

Mansfield ISD Substitute Handbook

REPRESENTING RESPONSIBILITIES, DUTIES, POLICIES, AND RESOURCES FOR A
SUCCESSFUL EXPERIENCE



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A Message from the Superintendent

Thank you in advance for your time to serve the students and staff of MISD as a substitute teacher. It is our hope that you will have a positive experience while providing this integral role in our classrooms. With your help, we are able to provide our teachers with the ability to be away from the classroom while trusting that their students' instructional needs are still being met.

Best Regards,

Dr. Jim Vaszauskas

Superintendent of Schools

A Message from the Human Resource Services

Substitute teachers are a vital part of the MISD teaching family, providing consistency in instruction for our students when teachers are out of the classroom. We want students to come to school each day knowing they will be in a safe, challenging environment which will enable them to thrive and achieve their personal best. Your commitment to instructional excellence is valued and appreciated.

Please contact us in the substitute office at (817) 299-6342 or (817) 299-6321 if we may be of assistance to you. We enjoy hearing from you and encourage you to provide productive feedback!

Sincerely,

Dr. Kimberley Cantu

Deputy Superintendent

Substitute Job Description

[Job description for working as a substitute teacher](#)

2019 – 2020 School Calendar

[2019-2020 school calendar](https://www.mansfieldisd.org/news-events/calendars)

Substitute Pay Rates

[pay rates for substitute teachers](#)

[substitute pay date schedule](#)

<https://resources.finalseite.net/images/v1561590433/mansfieldisd/cn58nexp18u4yh8x2xu/PayrollCutoffDates-SubSemi.pdf>

Automatic Deposit

Direct deposit is required for a substitute to remain active in the substitute system. If your banking information changes, you will need to personally notify the payroll department immediately in order for your payroll check to process accurately and timely.

Long term teaching assignments and eligibility

A long term assignment is defined as any **teacher assignment extending over ten consecutive days for the same teacher**. The district goal is to fill all long term teacher assignments with current teacher substitutes who are fully certified in the assigned subject area. Available positions are posted in AESOP (Frontline Management).

Eligibility is based on a valid Texas teaching certificate in the grade and subject area of the teaching assignment. Long term substitute assignments can be revoked or revised based on campus concerns regarding substitute performance and or student need.

Remaining Active- New Requirement for 2019/2020

In order to maintain an accurate list of substitutes available for work in the district, we deactivate and purge individuals who are not actively working from the substitute roster. To stay on the active substitute list, substitutes are required to work **at least three assignments every month.**

Substitute reporting times

Substitutes for teachers are to report thirty minutes before the start of the school day and remain fifteen minutes after.

Substitutes for aides are to report thirty minutes before the start of the school day and leave at the same time as the students.

Full Day

Campus Levels – Teacher Full Day Assignment	Report to Campus	End of Sub Day
Academy of Early Learners	7:00	3:45
Elementary	7:30	3:45
Intermediate	8:00	4:15
Middle	8:15	4:30
STEM Academy	8:15	4:30
High School	6:55	3:10
Ben Barber	6:30	2:45
Frontier	6:30	2:45
Phoenix	6:55	3:10
Early College High School	6:55	3:10

Campus Levels – Aide Full Day Assignment	Report to Campus	End of Sub Day
Academy of Early Learners	7:00	3:30
Elementary	7:30	3:30
Intermediate	8:00	4:00
Middle	8:15	4:15
STEM Academy	8:15	4:15
High School	6:55	2:55
Ben Barber	6:30	2:30
Frontier	6:30	2:30
Phoenix	6:55	2:45
Early College High School	6:55	2:55

Half Day

Campus Levels – Teacher Times	Half Day AM	Half Day PM
Academy of Early Learners	7:00-11:22	11:23-3:45
Elementary	7:30-11:37	11:38-3:45
Intermediate	8:00-12:14	12:15-4:15
Middle	8:15-12:22	12:23-4:30
STEM Academy	8:15-12:22	12:23-4:30
High School	6:55-11:02	11:03-3:10
Ben Barber	6:30-10:42	10:43-2:45
Frontier	6:30-10:42	10:43-2:45
Phoenix	6:55-11:02	11:03-3:00
Early College High School	6:55-11:02	11:03-3:10

Campus Levels – Aide Times	Half Day AM	Half Day PM
Academy of Early Learners	7:00-11:22	11:23-3:30
Elementary	7:30-11:30	11:31-3:30
Intermediate	8:00-12:00	12:01-4:00
Middle	8:15-12:12	12:13-4:15
STEM Academy	8:15-12:12	12:13-4:15
High School	6:55-10:55	10:56-2:55
Ben Barber	6:30-10:30	10:31-2:30
Frontier	6:30-10:30	10:31-2:30
Phoenix	6:55-10:55	10:56-2:55
Early College High School	6:55-10:55	10:56-2:55

Classroom Instruction

The substitute should endeavor to preserve the regular routine of the classroom. She or he is to follow the daily class schedule and lesson plans provided by the teacher. **If lesson plans are not available, check with another teacher, team leader, department chair, or campus administration for assistance.**

At no time should a substitute develop lesson plans.

The substitute teacher is to be an active part of the classroom instruction. Reading personal materials, sleeping, working on personal work, etc. is unacceptable and reasons for deactivation from the substitute system.

- The substitute teacher should not assign written work and leave it to be graded except at the request of the teacher.
- The substitute teacher has the same responsibility (as a regular teacher) for the students, equipment, and materials, assigned to his or her care. All materials and equipment used by the substitute teacher are to be returned to the proper authority or location before the substitute leaves the campus.
- The substitute teacher should make efforts to maintain a positive and productive environment by following the teacher's discipline management plan, procedures and written guidelines. If, after redirection and substitute intervention, individual students cause behavioral problems which are disruptive to the learning environment, the substitute teacher should refer those students to the campus administration with a discipline referral or note explaining the circumstances. Never administer corporal punishment or physical contact of any kind.
- The substitute should leave the regular teacher a brief summary of the day's activities by class period. The teacher needs to know what portion of the lesson each individual class was able to complete.
- If classroom rosters are not available for attendance, **contact the campus administrator.**

Classroom Management

- Learn the names of the students as quickly as possible.
- Exhibit enthusiasm and confidence. These are visible indicators to students and often set the tone for student behavior.
- Start the day promptly, firmly and concisely.
- Be fair, friendly, and consistent.
- Be sure students understand what is expected of them.
- Remind students that their regular teacher expects them to be successful and so do you.
- Use praise generously and show respect for students.
- Take an active interest in the instructional focus of the day.
- Treat students with dignity. Sarcastic or belittling remarks are inappropriate and reasons for deactivation from Aesop.
- Remain calm and relaxed. Don't lose your cool.
- Monitor with movement, and be actively engaged while students are working and learning.
- Do not leave students unsupervised.

Note: The office of Human Resource (HR) Development works collaboratively with the campus administration to resolve concerns regarding substitute performance. Consequences resulting from subsequent investigations are under the direction of the office of HR Development.

Discrimination, Harassment and Retaliation

The official policy of this school district is that students and employees should be treated honorably and with respect at all times. Students and employees should conduct themselves in a manner that encourages and promotes positive, wholesome relationships with others. The Board of Trustees recognizes that all persons should be free from unwelcome, offensive, or otherwise, inappropriate conduct. Such conduct is inappropriate and will not be tolerated. Substitutes receive training regarding discrimination, harassment, and retaliation during the substitute orientation.

Professional Ethics

- The substitute has a professional responsibility even though he or she is not a contracted teacher.
- Caution should be used in expressing personal opinions about what is seen or heard in the classroom or on the campus.
- Comments comparing one school with another or comparing the students in one neighborhood or campus with another are inappropriate.
- Under no circumstances should a substitute criticize the curriculum, classroom procedures, campus teachers or administration in front of students.
- The substitute's personal views on subjects that can create controversy (religion, politics, drugs, sexuality, and race relations) should not be brought into conversation with students.
- **The substitute teacher is expected to perform all of the duties of the regular teacher unless the principal releases the substitute from a particular duty.**
- A substitute teacher is looked upon as a professional; therefore he or she should exercise discretion and good judgement in their choice of apparel and conversations.

Common Causes for Removal from the MISD Substitute System

Unprofessional conduct on the campus or in the classroom, include but are not limited to:

- Not following the teachers' lesson plans and or instructions
- Frequently canceling or being late to assignments
- Inappropriate use of technology devices
- Violating the substitute technology policy by using personal technology during instructional time
- Poor classroom management skills
- Not canceling an assignment properly
- Making inappropriate verbal comments to students or staff
- Embarrassing students: academically, physically, mentally, or emotionally
- Intimidating or frightening students
- Yelling or screaming or telling students to "shut-up"
- Making personal comments regarding sensitive subject matters (i.e. ethnicity, gender, age, religion, politics, drugs or alcohol, family backgrounds, student values or sexuality)
- Inappropriate physical contact such as horseplay, disciplinary measures, or sexual contact
- Falsification of information on documents used for consideration of employment
- Failure to comply with board policy, campus policy, or administrative directives
- Committing acts which constitute lewdness, indecency or pornography
- Committing acts which constitute a felony or a misdemeanor involving moral turpitude
- Committing acts which constitute a crime involving theft, robbery, embezzlement, misapplication of funds, fraud or organized crime
- Continued campus concerns and requests for campus blocks

Substitute Discipline Management Plan

Campus concerns regarding substitute conduct or job performance are forwarded for review along with the documentation of the concern. Documentation includes an overview of the concern along with the supporting statements from the substitute, teacher(s), staff or students as appropriate.

- Initial concerns are sent by the campus to the HR Substitute Specialist, via e-mail as soon as possible (preferably the same day as the concern).
- Campus administration must investigate the incident and forward subsequent documentation in a timely manner.
- Once a concern has been raised; substitutes are temporarily deactivated from AESOP and notified to Contact the Director of HR Development.
- Deactivation of your Aesop account is a temporary block. Depending on the nature of the concern, the statements provided, the substitute input and the conference with the Director of HR Development, the following actions may be taken:
 1. The concern can be dismissed, and the substitute reinstated to full active status.
 2. The concern can be simply noted in the substitute file and the substitute reinstated to full active status.
 3. The substitute can be given a warning and then reinstated to full active substitute status.
 4. The substitute can be blocked from the campus submitting the concern.
 5. The substitute can be blocked from an entire campus level (i.e. all high schools).
 6. The substitute can be blocked from all MISD campuses and removed from the active substitute list permanently.

Best Interest Letter

Substitutes that are permanently deactivated from the MISD substitute system will receive a “**Best Interest Letter**” in the mail. This letter contains the following non-negotiable statement. “After review of your substitute discipline record and your input regarding the campus incident(s) of concern, it has been determined, in the **best interest of the district**, that your name be removed from the substitute list and you not continue to substitute for the Mansfield Independent School District”. **Please note that a Best Interest Letter can be sent at any time during the substitute application of employment process.**

Substitute Policies and Procedures

Accepting Assignments

Substitutes can accept assignments via phone or internet in “real time” on a 24 hour basis. Once you have been processed into Aesop you will receive a welcome letter with your identification number and pin number. The welcome letter will explain how to access Aesop. An overview of the Aesop procedures is included in the AESOP quick start guide.

<https://help.frontlineeducation.com/hc/en-us/articles/115009722928-Substitute-QuickStart-Guide>

Bad Weather Days

The closing of schools due to inclement weather is the decision of the district administration. The decision to cancel school will be made as early as possible and the radio and television stations listed below will be notified. They, in turn, will announce the closure. The Aesop calendar will be closed for inclement weather after the district has made the official announcement.

Please do not call school offices or teachers for such information.

In the event of inclement weather Mansfield ISD will announce school closing or delay using the media outlets below.

Television Stations	
04 (FOX)	television channel FOX 4
05 (NBC)	television channel NBC 5
08 (ABC)	television channel ABC 8
11 (CBS)	television channel CBS 11

Radio Stations	
820 Am (WBAP)	radio station WBAP 820 AM
1080 AM (KRLD)	radio station KRLD 1080 AM

Canceling Assignments

Substitutes are expected to report to assigned jobs as scheduled. Please check your personal schedules **before** accepting an assignment to ensure your availability. If an emergency arises that prevents you from fulfilling your assignment, contact the campus as soon as possible.

Verbally cancel an assignment in a timely manner.

1. Call the AESOP campus substitute contact first.

We encourage you to print the campus contact lists for easy access.

Campus Contact List Coming Soon

2. Email the AESOP campus contact for written documentation of the need to cancel.
3. If unable to reach the AESOP campus contact(s), call the main school number and speak to an office staff member. Make note of who you spoke to and the time that you spoke to them.

Classroom Policies and Procedures

Substitutes can expect to find a sub folder prepared by the classroom teacher outlining specific duties and responsibilities to govern the day. In the event that a sub folder is missing or lesson plans, rosters, and activities for the day are not identified, the substitute needs to check with the department head, team leader, or neighboring teacher for assistance. If additional help is still needed, contact a campus administrator.

Computer Access and Use

Substitutes are not permitted to access district employee's computers unless the teacher leaves instruction to use technology in their lesson plans. **If technology access is needed, substitutes must use their own district issued login and password.**

Do not use any technology logins or passwords that were not assigned to you.

Do not use personal phones or other personal technology during classroom instructional time.

[MISD technology policy](#)

Continuation of Employment

MISD will afford substitute employees the opportunity to return for continuation of employment by completing the returning substitute orientation as well as signing a new letter of reasonable assurance. This opportunity is available to all substitutes who have performed their duties in an acceptable manner during the course of the year and have ended the year with an active status. Returning substitute training occurs at the end of the school year.

Crisis Management

The district has a crisis management plan for emergencies. The plan includes procedures for shelter in place, severe weather, building evacuations and other safety measures. These procedures are posted in each classroom. The substitute is responsible for familiarizing themselves with these procedures. An emergency operations plan for the classroom should be available on the teachers wall chart.

Dress Code

All substitutes shall maintain a neat, clean and professional appearance. This includes but is not limited to:

- No shorts.
- Pants are considered below the knee.
- Skirt length for women shall be no shorter than five inches above the knee.
- No sweats or wind suits.
- No leggings as pants (allowed if worn under appropriate length dress or extra-long shirt and or sweater).
- Stirrup pants may be worn if sized appropriately.
- Halter tops, sleeveless tops with large armholes, tube tops, low cut front or back tops, or tops revealing the middle section of the body, are not permitted. Tops must cover the entire torso at all times, even in movement.
- Sleeveless shirts and or tops must cover undergarments.
- Cleavage must be covered.
- Men shall wear collard or banded shirts.
- Shoes must be worn at all times. No house slippers. No rubber or plastic flip-flops.
- No jeans, tee shirts, or coveralls of any color.

Dress Code Exceptions for Jeans

- Substitutes may wear nice jeans (no cutoffs, ripped or sagging jeans) on the following types of days:
 1. Fridays, with a district spirit wear top
 2. Colors for Caring Mondays (schedule of these days can be found online).
 3. Any additional special "Jean Days" promoted by the district for faculty and staff.
 4. Substitutes may also purchase an approved substitute spirit shirt online for jean days.

Employee Alcohol and Drug Policy

MISD is committed to maintaining an alcohol and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school sanctioned activities on or off school property. 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.

Go Kits

Emergency “Go Kits” are located in every classroom. Substitutes should locate the kits containing emergency supplies before the start of class. “Go Kits” are taken with the class in case of a building evacuation.

HIPPA Privacy

Individually identifiable health information that relates to an individual’s past, present, or future physical/mental health condition(s) to the provision of health care to that person is confidential. Substitutes are expected to maintain confidentiality and limit disclosure to those individuals who have an “educational need to know.”

Identification Badge

All substitutes are required to wear their district issued badge and green lanyard during all assignments.

Items Requiring School Approval

- Students are not excused to leave school under any circumstances without school approval.
- No written communication should be sent to parents without permission from the principal.
- Accidents involving students must be reported to the office immediately.
- Students cannot be kept after hours by substitutes for discipline reasons.

Key Exchange and Key Card Policy

To provide another level of security and to ensure that all staff are able to secure their door in case of an emergency, substitutes are given a key to the classroom door(s) of their assignment for the day in exchange for their car keys. All keys are stored in a portable, secured, lock-box and redistributed to the substitute at the end of the day. Substitutes should check with the campus substitute office to discuss the process for re-entering a building if on duty and the room key doesn't provide building access. In addition, substitutes may receive a keyless entry card for keyless access to the perimeter doors. Keyless entry cards are distributed on an as needed basis which is determined by the campus administrator. Substitutes who fail to return the campus room key and or key card at the end of the day will be deactivated until the key(s) have been returned. It is possible that a fine for a replacement room key(s) may also be assessed.

Mansfield ISD Social Media Policy

MISD supports the use of social media as a means to facilitate communication. The responsible use of social media by district employees can be both a beneficial and effective way to communicate with both parents and students alike. The following guide serves as MISD expectations for departments, classrooms, campuses, organizations, and employees.

Authorization for an MISD Social Media Account

- All MISD online social media accounts, current and future, must request authorization from the MISD substitute office.
- Each social media account will be approved by a campus principal or non-campus department supervisor.
- Any existing sites or pages that represent MISD are subject to review by campus and department administrators and may be amended or, when necessary, removed.

Employee and Account Administrator Responsibilities

- All MISD employees need to be aware of their responsibilities concerning their personal social media accounts and will be held accountable for content on their social media accounts.
- Be sure to include a disclaimer stating that the information is unofficial and representative of your views and opinions, and not necessarily the views and opinions of MISD.
- The account administrator of an MISD authorized account should ensure that content is consistently updated. Dormant accounts will be removed.

District Role

- Use of district logos must be requested and approved through the Communications Department.
- The district does not endorse or take responsibility for content posted by third parties.
- The district does not permit explicit or implied institutional endorsements of any kind through the use of its names, trademarks, logos, or images-including pictures of campus buildings.

Social Media Content

- All MISD authorized social media accounts must follow the district's Acceptable Use Policy, SBEC Code of Ethics, Board policy DH (LEGAL)(LOCAL)(EXHIBIT). Online behavior should reflect the same standards of what is published in the MISD employee handbook.
- All content that is illegal, obscene, pornographic, defamatory, threatening, infringing of intellectual property rights, invasion of privacy, profane, libelous, threatening, harassing, abusive, hateful or embarrassing to any person or entity, inhospitable to a reasonable work environment, otherwise injurious or objectionable, violates law, policy, or these guidelines in unacceptable and may be removed.
- FERPA and district directory information limit the release of private student information. District employees are responsible for becoming familiar with the rules. Do not post image(s), video(s), and name of students whose parent has not agreed to the MISD media release form.
- Respect copyright and fair use guidelines. See U.S. Copyright Office-Fair Use.

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- The district does not endorse or take responsibility for content posted by third parties.
- The district does not permit explicit or implied institutional endorsements of any kind through the use of its names, trademarks, logos, or images-including pictures of campus buildings.
- MISD does not pre-screen posted content, but it shall have the right to remove content with cause.

Parking on Campus

Substitutes at the high school level (which includes the Ben Barber Innovation Academy and Frontier High School and the Phoenix Academy are required to have a parking permit for their vehicle prior to reporting to a job. There is no fee for a staff permit.

Clearance forms for obtaining the permit will be given to substitutes when they go to the MISD Police Department to have their badge made.

[MISD Parking Rules and Guidelines](#)

Questions regarding parking on campus may be addressed to the MISD Police Department at 817-299-6000.

Resigning

Substitutes who wish to have their name removed from the active substitute list must send a notice or resignation letter to the substitute office. You can resign in one of the following ways:

- Email Barbara Bullock at: www.barbarabullock@misdmail.org
- Fax: 817-473-5488
- Mail your resignation letter: 605 East Broad Street, Mansfield, Texas, 76063.

Retirement 457 Federal Insurance Contributions Act (FICA) Alternative Plan

457 FICA Alternative Plan refers to a section of the Internal Revenue Service code that allows you to save part of your earnings on a pre-tax basis. This lowers your current taxable income and helps your long term savings grow faster. The 457 FICA Alternative Plan is a savings program for employees who are not eligible to participate in the State Employees' Retirement System. These individuals are normally part-time, seasonal, and temporary employees. Enrollment is automatic and required; 7.5 percent of your gross pay is deducted from your paycheck and invested for you.

Security

Principals are responsible for the security on their campus and are required to contact proper authorities should any problems arise on a school campus. Criminal history investigations are made on all employees and picture identification badges are supplied for substitutes processed by the MISD Police.

Skyward Employee Access for Substitutes

The following items can be done by logging into your employee access:

- Find your employee identification number.
- Update your phone number, email, and address.
- Check your pay history.
- Print out your payroll statements.

[Directions for accessing skyward employee access](#)

Student Code of Conduct

The student code of conduct identifies a broad range of behaviors that disrupt learning and are not acceptable in the MISD. The behaviors are listed in the student code of conduct in Levels I, II, and III. When a student is found to have engaged in misconduct which may be classified into any of the three levels, that student will be subject to disciplinary action by the classroom teacher, assistant principal and or principal. The policies and administrative procedures concerning student conduct apply to actions of students during school hours, before and after school while on school property, school transportation, at all school-sponsored events, activities, field trips, sporting events, assemblies, evening school-related activities and when the actions affect the missions or operations of MISD.

Substitutes are encouraged to review the Student Code of Conduct prior to reporting to work and familiarize themselves with the MISD progressive discipline management plan.

[MISD student code of conduct](#)

Student Medications

Substitutes are not allowed to administer medication to students. Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who is required to take medication during the school day must report to the nurse's office. Only a properly licensed nurse or a nurse substitute working in the nurse's office may dispense medication.

Substitute Feedback

- Your feedback is sent to the Human Resource office for review.
- General evaluations should not be used to report campus concerns. Please email campus concerns to the substitute specialist: katewilliams@misdmail.org

Substituting in Your Child's Classroom

Do not accept assignments for your child's teacher. Substitutes are prohibited from substituting in their child's classroom and are discouraged from working in a relative's classroom. Failure to comply with this policy will result in a block from the substitute list for that campus.

Welcome Bags

All new substitutes will receive a welcome bag when they pick up their substitute badge from the MISD Police Department.

Workers Compensation

All district employees, in accordance with laws of the State of Texas, are covered by the district's workers' compensation fund. Injuries occurring during the course and scope of the substitute's job duties are covered, in the event of an injury while on duty, the substitute must notify the campus nurse. An incident report will be completed at that time and forwarded to the MISD Benefits Office. All substitutes will complete the Employee Acknowledgement of Worker's Compensation Network Form, which governs the workers compensation benefits, as part of their hiring packet.

[MISD workers compensation web page](#)

<https://www.mansfieldisd.org/departments/benefits/workers-compensation>

Additional Resources

MISD district maps: <https://www.mansfieldisd.org/student-central/attendance-zones>

Aesop:

- Jobulator: www.jobulator.com
- Substitute job alert app: www.subalert.com
- Eduphoria (MISD professional development course registration):
<https://eduphoria.mansfieldisd.org/AuthDistrict/Login?ReturnUrl=/default.aspx>
- Pro Teacher. Substitute teacher’s advice and tips for teaching in elementary classrooms resources: [Online resource for advice and tips on being a substitute](#)
- “Substitute Teaching-Tips of the Trade” by: Mr. Sturgeon. A complete description of the good, the bad and the ugly of subs: [Online Resource for substitute teachers](#)
- The discipline help-website provides access to information and assistance in dealing with a wide array of student misbehaviors in the classroom:
www.disciplinehelp.com
- The Utah State University Substitute Training Website – contains articles and resources for substitutes. There is also a self-assessment test one can take to test their readiness and effectiveness as a substitute teacher.
www.subed.usu.edu