

# **SUBSTITUTE TEACHER HANDBOOK**



**WEATHERFORD**  
ISD

**WEATHERFORD INDEPENDENT SCHOOL  
DISTRICT**



## **District Mission Statement**

The mission of the Weatherford ISD is to teach, challenge, and inspire each student in a safe, nurturing environment to succeed in the global community.

## **Department Mission Statement**

**The mission of the Human Resources department is to provide, monitor, and continuously improve human resources processes that foster a climate which attracts and retains highly-qualified engaged and satisfied employees to fulfill the mission of the district.**

## **District Motto**

Your Child: Our Mission

## **Vision Statement**

WISD will be the world-class district of choice.

## **Value Statements**

- We value and respect all students, employees, parents, partners, and our community.
- We demonstrate visionary leadership.
- We engage in and promote personal and organizational learning.
- We make data-driven decisions.
- We practice ethical behavior and personal integrity.

# Substitute Teacher Handbook

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## **IMPORTANT INFORMATION FOR NEW SUBSTITUTES**

After you have completed the sub orientation session and have submitted all requested documents, fingerprints, and received your identification badge, you will be activated in the system, and will be on call to work as needed.

We have found in the past that some substitutes remain idle for weeks before actually accepting a job, so we have implemented a policy in Human Resources that if you have not accepted a job after two months you will be inactivated as a substitute for WISD and will be required to attend another session if you want to reinstate.

If you are in a student teacher situation or have scheduling conflicts, it is very important that you contact the Substitute Coordinator so that this information can be noted.

### **DISTRICT PROCEDURES FOR SUBSTITUTE TEACHERS**

- A.  
Substitute Teachers: At the beginning of each school year, the Superintendent or a designee, in cooperation with principals, shall compile a list of qualified substitute teachers available for the school year. This list shall be approved by the Superintendent and shall be distributed to all principals. The list shall indicate each individual's qualifications. Principals shall have specific authorization from the Superintendent before employing any substitute not on the approved list.
- B.  
Selection: Administrators/Principals shall give first consideration to the most qualified teachers on the approved substitute list and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.
- The Board of Trustees considers annually an order directing a letter containing a reasonable assurance of employment be sent to each classified employee upon recommendation of the Superintendent or his designate.
- C.  
Salary Schedule: Substitute teachers shall be authorized to serve from day to day and for temporary periods of time as needed. Substitute teachers will be paid on a per diem basis according to the pay schedule established by the Board of Trustees. Refer to yearly supplement for the current salary schedule.
- Pay periods close on the first Friday of each month and payroll information is due to the Business Office by that date.
- D.  
Employees' Standards  
Of Conduct: Conflict of Interest:  
The following standards of conduct shall apply to all employees of the District:
1. No employee shall accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties or that the

employee knows or should know is being offered with the intent to influence official conduct.

2. No employee shall accept employment or engage in any business or professional activity that the employee might reasonably expect to require or induce the disclosure of confidential information acquired by reason of the official position.
3. No employee shall accept other employment or compensation that could reasonably be expected to impair the employee's independence of judgment in the performance of official duties.
4. No employee shall commit any act of abuse or harassment toward a student or another employee.
5. No employee shall make personal investments that could reasonably be expected to create a substantial conflict between the employee's private interest and the public interest.
6. No employee shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised official powers or performed official duties in favor of another.
7. District employees shall dress in a clean, neat, professional manner, appropriate to their assignments in the District.
8. Weatherford ISD is a smoke-free, drug-free institution. Employees shall not use tobacco products on District premises, in District vehicles, or in the presence of students at school or school-related activities. Employees who use or are under the influence of alcohol or illegal drugs, as defined by the Texas Controlled Substances Act, during working hours may be dismissed in accordance with Board policy. A web link to a copy of this policy will be provided to each employee at the beginning of each year or upon employment.
9. Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

E.

Assignment Procedures:

A computerized calling system, Aesop, has been implemented. Teachers can report their absence to Aesop 24 hours a day. Aesop utilizes campus and teacher preference lists to choose which substitutes to offer which jobs. Substitutes' grade preferences, subject preferences and availability schedules are also considered.

Aesop calls substitute teachers to offer them jobs from 5:45 AM until 1:00 PM for jobs that day and from 5:00 PM until 10:00 PM for future jobs. Substitutes can also call or log on to Aesop to shop for jobs 24 hours a day. A substitute teacher must not accept an assignment from a teacher. Only the principal or their designee can prearrange a job with a substitute.

Teachers can create a preferred substitute list. Aesop will email and then later call those substitutes to fill the position beginning up to seven days before the job date. On the day before the job start date, if Aesop has been unable to contact the requested substitutes, it will call on through the preference lists in order to fill the job.

Substitutes, when hired, are encouraged to check with the building principal or designee to see if they are needed the next day. This will assure the class of having the same substitute in the event the regular teacher is out more than one day.

If a substitute cannot fulfill their commitments to a specific job they have accepted through Aesop, they must cancel themselves from the job as soon as possible so that Aesop may find a replacement for them.

F.

Duties and Responsibilities:

1. Understanding the Program
  - A. A substitute who anticipates being called to serve in the field or grade of his preference should inform himself as much as possible concerning the building routines and general policies of the school.
  - B. It is understood that substitute teachers placed for long assignments may call on the coordinator for any help he/she may need.
  - C. Long assignments may call for extra responsibility on the substitute teacher's part, i.e., lesson plans, faculty meetings, evening events, etc.

2. Professional Ethics

The substitute has a professional obligation even though he/she is not a regular teacher. Extreme caution should be used in expressing personal reactions and opinions about what is seen and heard in the classroom of the various schools. Under no circumstances should a substitute criticize a regular teacher in the presence of other teachers or students.

3. Routine Responsibilities

- A. Employment Hours
  - Elementary Campuses – Teachers, staff and substitutes should be in their classrooms ready to receive students by 7:40 AM and remain on duty until 3:40 PM, or until the duties of that teacher are complete.
  - Middle School – Teachers, staff and substitutes should be in their classrooms ready to receive students by 7:55 AM and remain on duty until 3:55 PM or until the duties of that teacher are completed. Some teachers' schedules vary, so please refer to the master schedule for these variations.
  - High School – Teachers, staff and substitutes should be in their classrooms ready to receive students by 8:00 AM and remain on duty until 4:00 PM or until the duties of that teacher are completed. Some teachers' schedules vary, so please refer to the master schedule for these variations.
- B. The substitute should be prompt in arrival since promptness will allow time to assemble the necessary materials. Upon arrival in the building, the substitute must sign in at the designated place or with the designated person for final instructions, keys, etc.
- C. The substitute should check the regular teacher's mailbox at the time of arrival. Remember the "sort and leave" principle.
- D. The substitute should endeavor, to the extent possible, to preserve the regular routine of the class and to perform all the duties expected of the regular teacher.

- E. Passes for students to leave the room should be given only for emergencies. Students should not go to their lockers, rest rooms, or to another teacher's room during class time.
- F. Conference periods serve as mandated planning and preparation time for classroom teachers. Since substitutes usually are not required to plan lessons, additional responsibilities or duties may be assigned during these times. Check with the school secretary for further information.
- G. The substitute should report to the campus office before leaving the building at any time during the day.

Classroom Instruction

- A. The substitute teacher should not assign written work or leave it to be graded, except by request of the regular teacher. On long-term assignments, daily work should be graded and recorded in the proper place unless otherwise directed.
- B. The substitute should not feel that he is merely "filling in" or holding things together; rather, he should do the work of a regular classroom teacher.
- C. It is in the best interest of the substitute teacher to keep in as close contact as possible with the regular teacher. If the period is for more than one day, the substitute should contact the principal concerning the advisability of calling or visiting the regular teacher.
- D. If no lesson plans are found and it becomes necessary to improvise, the substitute should be sure to terminate any work started that day unless absolutely certain of returning the following day.
- E. The substitute teacher should arrange for parent conferences only after consultation with the principal.
- F. The substitute teacher has the responsibility for any equipment and/or materials assigned to the students such as lab equipment, playground equipment, computers, calculators, etc.
- G. The substitute teacher is obligated to complete one teaching assignment before starting on another.

H.  
Reports and Records

- A. The substitute should complete whatever reports are requested, both for the information of the office and for the regular teacher.
- B. The substitute should leave a summary of what was accomplished and an estimate of the pupils' progress in the teacher's mailbox. These notes can be entered on Aesop or other format of your preference.
- C. The classroom teacher will complete a classroom Teacher's Feedback on Substitutes after each assignment. This feedback will be emailed to the principal and Substitute Coordinator within three days of the classroom teacher's return to work.

## **EMPLOYEE CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS**

The Texas educator should strive to create an atmosphere that will nurture to fulfill the potential of each student.

The educator is responsible for standard practices and ethical conduct toward students, professional colleagues, parents and the community.

The Code is intended to govern the profession, and interpretations of the Code shall be determined by the Professional Practices Commission.

The educator who conducts his affairs with conscientious concern will exemplify the highest standards of professional commitment.

Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

### **Professional Standards**

#### **1. Professional Ethical Conduct, Practices, and Performance**

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

**Standard 1.2** The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

**Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

**Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

**Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.

**Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

**Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

**Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

**Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

**Standard 1.11** The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

**Standard 1.12** The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

**Standard 1.13** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

#### **2. Ethical Conduct toward Professional Colleagues**

**Standard 2.1** The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.



**Standard 2.2** The educator shall not harm others by knowingly making false statements about a colleague or the school system.

**Standard 2.3** The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

**Standard 2.4** The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

**Standard 2.5** The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

**Standard 2.6** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

**Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

### **3. Ethical Conduct toward Students**

**Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

**Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

**Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

**Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
  - (ii) the subject matter of the communication;
  - (iii) whether the communication was made openly or the educator attempted to conceal the communication;
  - (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
  - (v) whether the communication was sexually explicit; and
  - (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
  - (v) whether the communication was sexually explicit; and
  - (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## **Discrimination, Harassment, and Retaliation**

*Policies DH, DIA*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the employee should report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

EMPLOYEE WELFARE

FREEDOM FROM DISCRIMINATION, HARRASSMENT, AND RETALIATION

DIA

(LOCAL)

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### STATEMENT OF NONDISCRIMINATION:

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

### DISCRIMINATION:

Discrimination against an employee is defined as Conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

## **CAMPUS RESPONSIBILITIES TOWARD SUBSTITUTE TEACHERS**

1. Each campus principal shall maintain an accurate, up-to-date, approved substitute list.
2. Each teacher shall maintain a current substitute folder containing information pertinent to successful operation of his/her classroom.
3. Each campus principal shall provide the business office with information regarding employment of substitutes for payroll purposes.
4. Each campus principal or designee shall provide automated system for substitute teacher job selection, record keeping, etc.

### **Expectations of WISD Substitutes**

1. Confidentiality
  - A. Report concerns to campus administrator,
  - B. Student information is confidential (FERPA).
2. Focus on the teacher's lesson plans.
3. Professional behavior vs. personal views.
4. Be prompt, flexible and a team player.
5. Never leave a class unattended.
6. Report concerns to campus administrator and to the Substitute Coordinator.
7. Professional dress.

### **Clinic Procedures**

**Please refer to Medical Care and First Aid in Schools booklet (provided)**

### **Clean up of Body Fluids**

**Call the front office so that a custodian can be called to the classroom.**

## **DISCIPLINE MANAGEMENT PLAN**

The Weatherford Independent School District Discipline Management Plan is outlined through elementary, middle school, and high school student handbooks. A copy of these handbooks is available online at [www.weatherfordisd.com](http://www.weatherfordisd.com).

The code of conduct for students differs from one age group to the next; therefore, please take time to review each of the three handbooks prior to substituting.

If specific questions arise regarding a specific campus please consult with the campus principal for clarification.

### **Checklist for Substitutes**

- Report to the office and sign in on arrival.
- Become familiar with the routine of the school.
- Prepare all materials needed for the day.
- Start class on time.
- Take attendance.
- Follow lesson plans.
- Fulfill the classroom teacher's extra duties.
- Check in with office during conference/planning time.
- Act professionally.
- Write a summary to the classroom teacher.
- Leave the room orderly, with items used returned to the proper place.
- Turn off lights, turned off audio/visual equipment.
- Return keys.
- Sign out at the end of the day.