

**GRAND SALINE
INDEPENDENT SCHOOL
DISTRICT**



**HANDBOOK
FOR
SUBSTITUTE TEACHERS**

Appreciation of Substitute Service

A substitute teacher has one of the most difficult assignments in the school system. It is the responsibility of the school personnel to establish and maintain a favorable and respectful attitude concerning the substitute and his/her work. Pupils must appreciate the need and the importance of the substitute teacher and be expected to treat him/her in a courteous, kind, and friendly manner.

Grand Saline Independent School District commits to maintain the high status that rightly belongs to the substitute teacher and expresses sincere appreciation to those who serve in this capacity.

Grand Saline Independent School District
400 Stadium Drive
Grand Saline, Texas 75140
903-962-7546

This handbook has been prepared to help you become better informed concerning your role as a substitute teacher in Grand Saline ISD. We hope it will answer many questions regarding the important role you play in the educational process at Grand Saline.

Our goal is to build your awareness, extend your access to resources, and familiarize you with district procedures and expectations. Please feel free to contact us should you have questions or concerns. We consider ourselves your support team.

Thank you again for your time and effort in helping us educate our students.

District Administration:

Superintendent

Micah Lewis
Kathy Thomason, Secretary

Assistant Superintendent

Debby Morse

Special Education Director

Kim Brewington

Director of Finance

Laura Griffith

Payroll Clerk

Robbie Monk

District Staff:

Athletic Director – Michael Ridge
Food Service Director – Tricia Vaughn
Technology Coordinator – Lance Caffey

Campus Administration:

High School

Ricky LaPrade, Principal
Robin Goff, Counselor
DeeDee LaPrade, Secretary

Middle School

Richard “Duane” Petty, Principal
Dr. John Abbott, Counselor
Melissa Houser, Secretary

Intermediate School

Tina Core, Principal
Shannon Gardner, Secretary

Elementary School

Lori Hooton, Principal
Janis Hayes, Secretary

Maintenance Director – Pat O’Donnell
Nurse – Debbie Yarbrough
District Testing Coordinator – Winona Almuete

Grand Saline Independent School District

Equal Opportunity Policy Statement

1. No administrative officer or employee of the Grand Saline Independent School District, acting in his/her official capacity, may discriminate on the basis of a person's sex, race, religion, color or national origin regarding: personnel practices, including assigning, hiring, promoting, compensating, and discharging employees; use of facilities, awarding contracts, and participation in programs.
2. No student shall on basis of sex, race, religion, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity sponsored by this school district except as specifically provided in Title IX implementing regulations.

Inquiries regarding any of these policies should be directed to

Title IX Coordinator: Debby Morse

903-962-8171

District Mission Statement

The Grand Saline Independent School District, in partnership with parents, community members and businesses, provides a safe, caring, and motivational learning environment enabling all students to reach their educational, social and emotional potential. These factors empower graduates to become life-long learners, which in turn allows them to be globally competitive, successful, productive, patriotic members of an ever-changing society.

District Vision Statement

“Changing the World One Student at a Time”

GUIDELINES AND REQUIREMENTS FOR SUBSTITUTES

WHAT ARE THE REQUIREMENTS FOR SUBSTITUTING?

Grand Saline Independent School District looks for people who can relate well to children and adults. Former teachers, housewives, business people and others who like working with students and have the school hours free are invited to apply. A high school diploma or GED is required. Applicant must pass a criminal background check before beginning an assignment and must be fingerprinted. If you have not currently completed the fingerprinting process, please contact Kathy Thomason for additional information; you are responsible for paying \$47.45 to be fingerprinted.

WHEN DOES A SUBSTITUTE WORK?

Substitute teachers are considered at-will and no specific amount of work is guaranteed.

MAY SUBSTITUTES RESTRICT THEIR AVAILABILITY?

Substitutes may request to be called for specific campuses or work on specific days. This will assist campuses in limiting their calling to only those individuals desiring to work on their campuses. If you repeatedly turned down opportunities to work within the district, your status as a substitute teacher may be jeopardized.

WHEN ARE SUBSTITUTES CALLED?

If possible, substitutes will be called in advance of the day they are needed. Most calls, however, are placed early in the morning on the day a substitute is needed.

WHAT HOURS ARE EXPECTED OF A SUBSTITUTE TEACHER?

Substitutes are required to follow the campus workday. The school day begins at 7:45 a.m.; substitutes may leave at 3:45 p.m. Check with the campus principal regarding your specific requirements and whether or not the teacher has duty during the school day.

GRAND SALINE INDEPENDENT SCHOOL DISTRICT

SUBSTITUTE PAY POLICY

2017 - 2018

Substitute teachers will be paid as follows:

Degreed/Certified	\$85.00/day
Non-Degreed	\$60.00/day

A substitute teacher who teaches in the same classroom for consecutive days will earn as follows. This policy does not apply to a substitute who subs for a paraprofessional or who provides one-on-one supervision to a particular student, nor for a sub in ISS. These must be consecutive days; if you miss a day, it then goes back to the non-consecutive rate.

Degreed/Certified, after 5 th day	\$95.00/day
Non-Degreed, after 15 th day	\$65.00/day

The district’s need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

All substitutes are paid on a monthly basis. You are paid on the 15th, but the payroll runs from the 1st day of the month to the last day of the month. You MUST sign in at the campus office that the teacher is assigned to (not always the campus you go to first). NEVER sign in at two places, unless you are working a half day (am) for a teacher on one campus and, on the same day, working a half day for a teacher on another campus (pm).

SUBSTITUTE TEACHERS	This section applies to a person who is a substitute teacher for the District or a shared services arrangement.
APPLICABILITY	For purposes of the CHRI review requirements, a “substitute teacher” is a teacher who is on call or on a list of approved substitutes to replace a regular teacher and has no regular or guaranteed hours. A substitute teacher may be certified or noncertified.
INFORMATION TO DPS AND TEA	<p>The District shall send or ensure that a person to whom this section applies sends to DPS information required for obtaining NCHRI, which may include fingerprints and photographs.</p> <p>The District shall provide TEA with the name of a person to whom this section applies. TEA shall examine the CHRI and certification records of the person and notify the District if the person:</p> <ol style="list-style-type: none"> 1. May not be hired or must be discharged as provided by Education Code 22.085; or 2. May not be employed as a substitute teacher because the person’s educator certification has been revoked or is suspended.
EMPLOYMENT PENDING REVIEW	After the required information is submitted, the person may begin employment, but that employment is conditional upon the review of that person’s CHRI by TEA and must be terminated if TEA makes a determination that the employee or applicant is ineligible for employment.
CRIMINAL HISTORY	<p>The District shall obtain all CHRI that relates to a person to whom this section applies through the Clearinghouse. The District may require the person to pay any fees related to obtaining the CHRI.</p> <p><i>Education Code 22.0836; 19 TAC 153.1101(5), .1111(d)</i></p>

A CODE OF ETHICS FOR SUBSTITUTE TEACHERS

PRINCIPLE I: Professional Ethical Conduct

The substitute should endeavor to maintain the dignity of the profession by respecting and obeying the law, demonstrating personal integrity, and exemplifying honesty.

PRINCIPLE II: Professional Practices and Performance

The substitute, after qualifying in a manner established by law or regulation, shall assume responsibilities for professional teaching practices and professional performance and shall continually strive to demonstrate competence.

PRINCIPLE III: Ethical Conduct Toward Professional Colleagues

The substitute, in exemplifying ethical relations with colleagues, shall accord just and equitable treatment to all members of the profession.

PRINCIPLE IV: Ethical Conduct Toward Students

The substitute, in accepting a position of public trust, should measure success by progress of each student toward realization of his potential as an effective citizen.

PRINCIPLE V: Ethical Conduct Toward Parents and Community

The substitute, in fulfilling citizenship responsibilities in the community, should cooperate with parents and others to improve the public schools in the community.

ROLES AND RESPONSIBILITIES

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER TO THE SCHOOLS

1. You are requested to accept assignments for which you are qualified in any school (based on guidelines you have provided to the district).
2. When you receive a call for a substitute assignment, please be certain that you: (a) answer the telephone yourself, (b) have a pencil and pad by the telephone to write down your instructions, (c) write down the name of the school campus, (d) get the teacher's name and assignment for whom you are working, (e) report first to the principal's office upon arrival at the assigned school.
3. Substitutes should be dressed professionally and in accordance with the position in which you are substituting. When assisting in P.E./Athletics, dress in clothes that will allow you to lead the various physical activities (for example, do not wear flip-flops).
4. Substitutes should respect the confidentiality of both teachers and students. A substitute teacher should never discuss any school-related issue(s) either publicly or privately.
5. Report to the building principal promptly and sign in. Given sufficient advance notice, he/she should report at the same time the regular classroom teachers report for duty: substitutes should arrive by 7:45 a.m. and may leave at 3:30 p.m., or upon completion of assigned duties. Be sure you are aware of special duties or assignments.
6. Introduce yourself to neighboring classroom teachers.
7. Accept the responsibility for helping to create and maintain cordial relationships between teachers, pupils, school and community. Your role as a substitute is professional, even though you are not the regular teachers.
8. Acquaint yourself with fire and emergency drill regulations, assigned exits, and restroom area procedures.
9. Locate the classroom teacher's daily schedule, lesson plan, seating chart, textbooks, and other materials.
10. The plans provided by the regular teacher should be followed as nearly as possible, and the regular routine should be maintained. Please leave a note for the teacher, relating how much of the lesson plan you were able to accomplish, and list any special problems that might have occurred during the day.
11. Write your name on the board.
12. Students should not be allowed to leave the room except for emergencies. What constitutes an emergency is at the discretion of the substitute teacher. Never should more than one student at a time be out of your room.
13. Unless requested by the regular teacher, do not assign written work and leave it to be graded. Written work assigned which is beyond the lesson plan of the regular teacher should be graded and left for examination. On long-term assignments, such work should be reviewed and recorded, unless otherwise directed. Do not record in the gradebook.
14. Classroom attendance should be recorded according to each individual school policy. Substitute teachers are not to make any entries in a teacher's gradebook.
15. Supervision of halls and corridors is a responsibility of all teachers, especially when pupils are coming into or leaving the building and at bell times.
16. Classes are not to be dismissed early.
17. You are expected to be on duty the entire day and perform all duties of the regular teacher, unless otherwise requested.

18. Report any serious accident or illness to the principal or nurse immediately.
19. Complete whatever reports are requested, both for the school office and for the regular teacher.
20. Before leaving at the close of the day, report to the principal's office to determine if you will be needed the following day.
21. Substitutes may be asked to work for various teachers throughout the day. They do not automatically have a conference period. They will be allowed lunch times. The principal's secretary will inform them if special tasks are needed.
22. Substitutes should never take a class into the library unless that is the plan of the regular classroom teacher. No class should be sent to the library without a teacher. **This must have been cleared with the librarian.** No more than 4-5 students should be sent to the library at a time without the teacher. Due to the limited size of the library, students should come to the library only if they have research that needs to be completed.

SUBSTITUTES WHO FAIL TO COMPLY WITH THESE REQUIREMENTS MAY BE REMOVED PERMANENTLY FROM THE "APPROVED SUBSTITUTE LIST"

When a person has made a commitment to substitute, they should remember that the principal, the teacher who is absent, and the students are relying on them to be there. If any emergency occurs making it impossible to report, the principal should be notified immediately.

RESPONSIBILITIES OF THE REGULAR CLASSROOM TEACHER

1. Have the following materials in or on the desk:
 - a. **Daily plans** made out in sufficient detail
 - b. Weekly and daily time **schedule** of classes.
 - c. List of pupils' names and **seating chart**.
 - d. List of pupils in various **reading groups**. (Elementary)
 - e. List of supervisory responsibilities such as extra **duty** at lunch, recess, etc.
 - f. Fire drill and other **emergency procedures**.
 - g. Important or unusual information about any child (physical problems, etc.).
2. Have on desk copies of textbooks, manuals, and workbooks being used.

GENERAL POLICIES

Release of Children

Any outsider who comes to the classroom for information about a child or who comes to the classroom asking that a child be released from school must be directed to the principal's office. In any event, **children are not to be released from the classroom** without official notice from the building principal.

School Property

It is expected that the substitutes will maintain good order wherever assigned, and create such conditions as are conducive to a good learning situation. The regular classroom teacher is legally and morally charged with the care of school property as well as the welfare of the children.

CONFIDENTIALITY

Respect the right of confidentiality of all students and school personnel. A substitute teacher should never discuss any school-related issue(s) either publicly or privately.

STUDENT DISCIPLINE MANAGEMENT

The substitute teacher is expected to maintain a level of discipline in the classroom which is conducive to good learning. A well-organized and skillfully conducted class will have fewer discipline problems. Your physical bearing and tone of voice affect the reaction of a class to you. A positive attitude will do much to win the respect of the students. The basic premise of good discipline is to state your expectations of behavior from the beginning of class. **It is never correct for a substitute teacher to administer discipline.**

*When individual students cause behavior problems which are disruptive and cannot be handled by the substitute, these students should be sent to the office with a referral explaining the circumstances. The substitute should not leave the classroom unattended.

ADDITIONAL GUIDELINES FOR SUBSTITUTES

1. Do not use profanity while on district property.
2. Cell phones should not be used during class time. Check with your campus administrator regarding use between classes. You may use your cell phone during conference times if you have not been given another assignment.
3. Don't bring a book to read during class time. You are to monitor and assist students when you are not instructing.

First Aid and Safety

Most classroom and playground accidents should be handled with common sense. Students who are injured should be sent to the office where a school nurse or secretary can administer first aid. Don't fall into the trap where students are continually asking to go to the office for band-aids or ice for fake injuries. In the event of a severe injury, do not move the student. Remain with the student, send another student or teacher for help, and try to keep the other students calm.

Never give medication to a student, not even aspirin. If a student requires medication, it should be administered through the school nurse, secretary, or other designated medical personnel.

Learn how to handle situations involving blood and other bodily fluids. Listed below are the OSHA Universal Precautions for dealing with these situations.

OSHA Universal Precautions for Handling Exposure to Blood/Bodily Fluids

1. All blood / bodily fluids should be considered infectious regardless of the perceived status of the individual.
2. Avoid contact with blood / bodily fluids if possible. Immediately notify the school nurse, administrator, or his / her designated first aid person.
3. Allow the injured individual to clean the injury if possible.

4. If it is not possible for the individual to clean the injury, disposable gloves should be worn. Gloves are to be discarded in a designated lined bag or container.
5. Clothing that has been exposed should be placed in a plastic bag and sent home with the individual.
6. Upon removal of gloves, hands should be washed thoroughly with warm water and soap.
7. Surfaces contaminated with blood / bodily fluids should be cleaned thoroughly with disinfectant. The cleaning should be completed by the custodian, administrator, or his/her designated individual responsible for cleanup.

**Advice from School Nurses
for Substitute Teachers**

1. **Do not dispense medication (prescription or over-the-counter) to any student.** Send them to the office or school clinic where they have a record of the written permission to give the student the medication, the prescribed amount, and a system for recording the times and dosage administered.
2. Refer all students with injuries (even minor ones) to the office so the normal school procedures can be followed. In an emergency, you may need to escort the student to the office. Or, in a less serious situation, have another student accompany the injured student.
3. Carry to school each day a pair of disposable gloves that are waterproof and made of either latex or vinyl, for use in the event of an emergency that requires you to come in direct contact with student's injury.
4. Always wear protective gloves when you come in contact with blood, bodily fluids, and torn skin, or when handling materials soiled with the same.
5. If you come in contact with bodily fluids from a student, throw your gloves away in a lined garbage can. Better yet, seal the soiled gloves in a small plastic bag before depositing them in the trash. After you remove the gloves, wash your hands for 10 seconds with soap and warm running water.
6. Encourage students to wash their hands before meals and when using the restrooms to reduce exposure to germs.
7. Do not allow students who are bleeding to participate in class until the bleeding has stopped and the wound has been cleaned and completely covered.
8. Check with the school office when there is a student injury. Some schools may require you to complete an accident report form. If so, leave a copy for the permanent teacher and keep one for your records.
9. Prevention is the best antidote for medical emergencies. Always stay with the students. Contact another adult if you need to leave the students at any time. If you have recess duty, walk around the playground and be proactive about potentially dangerous behavior. Remember, you are the adult in charge.

As a general rule: Do not touch a student who is bleeding, even if you use gloves. If a student has a bloody nose or cut knee, hand him/her the box of tissues or paper towel, instruction him/her to hold it on his/her wound, and then send him/her to the office or nurse's clinic for further care. Students who are bleeding should not be allowed to participate in class activities until the bleeding has stopped and the wound has been cleaned and completely covered.

Remember - Never leave your students unsupervised.

Child Abuse Reporting

Purpose The purpose of child abuse reporting legislation is to protect the best interest of children, offer protective services to prevent harm to children, stabilize the home environment, preserve family life whenever possible, and encourage cooperation among the states in dealing with the problem of child abuse.

Duty to Notify Any school employee (including substitute teachers) who knows or reasonably believes that a student has been neglected, or physically or sexually abused, shall **immediately notify** the campus principal, the nearest peace office, law enforcement agency, or office of the State Division of Human Services.

It is not the responsibility of the school employees to prove that the student has been abused or neglected, or to determine if the student is in need of protection. Investigations are the responsibility of the Division of Human Services. Investigations by education personnel prior to submitting a report should not go beyond that necessary to support a reasonable belief that a reportable problem exist.

Remember to report suspected abuse **immediately**. Persons making reports or participating in an investigation of alleged child abuse or neglect in good faith are immune from any civil or criminal liability that might otherwise arise from those actions.

Special Duties and Responsibilities

As part of some assignments your responsibilities may include hall, lunch, or bus duty. Specific instructions associated with such an assignment should be explained by the principal / secretary or outlined in the permanent teacher's lesson plan. If not, keep the following in mind:

- Supervisory duties involve more than just being in the vicinity of the students. Your job is to supervise student actions and activities to ensure a safe environment and experience.
- Proactive measures help to successfully deter potential problem situations. Your active presence is usually enough to discourage inappropriate behavior.
 - Be alert and attentive to what students are doing.
 - Remain standing.
 - Move about the area you are supervising as much as possible.
- Should a problem arise, intervene before the situation gets out of control, and don't hesitate to ask for help from another teacher.
- Never leave a group of students unsupervised.

In Conclusion

It has often been said that there is no such thing as a "normal" school day. Fire drills always occur at the least convenient times; assemblies alter usual schedules and routines; field trips, epidemics, and school competitions often result in large numbers of students being absent; and just the fact that you are there as a substitute teacher means that is not a "normal" day for the students in your classes. Knowledge, flexibility, and a sense of humor are key to making the best out of any situation. Learn all that you can about school policies, procedures, and responsibilities. Recognize that things will rarely go exactly as you or the permanent teacher have planned and be prepared to make accommodations. Lighten up and laugh, including at yourself – it will make it a much better day for everyone.