex offender registration provisions; or*
- (2) Any felony offense.*

A teacher may be dismissed, refused employment or not reemployed after a finding that such person has engaged in criminal sexual activity or sexual misconduct that has impeded the effectiveness of the individual's performance of school duties. As used in this subsection:

- (1) "Criminal sexual activity" means the commission of an act as defined in Section 886 of Title 21 of the Oklahoma Statutes, which is the act of sodomy; and*
- (2) "Sexual misconduct" means the soliciting or imposing of criminal sexual activity.*

As used in this Section, "abandonment of contract" means the failure of a teacher to report at the beginning of the contract term or otherwise perform the duties of a contract of employment when the teacher has accepted other employment or is performing work for another employer that prevents the teacher from fulfilling the obligations of the contract of employment.

Signed into Law
April 25, 2006
