

Forsan Independent School District

SUBSTITUTE TEACHER HANDBOOK 2018-2019

Randy Johnson, Superintendent
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A PERSONAL NOTE...

On behalf of Forsan Independent School District, we would like to thank you for wanting to work with our young people as a substitute teacher. Many times the job of a substitute goes unnoticed, but we as educators could not make it through each year without the tremendous difference that you make in our district. Once again, thank you for being there for our children.

Sincerely,

Randy Johnson
Superintendent

CHILDREN ARE OUR FUTURE...

"A child is a person who is going to carry on what you have started. He is going to sit where you are sitting, and when you are gone, attend those things which are important. You may adopt all the policies you please, but how they are carried out depends on him. He will assume control of your cities, states, and nations. He is going to move in and take over your churches, schools, universities, and corporations ... the fate of humanity is in his hands."

--Abraham Lincoln

QUALIFICATIONS TO SUBSTITUTE TEACH

1. Application on file
2. Criminal History Record Information Addendum
3. Substitute teacher availability statement
4. Form W-4 and I-9
5. Direct Deposit Form
6. Completion of District Orientation Program
7. College Diploma, High School Diploma, or GED on file
8. Fingerprinting*

*Beginning with the 2008-09 school year and based on legislation, the State of Texas requires fingerprinting of each substitute. The substitute will be required to pay for this process but will be reimbursed by the District after working at least ten days as a substitute.

An individual's name is added to the substitute teacher list according to the current needs of the district and after reference and criminal history verifications. A letter of notification will be sent to any individual whose name has been added to the list. However, if for any reason, an individual's name cannot or will not be added to the list, no letter will be sent.

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

PROCEDURES

1. Notification of Assignment

Once there is an established need for a substitute teacher on a particular campus, a principal or a secretary will be responsible for notifying the substitute teacher. While every effort is made to notify substitutes in advance of the day(s) that they are needed, some emergencies require that the substitutes be called the same day that they are needed. In fact, most request calls are placed early in the morning.

Substitutes may request to be called for specific campuses or work on specific days. Substitutes who are generally available and are willing to accept varying assignments are called most frequently.

2. When to Arrive and Where to Report

A substitute teacher is asked to follow the campus workday. Normal school hours for teachers are 7:30 or 7:45 a.m. until 3:45 p.m. at the elementary and 8:00 – 4:00 at the secondary campus. (Paraprofessionals at the elementary work from 7:30 a.m. until 3:45 p.m.) Occasionally, hours are extended due to duties.

A substitute teacher should report directly to the campus secretary who will provide the substitute with a substitute packet and other relevant information concerning his/her assignment.

3. What Needs to Be Done at the End of the School Day

The substitute teacher should continue with the assignment until officially released by the campus principal or secretary. Before leaving the school, the substitute teacher should leave the appropriate documentation on the teacher's desk and report to the office to turn in all required paperwork.

PAYDAYS

All substitutes are paid on a monthly basis. The 19th of each month is considered payday. When the 19th falls on a weekend, the last working day prior to the weekend will be the day checks are electronically deposited. All substitute verification sheets must be turned in by the first of each month to be paid on the 19th. Substitute teachers and paraprofessionals with a bachelor's degree are paid \$75.00 per day; teachers and paraprofessionals with no degree are paid \$65.00 per day.

DUTIES, RESPONSIBILITIES, AND EXPECTATIONS

Be punctual and remain on the campus the entire day. Except in case of emergencies, substitutes are expected to remain on the campus the entire day and leave only after all students have been dismissed.

Always check in and out of the building.

Carry out all plans and duties. Substitutes are expected to follow the lesson plans and schedules to the best of their ability. For some teachers are periodically required to carry out certain duties in addition to their regular teaching duties. These may include lunch duty, hall duty, and/or bus duty. Substitutes are expected to carry out these duties in the teacher's absence.

Insist that all students be in the classroom on time. If a student is tardy to class, please mark it on the attendance sheet and record the tardy for the teacher.

Check attendance at the beginning of each period using the class rosters provided by the office. Circle *A* for any student who is absent and *T* for any tardy student, sign and date the roster, and have a student return it to the attendance clerk (Mandy Buske at the elementary or Kris Roemer at the junior high/high school).

Become familiar with the Emergency Safety Plan that is posted near the door in each classroom. Ask questions until you are comfortable with how to react to an Active Shooter situation, a Fire or Tornado as well as other emergencies. Forsan uses the **Standard Response Protocol** which relies on four commands: **Lockdown, Lockout, Evacuate, and Shelter**. Simple instructions accompanying each command should be found posted throughout the buildings.

Be familiar with the Forsan ISD **Student Handbook** and **Student Code of Conduct**. You are responsible for observing all policies and procedures.

Leave a note for the teacher regarding the day's activities. It is helpful to include information about which lessons or assignments were completed and notes concerning student behavior.

The substitute teacher, **under no circumstances, should administer any medicine** to a student, nor allow another student to do so. In this case, the substitute should send the student to the school office. If a student becomes ill or is injured, the substitute should report the incident to the school office immediately.

The substitute teacher is responsible for the conduct of all the students in the classroom and is expected to implement the discipline management plan of the corresponding teacher to maintain an appropriate level of discipline conducive to learning. If the substitute cannot address a specific discipline problem in the classroom, he/she is to contact the appropriate building administrator immediately. These are a few general rules that must be enforced:

- Students are not allowed to touch the teacher's computer for any reason.
- Students are not allowed to surf the Internet unless this is included in the lesson plans left by the teacher. If it is part of the plans, please monitor students very closely.
- Do not leave students unattended.
- Students may be allowed to leave class for emergency situations. However, allow only one student at a time to leave the classroom.
- No food, drinks, gum, or candy is allowed in the classroom
- Cell phones, portable video games, CD players, iPods, etc., should be turned off and out of sight in the classroom. If a student has one out using it, please take it up and turn it in to the office.
- Keep students on task.

Common sense usually works best when handling minor discipline problems in the classroom. Procedures such as verbal correction or a change in seating arrangement are usually effective in handling minor discipline problems. In the case of persistent misbehavior, a major problem, disrespect, or non-compliance, the student should be referred to the office immediately. If you have any doubts or concerns, consult a teacher or send for the principal. Most classrooms are equipped with an intercom button to contact the office.

Always sign documents in black or blue ink (absolutely no red ink).

Be professional. It is expected that Forsan substitutes will be available throughout the day to circulate in the classroom and assist the students rather than just sit behind the desk. Reading, eating in class, cell phone usage, and other activities of this nature are discouraged. Substitutes, like teachers, are expected to dress in a professional manner and be well groomed at all times.

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

SUBSTITUTE TEACHER CODE OF ETHICS

Even though the substitute teacher is not a regular classroom teacher, he/she is still held to the same professional and moral standards. Hence, a substitute teacher will:

- Come to school with a good attitude, smile, be friendly, and convey enthusiasm.
- Use extra caution in expressing personal opinions and reactions on any subject. Don't assume that your humor is acceptable to every audience.
- Refrain from criticizing any student, paraprofessional, teacher, and/or administrator while on campus or off campus.
- 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.
- Ensure that his/her classroom is supervised at all times. **(Know where all your students are at all times.)**
- Be prompt.
- Treat all students equally in terms of respect and dignity. **Inappropriate relationships can and will be discovered and prosecuted.** Be very careful!
- Report any problems and/or complaints to the campus administrator(s).
- Never touch any student while implementing any form of discipline.
- Document any situation that may surface later as a problem or concern, and route such documentation to the classroom teacher and/or building administrator(s).
- Ensure that every student is responsible for turning in his/her own work; that is, ensure that no one is cheating in any form or fashion on any coursework.

- Refrain from using any language which will be interpreted by students as foul language.

EXPECTATIONS IN A NUTSHELL

The school district considers an effective substitute teacher to be an individual who does the following:

Arrives early,
Demonstrates a positive attitude at all times,
Maintains effective discipline,
Strictly follows the plans left by the teacher,
Treats every student with respect and dignity,
Has high expectations for every student,
Asks for help when needed,
Documents in detail the day's events, and
Turns in appropriate paperwork at the designated time.

HINTS FOR SUCCESSFUL CLASSROOM MANAGEMENT

Start the day promptly, firmly, and concisely. Be pleasant, but let the students know that the attitude "*anything goes because we have a substitute teacher*" will not be tolerated.

Get the students busy at the beginning, and keep them busy.

Be positive. Try to see that every student has some success or praise.

Remain calm and relaxed. Don't lose your cool.

Solve problems on the spot. Don't degrade students in front of others, but do handle situations when they occur. Praise students in class and reprimand in private.

Deal with the individual student, not the group. Be sure to have all the facts.

Be firm without issuing an ultimatum; if possible, give the student a choice. Give only one chance, and then follow through with appropriate consequences.

Make sure that students know what you expect of them and the consequences if they make the wrong choice.

Introduce yourself, and be sure to use strong eye contact.

Be consistent. Don't discipline a certain behavior one time and ignore it the next time.

Employ the three Fs: Be friendly, fair, and firm.

Move any student with a discipline problem to areas of low traffic.

Follow the regular classroom teacher's seating chart if available.

Follow the discipline management plan posted in the regular classroom teacher's class.

Never use sarcasm, ridicule, or other verbal abuse.

Forsan Independent School District

I have participated in the Forsan ISD Substitute Orientation Program and agree to follow all rules and procedures outlined in the program. I also agree to submit to a criminal background check as required by the Texas Education Code.

Signature

Date