



Hallettsville ISD

Substitute

Teacher's Handbook

2016-2017

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SUBSTITUTE TEACHER'S HANDBOOK

We are very proud of our fine corps of substitute teachers and appreciate your willingness to assist us during the absence of one of our regular teachers. You are a vital part of our school system even though you do not teach every day.

In order that your days with us prove to be pleasant and productive, we have prepared this guide for your convenience. Remember first, that each campus secretary is a substitute's best friend. Check in with the secretary upon your arrival. She is your first resource and is more than willing to supply any additional information that you may need. Present secretaries: elementary –Misty Targac, junior high – Gail Tesch, high school – Darlene Barcak.

GENERAL INFORMATION

SUBJECT TO CALL: You are expected to come and teach whenever you are called unless there is an emergency, such as illness or death in the family. We shall make every effort to give you sufficient notice as far in advance as possible. However, there will be times when you will be called at 7:30 in the morning and expected to get to school as soon as possible, or you may be called during the middle of the day if a teacher becomes ill or an emergency arises. These calls are not frequent, but they will occur. You should indicate to the Superintendent's secretary if you only wish to teach in certain schools or on certain days.

TURNDOWNS: Principals may not call those on the list who consistently refuse for reasons other than illness or family emergency. It is important to note that these administrators have the responsibility of providing their students with a teacher every day; therefore, they cannot rely on substitutes who come only at their convenience.

PREVIOUS TEACHING COMMITMENT: If a principal calls you to work after you have agreed to work for another principal, be sure to inform the latter of this.

SPECIALIZED CLASSES: You may frequently be called to teach a subject you feel you cannot handle because you are not prepared in this area. Don't let this fact concern you; the regular teacher leaves detailed lesson plans and instructions. In specialized areas, you are not expected to teach as the regular teacher would; however, your presence and performance will keep the students from wasting a meaningful day of learning when you follow the instructions left by the teacher.

WORK DAY: Your workday will be from 7:40 a.m. to 3:45 p.m. Please be at school on time unless you were called late, in which case you should be there as soon as possible. Early morning or afternoon may add an extension to your day. The person calling you will let you know if you are expected to have morning and/or afternoon duty. In the classroom, any "down time" should be spent monitoring student activities.

DRESS: Dress neatly and comfortably in clothing suitable for the job, which you are to perform. Be a role model for your students.

DISCIPLINE: Students in the Hallettsville ISD schools are expected to behave appropriately at all times. If your students are kept busy with meaningful assignments, you should not have any serious discipline problems.

The following suggestions will help you in dealing with problems which may arise:

1. Begin the day by being firm and letting students know that you are the teacher. Some students will try you to see just how little work and how much play you will allow.
2. Remain in the classroom with the students at all times. You are responsible for the conduct of the students in the classroom for the full day. Set the stage for a full day of learning.
3. Never permit your class to get out of hand; if this seems to be happening, assert yourself or call the principal.
4. Each student should be taken to task for the first incident that disturbs you or the class.
5. Be calm and in control of your temper. Never physically handle or threaten a student. Should a situation arise that you cannot control, contact the principal's office for help.

Each principal will be happy to explain his or her rules on good discipline. Feel free to ask.

PAYMENT FOR SUBSTITUTE TEACHING: The rate of pay for substitute teaching is \$75.00 per day for a degreed teacher; \$60.00 per day for a non-degreed. When you arrive at the school, fill out and sign a Substitute Teacher form in the principal's office. Checks are issued once a month on the 20th. Any payment for substitute teaching done after the 20th will be included in the following pay period. As a substitute, you may be asked to cover additional classes. To complete a full day, the principal can ask for assistance with tutoring, reading to students, and any other assignment deemed necessary so that each class period is assigned.

FINGERPRINTING: *Certified applicants* must have an active account with the SBEC, will receive email and make online payment for fingerprinting. The district will receive the forms for and contact *non-certified applicants*. The applicant will schedule the appointment and must bring the "FAST Pass," photo ID, and required payment of \$52.20. Locations for fingerprinting include LaGrange, Gonzales, and Victoria.

KEEPING THE RECORDS: We suggest that you keep a calendar of when and where you taught (see Appendix). This will help you to keep track of the number of days you have taught and insure accuracy in payment from the business office. If you find a

payment missing, immediately call the school in which you taught to report it. They, in turn, will contact the business office.

DAILY LESSON PLANS: You should follow the plans left by the regular teacher as closely as possible. If you deviate from these plans, please leave a record for the regular teacher. If you have questions concerning instructions left by the teacher, check with the principal. If possible, it is recommended that you talk with the regular teacher prior to going into the classroom. If verbal communication cannot be established with the teacher, talk to the building principal.

EXTENDED SUBSTITUTE WORK: If you are called to replace a teacher for an extended length of time, call or visit this teacher and go over the work to be covered prior to taking over the class. If this is not possible, it is your responsibility to develop instructional plans, materials, and techniques based upon the regular teacher's plans and curriculum course guides.

TESTS: If the regular teacher has a test scheduled in the plans, you should give the tests according to instructions left by the teacher.

DUTY: Being on "duty" means direct supervision of students out of the classroom. Duty is assigned on a rotation basis on each campus. Duty assignments are before school and after school. Areas to be supervised include the playgrounds, halls, gymnasiums, the bus area, and the cafeteria. To serve your duty effectively, mingle among the students, be consistent in what you tell students, and know the rules for each campus. Morning duty starts at 7:45 a.m. and afternoon bus duty ends when the last student leaves on the school bus. Check with your building principal about duty assignments. Some morning duties may be earlier than 7:45 a.m.

ATTENDANCE CHECK: District procedure for recording 2nd period attendance for accounting purposes:

- 1) Post outside classroom door by 9:30 at ELEMENTARY and end of 2nd period at JUNIOR HIGH and HIGH SCHOOL.
- 2) Slips must be CORRECT, written in BLACK INK with NO scratch-outs.

All other attendance periods' slips should be posted on the door at end of each class period. For teachers' own records, after recording absentees on slips, please record also on "From Your Substitute" form (see appendix 4) given to you by the secretary. For clarification of any other details, check with the secretary.

YOUR CLASS: Plan to give the student a full day of learning. Follow the lesson plans carefully. In most cases sufficient work will have been left to keep students busy for the entire period. Do not give a "free period" to the students, as this often develops into a situation that is difficult to control. Students should not be permitted to leave the classroom during class periods unless it is absolutely necessary. Sub consistency

reinforces this policy. Check with your building principal or assistant principal about rules regarding this.

LUNCH PERIOD: You should observe and follow the lunch period schedule set for the grade level you are teaching. Lunch periods vary from grade level to grade level on the elementary and junior high campuses. At the high school, there are two 30 minute lunch periods. Check with the school secretary for your class's dismissal time. The lunch period is your time unless duty is scheduled in which case you are responsible for being present for duty.

CONFERENCE-PLANNING PERIOD: Each teacher has an assigned conference-planning period during the workday. This time is to be utilized for planning, conferring with other teachers, parents, or the supervisory personnel. It is not an "off" period. For the substitute, this time should be used to review the teacher's lesson plans, check papers, familiarize oneself with materials, or consult with other teachers or the building principal. If you find that you need to leave the campus during this time, there is a sign-out form in each principal's office. A substitute may also be asked to cover additional classes during a conference time when/where needed at principal's discretion.

DUTY-FREE LUNCH: Do not take refreshments into the classroom to consume while students are in your class. Law requires 30 minutes of duty-free lunch; however, on certain campuses, teachers have noon duty after the 30 minutes are over.

Hallettsville ISD looks forward to having you as a substitute. The key to success is asking for help when you may need it. Please do. Our goal is to provide an excellent learning atmosphere for the students. YOU CAN MAKE IT HAPPEN!!!

YOUR DAY AS A SUBSTITUTE

As a substitute teacher, you will do a better job if you have an understanding of what is expected of you. This section of the Substitute Handbook contains suggestions, recommendations, and do's and don'ts which will help you better understand the role of a substitute.

UPON ARRIVAL: Parking lots are provided on each campus. Park your automobile in the area designed for teachers. When you reach the campus, report first to the principal's office. Here you will sign in, receive your instructions, plans, teacher record book, class roll, and schedule. Be sure to sign the substitute teacher record sheet. Ask any questions which you might have at this time, so your day can be more profitable and pleasant.

PROFESSIONAL BEHAVIOR: As a member of the Hallettsville ISD "family," the same professional behavior is expected of you as is expected of our regular staff.

Conduct yourself in a mature, business-like manner. Students are our stockholders.

Be friendly.

Remember, students have feelings and emotions; treat them as you would want to be treated.

Do not gossip or speculate on or off campus.

Do not discuss pupil's difficulties or problems other than in the proper setting.

Remember that you help to set the climate for learning and human relations in the school.

Remember, monitoring students/walking around/ maintaining eye contact helps keep control. Sitting at the teacher's desk all period, reading or doing such things as needlework can cause student misbehavior.

Do not leave classes unattended. Contact the office if you need to leave the room.

Caution – Putting hands on students when angry is inappropriate/reminder – use appropriate language with students. (no sarcasm or no threats) Contact the appropriate sources if problem persists and no unacceptable word choices.

If you have a criticism of some aspect of the school, class, a student, or fellow teacher, do not discuss it publicly. Instead, discuss it with the building principal.

Dress according to professional standards. (see Appendix 1)

THE CLASSROOM: In order to start off in the right direction, you must establish who you are and what you expect. When the bell rings, it is a good idea to be standing at the door greeting the class. Observe the students as they enter the classroom. Most effective teachers will have a previously established routine with their students and you may see this routine begin as the students start each class period. The students will probably find their seats and wait for you to give them directions. Occasionally, you may encounter a classroom filled with excitement, energy, and possibly even chaos. Whatever the situation, it's time for you to gain their attention, take control, and introduce yourself. Have your name written on the board. Let them know you will be following their regular teacher's plans and will be expecting them to work for you.

FOLLOWING THE TEACHER'S PLANS: Beware of the students who will try to convince you that they covered that lesson the day before or the teacher said to skip that lesson. Teach what the lesson plan indicates is to be taught. Teachers have spent time preparing their plans and expect them to be covered.

Be wary of student wanting to depart "en masse" to the library or restrooms. If students must leave, and this should be discouraged, let them do so one at a time.

Should the lesson plans call for the use of audio-visual equipment, make arrangements with the principal or librarian to have the equipment in the classroom. Know how to operate the equipment correctly. If you need a crash course, ask the principal to get you some help.

Review the campus accepted procedure for student attendance accounting. Always check the roll and record the names of students not present. Follow the daily class schedule; do not dismiss the students early nor keep them later than expected. If, for some reason, you need to detain a student, send a note to the student's next teacher to explain the situation. Try not to do this unless absolutely necessary.

You are responsible for the students in your classroom. For your protection, as well as the students', do not leave them unattended. If for some valid reason you must leave the classroom or need assistance, notify the office by the intercom in each room and ask them to send someone to watch your class for a few minutes.

NON-INSTRUCTIONAL AREAS: As a substitute, you are committed to follow the teacher's schedule and to meet the regular teacher's responsibilities to the students, the campus, and the school district. Know the teacher's schedule, so you can be on time and on location for all assigned duties. If you have a question regarding non-instructional duties, ask your building principal.

BEFORE LEAVING: At the end of the school day, leave whatever notes (see appendix 4) you need to help the regular teacher know what transpired during your substitute day. Take the plan book, record book, and whatever other materials to the principal's office. Check with principal or secretary in the event you may be needed to substitute the following day.

Thank you again for helping us. We appreciate it!

DRESS CODE FOR PROFESSIONAL EMPLOYEES

1. Torn, faded or otherwise unsuitable jeans will not be allowed. Under certain circumstances an employee shall be permitted to wear jeans at other times during the workweek. The campus principal shall monitor this situation.
2. Shorts, skirts, and dresses must conform to the following guidelines:
 - A. The length must touch the knee.
 - B. Attire should not be tight or revealing.
 - C. Athletic attire is permissible during physical education and athletic periods.
3. Warm-ups may be worn for athletic purposes only.
4. Tattoos must be covered
5. Be role models for students – generally consistent with student dress code policy

Cellular Phones and Paging Devices

Cellular phones/paging devices may not be visible or in use by professional or paraprofessional staff during instructional periods. Cellular phone/paging devices use is permissible during conference/lunch time.

Tobacco Use

Policies DH, GKA, FNCD

Smoking or using tobacco products is prohibited by laws on all district owned property. This includes all buildings, playground areas, parking facilities, and facilities, used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Appendix 1

Check List

At Home:

- _____ Dress neat, clean and appropriately for the teaching assignment.
- _____ Enter the school enthusiastic and serious about your role.
- _____ If possible, arrive at the school at least 20 minutes prior to the beginning of classes.

Prior to entering the class:

- _____ Report to the principal or the office to let them know your are there.
- _____ Ask about student passes and lunch procedures.
- _____ Ask if there will be any special duties associated with the regular teacher's assignment.
- _____ Find out how to refer a student to the office.
- _____ Look for fire alarm and know drill directions.
- _____ See if any student has medical problems.
- _____ Obtain any keys which might be necessary.
- _____ Find out how to report absences and tardies.
- _____ Find the locations of restrooms and teacher's lounge.
- _____ Ask the names of the teachers on both sides of your classroom and if possible, introduce yourself to them.

In the classroom:

- _____ Enter the classroom with confidence, the first impression can take you a long way.
- _____ If lesson plans are provided, follow them as closely as possible.
- _____ If money is to be collected, record the amount, the name of the pupil, and the purpose for the collections on a sheet to be turned in to the office.
- _____ Check to see if all the books, handouts and papers are close at hand.
- _____ Check seating chart.

End of each class:

- _____ Remind students of homework.
- _____ Account for all books and calculators.
- _____ Have student clean their desks and the area around their desk.

End of day:

- _____ Leave desk, books, and room in good order.
- _____ Return any keys.
- _____ Turn in any monies collected.
- _____ Fill out the Substitute Teacher Report and turn in with other materials.

APPENDIX 3

THANK YOU FOR YOUR SERVICE! (PLEASE RETURN THIS FORM TO CAMPUS SECRETARY AT END OF YOUR DAY)

FROM YOUR SUBSTITUTE

Name _____ Substitute for _____

Campus _____ Date _____

Absentees (use back if necessary)

Notes about lesson plans:

Helpful students:

Problems:

Comments: (use back if necessary)

Confidentiality Agreement

As a substitute staff member of a professional learning community, I understand the importance of keeping student information including grades, disciplinary action, and any information related to student services *confidential*.

While at school or when in out in the community, I also understand that I should not refer to any students. Information about general education and special education students should not be repeated anywhere outside of the school setting or to anyone who is not responsible for the child's education.

I also understand, only the regular classroom teacher or paraprofessional working directly with a child, counselor, special education teacher, administrator, and authorized representative of the special education coop should be discussing the program or progress of a student.

Signature