

JOURDANTON INDEPENDENT SCHOOL DISTRICT



SUBSTITUTE HANDBOOK

Revised 07/2010

TIPS FOR SUBSTITUTES

DRESS CODE

According to District policy, the dress and grooming of District employees [including substitutes] 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.

District employees shall be allowed to wear mustaches and beards. The mustaches shall not extend below the upper lip and must be kept clean, neat, and well-groomed. Beards shall be groomed to no longer than one inch and shall be neat, clean, and well-groomed.

In addition, because students learn by example, the district administrators have established the following standards for staff members:

1. Skirts and dresses should be in good taste and no more than 4" above the knee.
2. Shorts of any kind should not be worn in the classroom setting without special permission.
3. No body-piercing ornaments will be allowed, with the exception of female staff members having pierced ears.
4. No tattoos will be exposed.
5. Hair must be neat, well-groomed, and of a normal hair color.
6. Appropriate footwear must be worn with safety of staff and students considered. Flip flops are not allowed.
7. Blouses and tops should not reveal cleavage.

TOBACCO USE

Smoking or using tobacco products is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. 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.

FINGERPRINTING

Fingerprinting is required of all substitute teachers. Substitute teachers **are not** eligible to substitute and **will not** be considered for the substitute list until fingerprinting requirements are met. For new substitutes, the cost of fingerprinting is the responsibility of the substitute. If a new substitute subs for 25 days during the first year as a substitute, the district will reimburse the cost of the fingerprinting. A receipt is required. It is the responsibility of the substitute to request reimbursement from the district. For more information on fingerprinting, contact Pauline Isaac at (830) 769-3548 ext 226.

COMPUTER USE AND DATA MANAGEMENT

The district's electronic communications system, including its network access to the Internet, is primarily for administrative and instructional purposes. Substitutes WILL NOT be provided with access to the district's computers unless they are employed for a long-term assignment and access is needed to fulfill the assignment. In the event that access is granted, limited personal use of the system is permitted only if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Director of Instruction and Technology.

STAFF PARKING

All staff members are expected to park in designated areas only. Parking in unauthorized areas is not allowed. Staff parking is not allowed in the playground area behind the junior high building.

CELLULAR TELEPHONE USE

All staff members should limit personal calls during the work day. Staff members should not interrupt instruction with cell phone usage including text messaging. Cell phones should be on silent or meeting mode in instructional areas (inside all school buildings) and in meetings. **Generally, staff members should not hold cell phone conversations or send text messages in front of students.** For extenuating circumstances that require access to a cell phone during the day, staff members should notify his/her supervisor.

It is against the law in Texas for the drivers of vehicles transporting students to use cell phones except in an emergency situation. In an emergency, the driver should pull off the road to make a telephone call. **This includes the transportation of students in the expeditions and suburbs.**

PAYCHECKS

All JISD staff members are paid monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

Pay day is the 21st of each month. When the 21st falls on a weekend, a holiday, or during a scheduled break, pay day will be the last business day before the weekend, holiday, or scheduled break. Substitute teacher paychecks are mailed to the address provided unless the substitute specifically request that check be held for pickup.

TEACHER RETIREMENT

All personnel employed on a regular basis for at least one-half of the normal work schedule are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

ARRIVAL

Substitute teachers must be on campus at 7:30 A.M. If you sub in the afternoon only, you need to be on campus at 11:30. If you sub only in the morning, you need to be on campus at 7:30 A.M. and can leave at 11:30 A.M. Full Day subs must stay on campus until 3:30 P.M. and stay on duty until 3:45. If you have afternoon bus duty you must stay until 4:00-4:05.

When you are called to sub, be sure to ask if that person has duty. Arrive at 7:30 A.M., unless you have been assigned bus duty. Bus duty begins at 7:15 A.M., in front of the Jr. High Gym. If an emergency arises or you become ill before time to arrive at school, please call the person who called you to sub at home and on the school extension voice mail. This will enable them to find a replacement for you before school. The phone numbers are as follows:

| | | | | | |
|------------------|---------------------|-------------|----------|------|-----|
| Keith Chapman | 769-2482 (Home) | High School | 769-2350 | Ext. | 231 |
| Robert Rutkowski | 769-2382 (Home) | Jr. High | 769-2234 | Ext. | 237 |
| Michele Hartung | 830-741-4297 (Home) | Elementary | 769-2121 | Ext. | 242 |

SIGNING IN

All campuses have a sign in sheet in their respective offices. At this time, you may pick up any other information the campus would like you to have. Be sure to sign in and check with the office personnel for any messages.

KEYS

Office personnel will open the doors to the classroom for you. If one is not available, you may ask one of the other teachers or maintenance workers to assist you.

SUBSTITUTE TEACHER FOLDER

The teacher will leave a folder for you called the Substitute Teacher Folder. The name of the teacher and their room number will be listed on the side of the folder.

On the front of the folder you will find the teacher's daily schedule showing the homeroom number, period, time, room number the class is to meet in, subject/grade, lunchtime, and any extra duties the teacher may have.

Inside of the folder you will be told where to find the lesson plans, record book/class list, seating chart, teacher's manuals and texts, forms/passes, paper and pencils, exams, etc.

Attendance procedures are listed, including tardiness.

Hall pass destinations are listed for each hall pass, i.e., office, library, restroom, nurse, other.

Procedures for class rules, A.V. equipment and discipline are listed.

Teachers and reliable students that you could ask for assistance are listed, along with any special instructions from the teacher.

The location of the staff lounge, restrooms, teacher's workroom, and cafeteria is shown.

Inside the folder's pocket you will find a map of the school and a Student Handbook.

Hall Passes and Detention Referral Slips will be attached to the folders pocket.

On the back of the folder you will find emergency procedures for fire drill, severe weather, behavior emergency, and any additional information you might need for that day. Also listed are the name of principal, counselor, secretary, custodian and department head of your campus.

LESSON PLANS

- A. Check to see if the teacher has duties that you might not be aware of. Teachers are expected to be at their assigned places when scheduled. In case of conflict, arrangements must be made in advance and the proper person in charge notified. As a Sub, you are responsible for covering the teacher's duties unless arrangements have been made in advance.
 - B. Write your name and the date on the board.
 - C. Write the objectives, activities, and homework assignments on the board. Be sure to follow the lesson plan exactly as the teacher has written it. Be sure to write on the board, **"TURN IN ALL ASSIGNMENTS DUE"**.
 - D. Check the lesson plan to see if any equipment is needed or to see if the class is scheduled to go to the library or computer lab.
- * THERE ARE SIGN IN/OUT SHEETS FOR EACH CLASS. THESE MUST BE COMPLETED BY THE TEACHER PRIOR TO THE CLASS PERIOD. CHECK WITH LIBRARIAN TO VERIFY THAT ARRANGEMENTS HAVE BEEN MADE.
- * **DO NOT CHANGE THE ASSIGNMENT LEFT BY THE TEACHERS UNLESS YOU HAVE THE PRINCIPAL'S APPROVAL.**

- * **IF YOU CANNOT FIND THE LESSON PLAN, THE TEACHERS ARE REQUIRED TO FURNISH THE OFFICE WITH A COPY OF EACH WEEK'S LESSON PLAN, SO ASK THE OFFICE FOR ASSISTANCE.**

MAILBOX

The teachers' mailboxes are located in the teachers' lounges on all three campuses. You may need to check these for the attendance slips or memos sent out during the day from the office.

LOCATE THE SCHOOL FLOOR PLAN

All classrooms have a copy of this posted on the wall. This will be helpful to you in case you need to take your class to another area in the school, or in case of a fire or fire drill.

FIRE AND SAFETY PROCEDURES

Fire and safety procedures are listed on the School Floor Plan.

- * 3 bell rings denotes a Fire Drill
- * 2 bell rings march back into room
- * 1 bell ring means halt

* **TEACHERS MUST TAKE GRADEBOOK**

- * **DURING ALL DRILLS STUDENTS MUST STAY WITH YOU AND ARE NOT TO BE RELEASED TO ANYONE WITHOUT PRINCIPAL'S APPROVAL.**
- * **CELL PHONE USAGE BY STUDENTS AND STAFF IS NOT ALLOWED DURING DRILLS AND SAFETY PROCEDURES.**

FIRST BELL

The first bell rings at 7:55 A.M for Elementary, 7:55 A.M. for Junior High and 7:50 A.M. for High School. This bell alerts students that class will begin in 5 minutes. At 7:59 A.M. another bell will ring reminding the students that they have 1 minute until the tardy bell rings. At 8:00 A.M. the tardy bell rings and all students should be in the room and seated in their desks.

INTRODUCTION

Introduce yourself to the class and make them aware of what you expect from them.

EXAMPLE: Good morning class, my name is MR./MRS. I will be filling in for Mr./Mrs. today. I would appreciate it if you would remain quiet and seated as I call the roll. When your name is called, please raise your hand so that I may get to know you more quickly.

NEW STUDENTS

When a new student is admitted to class, they are given a Student Identification Slip with their student ID number on it. Write down the students full name and ID number for the teacher.

EXPLAINING THE RULES

Once you have the students' attention, explain your rules to them so that there will not be any misunderstandings later.

EXAMPLE:

1. Please do not ask to leave the room unless it is an emergency.
2. Do not speak without permission.
3. Do your own work, but if you need help, be sure to ask.
4. No food or drink is allowed in class.
5. Please remain seated in your desk, etc.

* ADVISE THE STUDENTS THAT ALL RULES APPLY TO ALL STUDENTS.

PRESENTING THE ASSIGNMENT

1. Make the students aware that the assignment has been written on the board.
2. Ask the students to write the assignment down.
3. Read the assignments to the students. Go over the assignment with them orally, step by step.
4. Ask if the students have any questions concerning the assignment. Repeat the instructions if necessary.

* **IF A STUDENT NEEDS HELP, RESOURCE BOOKS AND ANSWER KEYS ARE AVAILABLE FOR YOUR USE ONLY. HELP THE STUDENTS BUT DO NOT GIVE THEM THE ANSWER KEY OR BOOKS**

GRADEBOOK

All information in the teacher's grade book is confidential. Students should not be allowed to see the book.

DURING CLASS

1. Remain in the classroom at all times. If you must leave, alert a neighboring teacher or the office.

2. Walk around the room to monitor the students and help keep control.

ENDING THE CLASS PERIOD

1. About 5 minutes before class is over, remind the students to turn in all assignments due and remind them about any homework assignments. Then ask them to clean up the area around their desks. It is your responsibility to see that the room is left neat and intact.
2. Check all equipment, such as the computer mouse, desks, walls, floors, etc., to be sure that there is no damage.
3. Be sure all equipment is returned. You are responsible for the equipment. If you feel comfortable, you may have a reliable student return the equipment for you, if not, you may return it yourself between classes.
4. Ask the students to remain seated until the bell rings. Stand by the door. When the bell rings, move into the hall and stand in front of the classroom door to help monitor the hallway.

STUDENT LEAVING CLASS

A student will need a "Hall Pass" issued and signed by you to leave the classroom for any reason, restroom, Library, etc. Please remember that you are responsible for this student even though he is not in your room. Be sure to fill the passes out in INK and be sure to include the date, time, and destination where the student has permission to go and why.

CONFERENCE PERIOD

When subbing for a staff member who has a scheduled conference period, please report to the office for duties and assignments during that period. The conference period is part of the work day and not a scheduled break.

SUBSTITUTE TEACHER'S FOLLOW-UP REPORT

The Substitute Teacher's Follow-Up Report will be given to you by the office personnel. It is to be filled out and the white copy returned to the office at the end of the day. Leave the canary copy with your report to the teacher. Keep the pink copy for your records.

YOUR TEACHER'S REPORT

Your report to the teacher should be as brief and to the point as possible, if you did not mark the absentees and tardies in the gradebook, be sure to list them and anything else you think might be of importance to the teacher.

CONTROL

For the most part, any substitute teacher can effectively maintain control. There is no one formula for effective discipline. What works for one substitute may not work for another. What works in one classroom might not work in another.

Here are some basic ingredients for control:

1. Arriving early and being well prepared helps to "augment" your "in charge" posture, which the students will respect.
2. Quickly identify as many students by name as possible. This establishes some early accountability for student behavior. Knowing names also personalizes the relationship you will have with the students.
3. Make your expectations for classroom behavior clear from the very start.
4. Make the class aware that the group has options for which there are related consequences. If the student chooses to be responsible and cooperative this behavior will result in being able to easily complete required work.
5. Some students may regard you as an intruder but will not attack if approached in a firm, warm, positive manner. Being too defensive or authoritarian seems to bring out the worst in a new group.
6. Make the students aware that since you are an individual in your own right, who is temporarily acting in their teachers place, things may be a little different than usual but not necessarily less productive or less pleasant.
7. Focusing on positive aspects of supportive cooperation from students seem to insure best results. Instead of marking down the names of troublesome students, make it clear you are looking for and reporting the names of helpful, cooperative, hard working students, However, if need be, you will report those misbehaving. If at all possible, potential troublesome students should be quickly enlisted as "HELPERS" so as to convert them toward a successful day.
8. If it is emphasized to the students that the responsibility for the day's success is shared by both them as students and you as sub, it puts you all on the same team.
9. Your own honest and positive approaches to the problem are your greatest assets and will usually bring about very successful class control.

IN CONCLUSION

As a substitute teacher, your odds for survival are based to a large extent on "Being prepared for anything".

1. Knowing you are "ready for anything" is a great boost to your confidence. A sub's high level of confidence in return elicits greater feelings of security and respect from the students.
2. Bringing your own materials and supplies makes you relatively self-reliant. It saves not only time but also prevents the classroom chaos which can erupt when you have to "dig" for materials thereby sacrificing control over the group.
3. A substitute teacher who has learned to be highly flexible can better "roll with the punches" and feel both comfortable and successful. Flexibility is both an attitude and a skill.
4. The most important natural resource to have as a substitute teacher is your own creativity and enthusiasm.
5. An attitude of being willing to explore and learn from your experiences is a way to feel and be successful.
6. Keep a small notebook for the purpose of recording the classrooms in which you have subbed.

EXAMPLE: Mrs. Ulbrich's Room

1. Students are not allowed to sit at back tables.
2. No one is allowed in the kitchen area without permission.
3. No student is to leave the classroom.
4. Students are not allowed in the office, nor are they allowed to use the telephone.
7. When appropriate let the students grade their own papers. It can be a learning process in itself and also provide valuable assistance to the "sub" whose time is usually very limited.
8. Speak kindly.
9. Be sure to leave a brief report of the days events along with your name and phone number for the teacher.

ELEMENTARY SUBSTITUTE REQUIREMENTS

PLEASE BE SURE TO WEAR A WATCH WHEN YOU SUBSTITUTE IN ELEMENTARY. THERE ARE NO BELLS TO INDICATE THE CHANGE OF CLASS.

ATTENDANCE

As you call the roll, ask the students to hold up their hands so that you can learn to know them quickly, can be sure that it is actually that person answering, and be sure that they are seated according to the seating chart.

- * Write names of absent students on a slip of paper and send it to the office.

LUNCH

The sub will escort his/her class to the lunchroom.

- * Pre K - 5th eat at Elementary Cafeteria.

DISCIPLINE

If a student cannot be controlled, send student to the office with a note.

1. YOU MUST BE THE PERSON IN CONTROL.
2. YOU MUST BACKUP WHAT YOU SAY.
3. YOU MUST BE CONSISTENT.

- * If you are having problems with a student, try to correct the situation if possible and go on. If the student continues to present problems, explain to him what you intend to do if his behavior continues in this manner and be sure that he understands your intent. If the student is still challenging you by not doing as asked, follow through with the reprimand you previously advised the student about.

NOTE * UNDER NO CIRCUMSTANCES IS A SUBSTITUTE TO EVER SPANK OR SHAKE A STUDENT. THIS COULD RESULT IN A LAWSUIT FOR YOU AND THE SCHOOL. A STUDENT'S PUNISHMENT IS TO BE ISSUED BY A TEACHER OR THE PRINCIPAL. IN A MEDICAL SITUATION, CONTACT THE SCHOOL NURSE IMMEDIATELY.

NOTES

JUNIOR HIGH SUBSTITUTE REQUIREMENTS

Subs must sign at the Junior High Assistant Principal's office and pick up any other information necessary.

Check to be sure each student has their assignment books and that he writes down the assignment from the board.

Substitute teachers must also have their copy of the JJHS Student Assignment Book and a copy of the Student Handbook.

ATTENDANCE

As you call the roll, ask the students to hold up their hands so that you can learn to know them quickly, can be sure that it is actually that person answering, and be sure that they are seated according to the seating chart.

- * Follow the instructions exactly.
- * Mark the absentees and tardies accordingly.
 - Leave a list of who was absent for the teachers.
 - Those students "NOT SEATED" in their desks when the bell rings are tardy.
 - If a student goes back to their locker after the bell rings, they are tardy.
 - If a student is tardy for 2nd or 6th period, or has been counted absent, place the letters TP beside the students name to indicate that the student is present but was tardy.
 - If a student is tardy the first period of the day, (1st or 5th), he must sign in at the office and bring the tardy slip to class.
- * Sign your name and date the list.

EXAMPLE:

P. Wilson

8/24/2006

BY: Jeanette Harrison

8/24/2006

LUNCH

Junior High eats at high school cafetorium. They enter through the south doors and exit through the south doors.

LEAVING CAMPUS

If a student requests to leave campus to go to the nurse, Jr. High Campus, etc., issue a hall pass to the office stating where the student wishes to go. The office will handle it from here.

OFFICE PASSES

Issue an office pass only when you feel the situation is warranted.

DISCIPLINE

If a student cannot be controlled, send them to TSPC in the SAC room. They will stay there for the duration of the class.

1. YOU MUST BE THE PERSON IN CONTROL.
2. YOU MUST BACKUP WHAT YOU SAY.
3. YOU MUST BE CONSISTENT.

* All rules apply to all students at all times. There are no exceptions. If you are having problems with a student, try to correct the situation if possible and go on. If the student continues to present problems, explain to him what you intend to do if his behavior continues in this manner and be sure that he understands your intent. If the student is still challenging you by not doing as asked, follow through with the reprimand you previously advised the student about.

DISCIPLINE SLIPS

Discipline slips are given when a student has committed a disciplinary action serious enough to warrant being sent to the office. Do not separate the discipline slips. It is turned in to the office in its entirety.

1. The office will advise you whether or not to fill out a discipline slip.
2. Leave a copy of the discipline slip and a brief explanation with your report to the teacher.

NOTES

HIGH SCHOOL SUBSTITUTE REQUIREMENTS

ATTENDANCE

As you call the roll, ask the students to hold up their hands so that you can learn to know them quickly, can be sure that it is actually that person answering, and be sure that they are seated according to the seating chart.

- * Follow the instructions exactly.
- * Mark the absentees and tardies accordingly.
 - Highlight student's name on the attendance slip
 - Those students "NOT SEATED" in their desks when the bell rings are tardy.
 - If a student goes back to their locker after the bell rings, they are tardy.
 - If a student is tardy for 2nd or 6th period, or has been counted absent, place the letters TP beside the students name to indicate that the student is present but was tardy.
 - If a student is tardy the first period of the day, they must sign in at the office and bring the tardy slip to class.
- * Sign your name and date the slip even if it has been previously signed by the teacher.

EXAMPLE:

P. Wilson

8/24/94

BY: Jeanette Harrison

8/24/94

- * Put the slip or card on the paper clip outside the door of the room.

LEAVING CAMPUS

If a student requests to leave campus to go to the nurse, Jr. High Campus, etc., issue a hall pass to the office stating where the student wishes to go. The office will handle it from here.

OFFICE PASSES

Issue an office pass only when you feel the situation is warranted.

DISCIPLINE

If a student cannot be controlled, send them to the office. They will stay there for the duration of the class.

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DISCIPLINE SLIPS

Discipline slips are given when a student has committed a disciplinary action serious enough to warrant being sent to the office. Do not separate the discipline slips. It is turned in to the office in its entirety.

1. Advise the office of the problem (use call button).
2. The office will advise you whether or not to fill out a discipline slip.
3. Leave a copy of the discipline slip and a brief explanation with your report to the teacher.

HIGH SCHOOL COMPUTER LAB RULES

1. Students are to enter the computer lab as quietly as possible.
2. Once the students are seated remind them there is no talking.
3. Students are not allowed to “roll” around in the chairs.
4. Students are not allowed to sit or lean on the tables.
5. There is no food or drinks allowed.

NOTES

JOURDANTON INDEPENDENT SCHOOL DISTRICT

SUBSTITUTE HANDBOOK RECEIPT

Name _____

I hereby acknowledge receipt of my personal copy of the Jourdanton ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document including the staff dress code.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that this handbook intends no modifications to contractual relationships or alterations of at-will relationships.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the school superintendent if I have any questions, concerns, or need further explanation.

Signature

Date

Note: Please sign and date this form and forward it to the school superintendent's secretary for filing.