



2015-2016

Substitute Teacher Handbook



415 4th Street North
Fargo, ND 58102-4514
701.446.1000
FAX: 701.446.1200
www.fargo.k12.nd.us

Dr. Jeffrey M. Schatz, *Superintendent* • 701.446.1005

Dr. Robert Grosz, *Associate Superintendent, Teaching & Learning & Secondary Education* • 701.446.1010

Dr. Rachael Agre, *Assistant Superintendent, Elementary Education & Professional Development* • 701.446.1069

Mr. Broc Lietz, *Business Manager* • 701.446.1027

Ms. Brittnee Nikle, *Director, Human Resources* • 701.446.1038

Mrs. AnnMarie Campbell, *Executive Assistant & Communications* • 701.446.1005

The Fargo Public Schools is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of race, color, religion, national origin, sex, age, veteran status, disability, genetic information, marital status, public assistance status, sexual orientation, gender expression/identity, or participation in lawful activity off the employer's premises during non-working hours which is not in direct conflict with the essential business-related interests of the employer in its education/activities and employment practices. The Fargo Public Schools seek to provide access to all its programs for those interested persons who might have differing levels of ability. This includes those with impaired vision and hearing loss. Furthermore, Fargo Schools' district policy 5060 assures that the district and its employees will not retaliate against any persons who file a complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination regarding these or any other OCR enforced statutes. Additionally the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint. If you have concerns or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the 504 Coordinator, David Burkman, Principal, Woodrow Wilson High School at (701)446-1000. For more information regarding Title IX compliance call, Brad Franklin, Principal, Jefferson Elementary School or Patricia Cummings, Director of Special Education, District Office at (701) 446-1000. You may also write to the coordinators at Fargo Public Schools, 415 N 4th Street, Fargo, ND 58102. Fargo Public Schools also acknowledges your right to file a discrimination complaint at any time with: U.S. Department of Education, Office for Civil Rights, Midwestern Division Chicago Office, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204.

Welcome to Fargo Public Schools

Dear Valued Substitute,

Substitute teachers are a very necessary part of the school district team of educators. Teachers occasionally have to be away from their classroom due to illness, personal business, professional development, activity supervision, or still other reasons. Securing a competent, caring teacher for every classroom is one of our very top priorities. We spend time and resources making sure that we have quality persons in these positions.

This substitute teacher handbook is designed to help you become familiar with the Fargo Public Schools and our expectations as quickly as possible. There are many procedures and expectations that are consistent across the district and some that may vary slightly from building to building. Experiencing different buildings and classrooms with somewhat differing cultures can be a great source of professional growth for you as an educator.

FPS uses an automated computer/phone system for teachers to log their absences and to secure substitute teachers. The system will call in the evening between 5:00 p.m. and 10:30 p.m. and again starting at 5:30 a.m. for any new absences reported during the night.

Your responsibility after accepting an assignment is to replace the regular teacher and to carry out, to the best of your abilities, the duties, responsibilities, and plans of that teacher for the day. We want to do all that we can to assure that all of our students have a meaningful and productive day, every day, regardless of who their teacher is.

Thank you very much for your service to Fargo Public Schools. If you have any questions, please call the Aesop Absence Manager, Brenda Fisher, at 446-1024.

Sincerely,

Dr. Jeffrey M. Schatz
Superintendent of Schools

Welcome and thank you for becoming a part of Fargo Public Schools!

It will become evident in a very short time that your role as a substitute teacher is a critical component in the success of Fargo Public Schools. Whether you have been with us a number of years or this is your first year, you make a significant impact in the lives of our students.

As a substitute teacher you are a part of our complete team. Whether your assignment is short-term or continues for a longer period of time, you will touch the lives of others each day you come into our buildings. Both our students and our teachers will be strengthened by your presence. You provide continuity for our students and opportunities for our staff.

This substitute handbook is designed to help you in your efforts to know as much as you can about our school system, our schools, and our students. Each building has a different personality and the exciting part for you is that you may have the opportunity to experience each one. You will be responsible for knowing the information outlined in this handbook and also in the Risk Management Handbook.

Your responsibility after receiving the assignment is to replace the regular teacher and to carry out, to the best of your abilities, all the assigned duties and responsibilities of that teacher for the day. We trust that each time you substitute; the students will have a meaningful and productive educational experience.

Thank you for your commitment to education in Fargo. If we can be of assistance, please call us at the Human Resources Department, 446-1000.

Sincerely,

A handwritten signature in black ink that reads "Brittnee Nikle". The signature is written in a cursive, flowing style.

Brittnee Nikle
Director of Human Resources

Table of Contents

I.	Substitute Teacher List.....	1
II.	Substitute Application.....	1
III.	Aesop/Substitute Assignments.....	2
IV.	Hours of Work.....	2-3
V.	Pay.....	3
VI.	Information on Long Term Substitute Assignments.....	4
VII.	Professionalism.....	5
VIII.	Preparation.....	5
IX.	Reporting.....	6
X.	Safety and Security.....	6
XI.	Some Further Instructions.....	7-10

APPENDIX

A.	Evaluation for Substitute Teachers.....	11
B.	List of Schools and Principals.....	12-17
C.	Alternative Schools.....	18
D.	School Starting and Ending Times.....	19
E.	School Calendar.....	20
F.	Payroll Schedule.....	21
G.	Department of Instructional Resources.....	22
H.	Teach 2 Learn.....	23
I.	Administrative Policy 5810, 5060 and 4780. See website www.fargo.k12.nd.us/ap	

I. SUBSTITUTE TEACHER LIST

The Fargo Public Schools employs a district wide substitute manager. The substitute manager will compile a list of qualified teachers who are eligible to serve as substitutes in the absence of regular classroom teachers. QUALIFIED TEACHERS MUST HAVE COMPLETED ALL THE NECESSARY PAPERWORK BEFORE THEY CAN BE ASSIGNED TO WORK AS SUBSTITUTES. This list is compiled prior to the start of each academic year and is revised periodically during the year, as needed. Substitute teachers who, during the school year, do not wish to continue employment should inform the Human Resource Department as soon as possible.

II. SUBSTITUTE APPLICATION

People wishing to be employed as a substitute teacher must furnish to the Human Resource Department the same information that is required of members of the regular teaching staff. THE SUBSTITUTE'S FILE MUST CONTAIN THE FOLLOWING FORMS TO QUALIFY FOR EMPLOYMENT:

- A. Current on line Substitute Teaching Application
- B. Official Transcript
- C. Completed W-4 Form
- D. Verified I-9 Form
- E. Photocopy of Valid North Dakota Teaching License
- F. Background Check
- G. Direct Deposit Form with an attached voided check blank
- H. Employee Profile
- I. Driver's License
- J. Social Security Card (required by Fargo Schools)

THE SUBSTITUTE'S FILE MUST BE COMPLETE BEFORE YOU ARE ABLE TO LOGIN TO THE AUTOMATED SYSTEM AND BEGIN WORKING.

III. AESOP/SUBSTITUTE ASSIGNMENTS

Fargo Public Schools uses an automated calling system, Aesop, which gives the substitutes an active role in the assignments as they become available.

- A. Job Shop: Call into the system 24 hours per day to hear any jobs that you are qualified for or check the web site 24 hours per day
- B. Teachers can contact & assign their own subs. The teacher must contact you first before assigning you. You must go through Aesop to accept a job and receive your confirmation number
- C. When you accept a job, you will receive a confirmation number. If you did not get a confirmation number, you did not get a job. No Confirmation Number, No Job, No Pay
- D. Review assignments
- E. Always read notes before the job starts. If you do not have a computer, the administrative assistants can help you retrieve the notes when you check in at the office
- F. Change your work availability
- G. If you accept a job after it has started, call the school to let them know that you are on your way

AESOP ABSENCE SYSTEM LINE: 1-800-942-3767

AESOP WEB SITE: www.aesoponline.com

IV. HOURS OF WORK

Since the hours of the school day vary from school to school, please make sure you write down the opening and closing hours of the school to which you are assigned. For purposes of payment, a substitute is expected to work the regular work hours of the teacher. **This includes ½ hour before school begins and ½ hour after school ends.**

V. PAY

Full Elementary Day	100%	\$110.00
Three-Quarter Elementary Day	75%	\$82.50
One-Half Elementary Day	50%	\$55.00
Minimum Elementary	25%	\$27.50
Five Secondary Periods	100%	\$110.00
Four Secondary Periods	80%	\$88.00
Three Secondary Periods	60%	\$66.00
Two Secondary Periods	40%	\$44.00
One Secondary Period	20%	\$22.00

Any deviation from the schedule must be approved by the principal.

VI. INFORMATION ON LONG TERM SUBSTITUTE ASSIGNMENTS

After twenty (20) consecutive working days of substituting for one teacher, the substitute, beginning with the 21st day, will be paid on the regular salary schedule. Fringe benefits will only be provided as outlined in sections 6, 7 and 8 except for fringe benefits in compliance with the law.

A substitute who serves 60 or more consecutive working days for one teacher shall be paid for the difference between what he or she would have received for the initial 20 days computed on the basis of the salary schedule and the amount he or she was actually paid based on the substitute daily rate. If that position is half-time or more, the substitute shall also receive benefits beginning the 61st day.

If at the time a substitute is employed it is known that the period of service will be 60 days or more, the substitute will receive payment based on the salary schedule from the first day of service and will also receive fringe benefits from the first day of service if the position is half-time or more.

Substitutes may also request and receive mileage reimbursement computed from the first school assignment to another school assignment when asked and/or assigned to duties in more than one school in a single day. Travel reimbursement forms can be obtained on the Fargo Public Schools website under "Substitutes". Choose Mileage Reimbursement Form for Traveling Subs. By accepting a long-term substitute position, you are agreeing to the provisions of Administrative Policy 5810. Please familiarize yourself with the policy. Long-term substitutes attend all faculty meetings and generally assume all the duties of the regular teacher.

VII. PROFESSIONALISM

As a substitute teacher, your first and most important responsibility is to adhere to the same high standards of conduct and professionalism expected of all teachers. At the outset, you should be receptive to assignments when you are called. Since your assignment may often come at the last minute, you should be able to start work on short notice.

Please be prepared and ready to teach when you arrive at the school. You will be more confident if you substitute only in areas for which you are fully qualified. If, in an emergency, you are asked to substitute outside your field, make certain the principal understands that you lack the qualifications to take over completely, but that you will do your best under the circumstances.

In the teacher's absence, you are the teacher. It is your responsibility to move the learning process forward and maintain continuity in instruction. The regular teacher is legally and morally charged with the school property as well as the welfare of the children, and no less is expected of the substitute teacher.

Substitute teachers are expected to hold in professional confidence any information about the school (pupils, parents, teachers, principals) that might be gained while substituting.

Children are not to be released from the classroom without official notice from the principal's office.

It is expected that the substitute will maintain good order wherever assigned, and create such conditions that are conducive to a good learning situation. The teacher and/or principal will assess the substitute's effective handling of the following tasks:

- a. Correcting and recording pupil's papers
- b. Written summary of day/days that the substitute worked
- c. Classroom order and management

VIII. PREPARATION

You can assume that the classroom teacher has prepared sufficient lesson plans to carry through your assignment. Your own special preparation consists of getting all the information you need and arriving at the school (especially one at which you have never worked) early enough to become oriented. Plan to be at school **½ hour before and ½ hour after** classes begin and end. **Each teacher will have a bright yellow substitute folder with their pertinent information for their classroom, students and building.** It is a good idea to carry a collection of activities appropriate for different grade levels and subject areas that may be used to supplement the teacher's lesson plans.

When you are called, be sure to obtain the following instructions:

- a. Name of the teacher for whom you will be substituting
- b. Name of the school
- c. Time you are expected to arrive (the time you hear on the AESOP ABSENCE SYSTEM reflects the ½ hour before class begins). If the time is incorrect, please notify the school's Administrative Assistant.
- d. Any special instructions, which may include extra duties you will have (hall duty, study hall, early morning supervision, lunchroom/playground duty)
- e. Length of assignment

Please check the regular teacher's mailbox when you arrive at school and during the day as there may be items for attendance and/or announcements for the students or staff. All teachers should be utilizing the Fargo Public Schools Substitute Folder. This is a large yellow folder with the teacher's name on it.

IX. REPORTING

It is your responsibility to collect and correct all written work you assign, unless otherwise specified by the classroom teacher.

Please leave a report on attendance for the teacher as well as with the attendance secretary. Attendance is done by computer in most buildings. If you have trouble logging into the attendance system, call the Help Desk at 446-1090.

A written report on also what the students accomplished, how the class responded and any problems you encountered must be left for the teacher.

If you were not provided with adequate plans, work materials or anything else you need, you should report back to the principal and the classroom teacher. It is essential the regular teacher be fully aware of the classroom activity during your assignment.

X. SAFETY AND SECURITY

You are responsible for the safety and welfare of the students in your classes. You should avoid directing the use of equipment you cannot oversee safely. If you are not qualified to instruct students in the use of industrial arts machinery, tools or other equipment, plan an alternate lesson. Be sure rooms containing such equipment are locked when you are not present.

If no specific rules are available in the classroom, set up the rules you think are necessary, explain the reasons for them to the students and see that they are followed.

It is also the substitute's responsibility to acquaint themselves with emergency drills, assigned exits and refuge areas.

The Fargo Public Schools participates in a Risk Management Safety Program providing a safe working environment for all employees. If you are injured while on duty for the FPS, report immediately to the school office and call Becky Ganje at 446-1037. We have an immediate/same day reporting process for all work injuries **with or without** medical treatment.

It is substitute's responsibility to acquaint themselves with the Fargo Public Schools' policy in handling "Significant Contagious Diseases." Refer to Administrative Policy 4780 located on the district website at www.fargo.k12.nd.us/ap.

XI. SOME FURTHER INSTRUCTIONS

- If you accept a job after school has started, please call Brenda at 446-1024 and/or the school and let them know when you will be arriving at the school. **Substitutes should be ready for assignments within 30 minutes of a call.**
- Check into the school office when you arrive and check out when you leave.
- From the student's point of view, seeing a substitute teacher in the classroom means that the day will, at least, be "different." If the students do not know you, it is natural to expect that the students to be apprehensive (especially at the elementary level). Your first impression is very important so be certain that you are professional, friendly and enthusiastic about the day.
- Substitutes that dress professionally gain more respect in the classroom. Women should not wear short skirts or low-cut tops, as they are not considered appropriate attire for the classroom. Fridays are considered more casual dress days in most schools, but jeans and t-shirts are generally not considered appropriate attire for the classroom setting.
- Walk around the room at times. Don't just sit by the desk, especially during assignments and tests. Students will be less likely to talk and cheat if you are circulating among them.
- You should maintain appropriate order in the classroom at all times. Every student is an individual and every combination of students has a unique chemistry and set of reactions. Don't argue or reason with one student in front of the whole class and don't blame the whole class for one student's behavior. Your disciplinary methods must often change from one case to another, depending on how you appraise the situation. Always refer difficult students to the principal for appropriate action.

UNDER NO CIRCUMSTANCES MAY PHYSICAL PUNISHMENT BE USED TO DISCIPLINE A STUDENT.

- Wednesday night is church night. Please do not keep children after school on Wednesday or schedule activities in the evening.
- Any child who becomes injured while under your supervision, in the halls, in the room, etc., should be taken to the office for attention.
- Please become familiar with the operation and location of the intercom/phone system in your room.
- **Do all personal business outside of the school. The use of cell phones are not allowed in the classroom.** Please turn them off before entering the building. Time in the classroom should be used professionally. Do not use this time for personal business and/or personal hygiene.
- You are expected to eat before or after classes so do not bring your meals to class. Substitutes do not have technology access in the classroom unless they have prior approval from administration. **Laptops brought into the classroom for personal use are not allowed.**
- A reminder on fragrances and second hand smoke... Since teachers have such close contact to students and staff, please be sensitive to reactions of others who may be sensitive to smells, odors, and scents. We ask you to watch your personal use of perfumes during the time you are in the building
- Smoking and the use of tobacco products is prohibited in all district owned buildings and on school property
- Applicants should direct their inquiries for more information to the Director of Human Resources, 415 4th St. N., Fargo, ND 58102

THINGS TO TAKE TO SCHOOL WHEN SUBSTITUTING

- #2 Pencil
- A red pen

THINGS TO DO BEFORE CLASS

- Look over Substitute Teacher's folder
- Find emergency exits (Look in Substitute's Folder)
- Find out if the class changes rooms during the day (Look in Substitute's Folder and mailbox)
- Find the bell signal for the Fire Alarm (Look in Substitute's Folder)
- Write assignments on board
- Look at lesson plans
- Talk to first student in classroom

THINGS TO DO AFTER CLASS

- Leave a note to the regular teacher
- Check around the room to be sure that it is orderly
- Grade class daily work

HAVE A BACKUP PLAN

For secondary schools, use your backup teaching plan when the absent teacher doesn't leave a set of lesson plans for the day. Backup plans should be kept in files in your car: the Substitute Teacher should have at least one plan for an English Class, at least one plan for Algebra, etc. Every Substitute Teacher should plan on days when they know nothing about the subject for class they are teaching, and no lesson plans were left for you. In such a case, the substitute teacher may assign "Busy Work".

Articles

Substitute Teaching

From KDP Novice Notes

Substitute teaching, is a “foot in the door” in many districts and even a longtime choice for some educators. For teacher education students, substitute teaching offers pay-in-the-pocket learning experiences! It’s all in how you look at it. If you decide to view substituting as additional preparation for your teaching career, then strive to be as professional in this temporary position as you would in a permanent placement. You can be the ultimate sub who administrators hire permanently.

Professional Practices

Inspire confidence and assure students and administrators with your professional attitude and practices. Show that you can be a role model.

- Arrive on time or early.
- Dress professionally like a teacher, not a college student.
- Bring supplies that may not be readily available tape, scissors, and extra pencils, as well as backup lessons.
- Follow the teacher’s plans exactly. Teachers may complain to administrators when their plans are ignored.
- Conversely, they also let the principal know when substitutes do an excellent job.
- Familiarize yourself with educational jargon such as IEP, ELL, and intervention specialist, to communicate professionally with colleagues.
- Teach with a keen awareness of students. Implement lesson plans intelligently and perceptively. Watch each student, anticipate responses, and motivate students to do their work.
- Act like a pro. Stand up straight with your hands behind your back or at your side, not crossed in front of you. Make eye contact, and model each behavior you expect of students.
- Leave a note for the teacher summarizing the day and include your contact information.

Personal Conduct

On and off the job, conduct counts! It reflects your maturity and professionalism.

Acknowledge politely, but change the subject with students who comment on you. Converse in a friendly, professional but not too personal-manner with students, particularly older ones.

- Personally about your hair, clothes, or car.
- Socialize sparingly at football games, the store, or the pizza parlor. Students can lose respect for you as a teacher if you act too casually; then discipline suffers.

Groundwork

Substitute teaching can build classroom skills and help establish your professionalism with students and school staff members.

- Prepare for activity in the classroom rather than supervision. Maintain a flow of activity for students from the moment they arrive. Follow routines to take attendance, group students, and distribute materials, for a smooth-running classroom. Avoid time fillers such as copying items from the board or completing worksheets. They are raw opportunities for student misconduct.
- Be the guest teacher. By your actions, signal to students that you are more than a “real” teacher fill-in. Move about the room, keep on task, complete projects, and direct avid discussions.
- Ask questions about the school. A substitute demonstrating detailed knowledge about school workings or a willingness to be a team player will be remembered.
- Network. A successful day should include a good conversation with a key player in the department you seek to enter.

Copyright Kappa Delta Pi, International Honor Society in Education

APPENDIX

A. FEEDBACK

When teachers and principals give a poor evaluation to a substitute they may also request a substitute not return to the school or to a certain classroom. Feedback is done on the Aesop system so check your website for the evaluations that have been left by the assignment.

The school district may remove any substitute teacher and/or para from the list at any time if the substitute does not adhere to the same standards of conduct and professionalism expected of all Fargo Public School teachers.

Please avoid cancelling jobs at the last minute. This causes a great deal of stress and confusion in the mornings for the students and the school staff.

B. SECONDARY SCHOOLS

North High School – Grades 9-12

801 17th Ave N

446-2400

Principal: Andy Dahlen

Assistant Principal: Travis Christensen

Assistant Principal: Dr. Katherine Neumann-Cieslak

Assistant Principal: Mark Blanshan

Administrative Assistant: Sandy Goughnour

Office Assistant: Keri VanEnk

Ronald N. Davies High School – Grades 9-12

7150 25th St S

446-5600

Principal: Troy Cody

Assistant Principal: Sean Safranski

Assistant Principal: Dr. Dale Miller

Assistant Principal: Lenny Ohlhauser

Administrative Assistant: Debbie Clapp

Office Assistant: Cathy Pauly

South High School – Grades 9-12

1840 15th Ave S

446-2000

Principal: Dr. Todd Bertsch

Assistant Principal: Cory Lehman

Assistant Principal: Greta Evenson

Assistant Principal: Mike Beaton

Administrative Assistant: Dode Bentson

Woodrow Wilson High School - at Agassiz

1305 9th Ave S

446-2800

Principal: David Burkman

Administrative Assistant: Ila Hegg

Adult Learning Center/GED/CNA: Jennifer Frueh

Head Secretary: Marlene Schmidt

Carl Ben Eielson Middle School - Grades 6-8
1601 13th Ave S
446-1700

Principal: Brad Larson
Assistant Principal: Cathy Selberg
Assistant Principal: Dean Wilson
Administrative Assistant: Andrea Roach
Office Assistant: Janna Callahan

Ben Franklin Middle School – Grades 6-8
1420 8th St N
446-3600

Principal: John Nelson
Assistant Principal: Shane Martin
Assistant Principal: Oake Reile
Administrative Assistant: Donna Unrue
Office Assistant: Robin Costain

Discovery Middle School – Grade 6-8
1717 40th Ave S
446-3300

Principal: Dr. Linda Davis
Assistant Principal: Amy Herrick
Assistant Principal: Peggy Stibbe
Administrative Assistant: Susan Winkelman
Office Assistant: Lesley Meyer

ELEMENTARY SCHOOLS

Bennett Elementary – Grades K-5
2000 58th Ave S
446-4000

Principal: Sara Schafer
Administrative Assistant: Lynn Bellmore
Office Assistant: Rhonda Barnick

Centennial Elementary – Grades K-5
4201 25th St S
446-4300

Principal: Jeff Reznecheck
Administrative Assistant: Grace Olson
Office Assistant: Christine Hayden

Clara Barton Elementary – Grades 3-5
1417 6th St S
446-4400

Principal: Rebecca Folden
Administrative Assistant: Tricia Bry
Office Assistant: Julie Hetland

***Sub may park on street. Use East/Door 4-Gym door. Open until 8:30am. Then use West/Door 1- buzzer system-staff parking lot.**

Early Childhood Special Education at Agassiz
1305 9th Ave S
446-2800

Building Administrator: Karrie Rage
Administrator Assistant: Jodi Dirk

Ed Clapp Elementary- Grades K-5
3131 28 St S
446-2900

Principal: Jennifer Schuldheisz
Administrative Assistant: Kari Klingman
Office Assistant: Susie Bolgrean

Hawthorne Elementary – Grades K-2
555 8th Ave S
446-4500

Principal: Rebecca Folden
Administrative Assistant: Tracey Knowler
Office Assistant: Sue Hoeck

Horace Mann Elementary – Grades K-2
1025 3rd St N
446-4600

Principal: Kim Colwell
Administrative Assistant: Missy Tedford
Office Assistant: Barb Fisher

Jefferson Elementary – Grades K-5
1701 4th Ave S
446-4700

Principal: Brad Franklin
Administrative Assistant: Jennifer Stein
Office Assistant: Karen Muscha

Kennedy Elementary – Grades K - 5
4401 42nd St S
446-4200

Principal: Jerry Hanson
Administrative Assistant: Kari Prekel
Office Assistant: Stacy Hanson

Lewis and Clark Elementary – Grades K-5
1729 16th St S
446-4800

Principal: Jason Cresap
Administrative Assistant: Jane Gunderson
Office Assistant: Julie Graalum

Lincoln Elementary – Grades K-5
2120 9th St S
446-4900

Principal: Megan Kiser
Administrative Assistant: Donna Anderson
Office Assistant: JoDee Ternes

Longfellow Elementary – Grades K-5
20 29th Ave NE
446-5000

Principal: Eric Henrickson
Administrative Assistant: Diane Christensen
Office Assistant: Patty Edlund

Madison Elementary – Grades K-5
1040 29th St N
446-5100

Principal: Bobby Olson
Administrative Assistant: Patricia Chadwick
Office Assistant: Kristin Archbold

McKinley Elementary – Grades K-5
2930 8th St N
446-5200

Principal: Tanya Wrigley-Lingle
Administrative Assistant: Romelle Sperial
Office Assistant: Pam Christianson

Roosevelt Elementary – Grades 3-5
1026 10th St N
446-5300

Principal: Kim Colwell
Administrative Assistant: Yolanda Wilde-Swenson
Office Assistant: Louise Helm

Washington Elementary – Grades K-5
1725 N Broadway
446-5400

Principal: Dana Carlson
Administrative Assistant: Anita Folden
Office Assistant: Mary Miller

C. Alternative Schools

STUDENT SUPPORT RESIDENTIAL PROGRAMS

Fargo Public Schools has four alternative school sites.

Jolene Schue – Coordinator 446-3041

Agassiz Educational Day Program

1305 9th Ave S

Nicole Mehus Jensen – 446-3043

Drake Counseling

1202 23rd St South

Drake Counseling employs one teacher who is responsible for teaching the current curriculum from their home school to middle and high school students.

Office – 701-293-5429

Luther Hall

1505 5th Ave South Suite 2

Luther Hall employs two teachers and two paraprofessionals. This is a residential facility that treats behavior problems. The students follow the Fargo Public Schools curriculum.

Office – 701-446-1240

Prairie St John's

510 4th St South

Prairie St John's employs three teachers who are responsible for teaching students from all age groups. These students are in a hospital setting for behavior/emotional/clinical problems that require 24 hour supervision. The students are kept up to date with the curriculum from their school.

Front Desk – 701-476-7200

D. School Starting and Ending Times

Elementary

8:40-3:02	Full day for all grades at the following schools: Horace Mann Madison Washington
8:10-2:32	Full day for all grades at the following schools: Clara Barton Kennedy
8:30-2:52	Full day for all grades at the following schools: Longfellow McKinley Roosevelt
8:20-2:42	Full day for all grades at the following schools: Bennett Centennial Ed Clapp Hawthorne Jefferson Lewis and Clark Lincoln

Secondary

7:50	Early classes (Band, Orchestra and Choir only)
8:40–3:25	Full day at Carl Ben Eielson Middle School
8:00	Early classes
8:50-3:35	Full day at Ben Franklin Middle School
7:50	Early classes
8:40-3:25	Full day at Discovery Middle School
7:25-8:50	Early Phy Ed classes
8:05–3: 45	Full day at Davies High School on Monday, Tuesday, Thursday and Friday
8:50–3:48	Full day on Wednesday at Davies High School
7:25-8:50	Early Phy Ed classes
8:05 – 3:45	Full day at North High School on Monday, Tuesday, Thursday and Friday
8:50 – 3:48	Full day on Wednesday at North High School
7:45 – 3:30	Full day at South High School on Monday, Tuesday, Thursday and Friday
8:30 – 3:30	Full day on Wednesday at South High School
8:30 – 3:00	Full day at Woodrow Wilson High School

E. 2015–2016 FARGO PUBLIC SCHOOLS CALENDAR

August 24-26 Staff Professional Development

August			
Thursday	27	First Day of School	
September			
Monday	7	NO Classes: Labor Day	
October			
Thursday	22	NO Classes: NDEA	
Friday	23	NO Classes: NDEA	
November			
Wednesday	11	NO Classes: Veteran's Day	
Wednesday	25	NO Classes: Staff Professional Development	
Thursday	26	NO Classes: Thanksgiving Break	
Friday	27	NO Classes: Thanksgiving Break	
December			
Wednesday	23	NO Classes: Winter Break Begins	
January			
Monday	4	Classes Resume	
Monday	18	NO Classes: Staff Professional Development	
February			
Monday	15	NO Classes: Staff Professional Development	
March			
Friday	4	NO Classes: Spring Break	
Friday	25	Good Friday Holiday	
Monday	28	No Classes: Spring Break	
April			
Friday	15	Storm Makeup Day, if needed. Otherwise No Classes	
May			
Friday	6	Storm Makeup Day, if needed. Otherwise No Classes	
Friday	27	LAST DAY OF CLASSES	
		Graduation: Woodrow Wilson	
Sunday	29	Graduation: Davies 12:00, North 3:00, South 6:00	
Monday	30	Memorial Day Holiday	

F. Fargo Public Schools
Bi-Weekly Payroll
2015-2016

Pay Period		Pay Date
6/22/2015 - 7/5/2015		7/10/2015
7/6/2015 - 7/19/2015		7/24/2015
7/20/2015 - 8/2/2015		8/7/2015
8/3/2015 - 8/16/2015		8/21/2015
8/17/2015 - 8/30/2015		9/4/2015
8/31/2015 - 9/13/2015		9/18/2015
9/14/2015 - 9/27/2015		10/2/2015
9/28/2015 - 10/11/2015		10/16/2015
10/12/2015 - 10/25/2015		10/30/2015
10/26/2015 - 11/8/2015		11/13/2015
11/9/2015 - 11/22/2015		11/27/2015
11/23/2015 - 12/6/2015		12/11/2015
12/7/2015 - 12/20/2015		12/24/2015
12/21/2015 - 1/3/2016		1/8/2016
1/4/2016 - 1/17/2016		1/22/2016
1/18/2016 - 1/31/2016		2/5/2016
2/1/2016 - 2/14/2016		2/19/2016
2/15/2016 - 2/28/2016		3/4/2016
2/29/2016 - 3/13/2016		3/18/2016
3/14/2016 - 3/27/2016		4/1/2016
3/28/2016 - 4/10/2016		4/15/2016
4/11/2016 - 4/24/2016 ²		4/29/2016
4/25/2016 - 5/8/2016		5/13/2016
5/9/2016 - 5/22/2016		5/27/2016
5/23/2016 - 6/5/2016		6/10/2016
6/6/2016 - 6/19/2016		6/24/2016

G. Department of Instructional Resources

LIBRARY-MEDIA-TECHNOLOGY

Our goal is to provide resources and tools for teachers to engage students in active learning.

The Department of Instructional Resources (DIR) supports the instructional programs of the district by providing print, audio-visual and digital resources to the school library media centers and classrooms. Those resources include book sets, videotapes, DVDs, audio books, and the K-2 Listening center kits. It also supports the library media specialists and teachers in professional growth by housing the district's professional library, which includes periodicals, PD video resources and the Media Specialist's PD books. We have another professional library in the PD area at Agassiz. This location is an easy access for teachers attending PD sessions to browse the shelves for pertinent material. We also have for check out single laptops or laptop coolers, digital cameras or digital camcorder sets for staff or classroom use. Please call, 446-1064, or email me, Ann palma@fargo.k12.nd.us for reserving.

Print and video resources are all entered in the OPAC (Online Public Access Catalog) which is located in the Portal; then Teaching and Learning; Destiny Library Catalog; and DIR under "Other Sites." The most efficient way to obtain materials from the DIR is to contact the building Library Media Specialist or IRLA (Instructional Resources Library Assistant). Most materials requested are sent via the inner-school mail.

For access to the many online resources:

- www.fargo.k12.nd.us
- Select Learning Portal
- Select the student resources that you want to look at. (Elementary, Middle, High) These areas are filled with the online databases that the students and staff use. The OPAC Library catalog is also found here for searching along with the ND online catalog.
 - If you need to enter an additional username and password, use the ones below:
 - Elementary Resources –username - FPS
 - Middle Level Resources-username - FPS2
 - High School Resources-username -FPS3
 - Password for any of the above -student

Please call the DIR with questions, Ann @ 446-1064 or Jodi @ 446-1061. We can forward you on to the appropriate person if we don't know. Questions about textbooks or online databases can be directed to Connie @ 446-1068. The DIR is located on the first floor of the District Office building at 415 4th St North.

H. Teach2Learn Registration Instructions:

Throughout the school year, Fargo Public Schools offers professional development classes in areas relating to technology and curriculum that will help enhance your knowledge in different educational areas within your job setting. You go to the Teach2Learn website to view a monthly calendar of sessions being offered; (directions below). Some classes will be offered for a Graduate Credit at a cost of \$50 through NDSU EDUC 600. As a sub you are not eligible for accumulating CEUs (continuing education units) for an additional payment. Our Teach 2 Learn (T2L) database will also keep a running record of the classes that you attend for future references.

If you want to register for a Teach2Learn session, go to the FPS homepage at www.fargo.k12.nd.us and click on Substitutes and then the link to the Teach2Learn , this will bring you to the login page where you can “login” with your user name and password or just click on “view Class Calendar” to see what is being offered. If you find a class you want to look at further, just click on it. Next you will see a Class Information window with the information pertaining to that particular class. Be sure to read the description for any specifics as some may be for only present or curriculum specific staff. If you haven’t already logged in, click on the LOGIN link and enter your username and password. Choose the Credit option - GRAD or OTHER - and click ‘register’. You will receive a confirmation email from palma@fargo.k12.nd.us at the email address you entered at login.

If you need to cancel your registration, that option is available by going through the same steps, and in the area where you registered, you are given the option to delete your registration.

Any questions, please don’t hesitate to call me, Ann Palm, at 446-1064 and I will do my best to help you out.