

Substitute Handbook Receipt

Name _____

I hereby acknowledge receipt of a copy of Splendora ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Substitutes have the option of receiving the handbook in electronic format or hard copy. The Substitute handbook is accessible on the Human Resources section of the SISD webpage.

Please indicate your choice by checking the appropriate bow below:

I choose to receive the Substitute handbook in electronic format and accept responsibility for accessing if according to the instructions provided.

I choose to receive a hard copy of the employee handbook.

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

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

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

Signature

Date

Please sign and date this receipt and forward to Mrs. Leeann Morrow, HR Secretary

INTRODUCTION

The purpose of this handbook is to provide information that will help with questions to pave the way for your successful employment as a Substitute Teacher with Splendorra ISD. Not all district policies and procedures are included, but those that are have been summarized.

This handbook is neither a contract, promise of employment nor a replacement for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. It is a guide to and a brief explanation of district policies and procedures related to employment. Policies and procedures can change at any time and these changes will supersede anything in the handbook that is not compatible with the change.

To locate details of Board Policy, if noted on a particular topic in the handbook, the Splendorra ISD board policy manual is located on the district website at this link: <http://pol.tasb.org/Home/Index/913>

Our district...

Splendorra ISD encompasses an area of 77 square miles and a student population of 3,500. It is the smallest school district in the county, but one of only three schools wide Early College High Schools in the state, and the only one in the state with an 8th grade Early College Outreach Program. Additionally, Splendorra High School offers 13 career pathways providing students numerous skills and certifications. Maintaining small-school charm, but providing large-school technology, Splendorra residents take pride in its school district.

Mission:

Cultivating Exceptional People

Vision:

- Right People
- Right Things
- Right Way
- Right Resources
- Right Relationships

Core Principles:

- Create a Dynamic Learning Environment
- Ensure a Safe, Physical, Emotional, and Social Environment
- Be Accountable
- Value Each Other
- Live with Integrity
- Develop Servant Leaders
- Focus on Student Needs

Learner Profile:

- Self motivated
- confident
- an adaptable learner
- a critical thinker
- productive citizen

Board of Trustees

The Board of Trustees' regular board meetings are held the third Monday of each month. Board Notices and Agendas are placed on the website 72 hours in advance of the board meeting. Minutes are placed on the website after they have been officially approved at the board meeting. For example, March minutes are approved at the April board meeting and uploaded to the website after the April meeting.

Work Hours

Substitute Teacher's workday will begin at least 15 to 30 minutes before class starts and ends after the students are dismissed and sub duties are fulfilled. Work days for campuses begin and end as follows:

Greenleaf, Peach Creek, Piney Woods Elementary, and Timber Lakes

Full day 8:00 am to 4:00 pm

Half day 8:00 - 12:00, 12:00 - 4:00 pm

Splendora Jr High and High School

Full day 7:00 am to 3:00 pm

Half day 7:00 - 11:00, 11:00 - 3:00 pm

District Information

Administration Building

23419 FM 2090
Splendora, 77372
281-689-3128

Greenleaf Elementary

26275 FM 2090
Splendora, 77372
281-689-8020

Peach Creek Elementary

14455 Cox Street
Splendora, 77372
281-689-3114

Piney Woods Elementary

233695 FM 2090

Splendora, 77372

281-689-3073

Timber Lakes Elementary

15450 Harrington Drive

New Caney, TX 77357

Junior High

23411 FM 2090

Splendora, 77372

281-689-6343

Splendora High School

23747 FM 2090

Splendora, 77372

281-689-8008

Fingerprinting Process (Senate Bill 9)

In 2009, the Texas Legislature passed Senate Bill 9; a law requiring fingerprint- based criminal background reviews for school employees. The legislation was enacted to ensure the safety of all children, teachers and staff in Texas public schools. The fingerprints must be submitted in a digital format that can be processed by the Texas Department of Public Safety and the FBI. The applicant must pay all fees associated with the fingerprinting process.

Once an applicant has successfully completed the screening process, the fingerprint process can be completed. A FAST pass required to obtain digital fingerprints. The FAST pass is very similar to an online concert ticket or airline boarding pass. It is unique to the individual employee and cannot be shared.

Texas Certified Educators who have not been fingerprinted

- Access <http://pryor.tea.state.tx.us/>
- Create an account, if you do not already have one
- Confirm first and last name on certificate Matches Exactly first and last name on valid Texas driver's license. If not, educator must submit a request for a name change. An email confirmation will be sent from SBEC that name has been changed
- Receive FAST pass via email from SBEC
- Schedule an appointment for fingerprinting
- Return receipt for fingerprinting to Substitute Coordinator

Non- certified applicants

- Complete FAST pass request form during Substitute
- Receive FAST pass via email from Splendora ISD
- Schedule an appointment for fingerprinting.

- Return receipt for fingerprinting to Substitute Coordinator

Applicants who have already been fingerprinted

- Submit photocopy receipt for fingerprinting to Substitute Coordinator
- Submit photocopy of SBEC Fingerprint Profile showing status “fingerprints complete”

Substitute Placement Process (Absence Management)

Absence Management implemented by Frontline Data, Inc. is an automated system that uses an internet web site and voice response software via the telephone. The website and voice response for telephone calls are linked. The system uses information acquired by the website and telephone to generate absence data reports for site administrators and District administrators.

Call out times

Substitute teachers should expect to receive a call from Absence Management for assignments at the following times:

- Schools Days
 - 5:00 am
 - 4:00pm
- Weekends/Holidays
 - 4:00 pm

Length of Assignment

Substitute Teachers are called on an as - needed basis to fill positions when regular staff members are unable to report for duty. Every effort is made to keep the same sub in the assignment for the duration of the regular staff member’s absence. A substitute teacher who remains in the same assignment for more than 10 consecutive days is paid at a higher daily rate beginning the 11th consecutive day, retroactive to the first day of the assignment.

Long -Term Assignments

When a teacher is absent 10 or more days, a long term Substitute Teacher is placed in the position. A long-term substitute teacher is one who is appointed to a classroom with full responsibility to plan, deliver and evaluate student learning. The long - term substitute shall be certified for the position in which he/she is placed. In the event a certified substitute teacher is not available, state law requires that parents be notified if a non - certified person is placed for 30 or more days in the same class.

If the substitute teacher interrupts the long-term assignments for any reason: the long term requirements will start over when the long-term substitute returns.

Removal from the Substitute List

There are times when it is beneficial for a staff member and the district discontinue their relationship. A sub may be removed from the roster if he/she fails to meet the expectations of the position at any time for any reason or for no reason at the discretion of the District's Human Resources Office. The sub's name will be removed for committing any of the following offenses:

- Failure to follow District practices, policies, and procedures.
- Failure to follow specific directions of a Principal and or Administrative Staff.
- Demonstration of conduct inappropriate to a person in a professional position; this includes any behavior in the workplace or away from the workplace that interferes with the mission of Splendora ISD

In order to keep Absence Management operating smoothly, the Human Resource Department monitors the Absence Management system for employee usage. Substitutes who are inactive for 30 days will be removed from the system. The district highly encourages subs to work at least **once a week** as assignments are available. **Subs should be proactive in seeking their assignments.**

District Expectations

Professional Responsibilities

Substitute teachers are considered professionals. It is very important to provide a positive professional model for the students to emulate. Additional information on the expectations for employee conduct is located later in this handbook. In regards to job duties, the sub is expected to:

- Arrive on time for each assignment. If you cannot arrive on time, please notify the campus and sub teacher office.
- Accommodate the campus when the campus representative schedules you to work during your conference period or reassigns you to a different classroom.
- Deliver instructions for the students in the classes assigned according to the plans provided by the teacher.
- Become with all emergency drills, protection procedures, evacuation routes, bell signals and expectations for student behavior.
- Perform all of the duties of the regular classroom teacher which includes providing instruction to the class assigned, covering other teachers' classes assisting in the supervision of students, performing clerical tasks and all other duties as requested by Campus Administrator.
- While interacting with a student, behave professionally at all times. Subs shall never use sarcasm, profanity, or ridicule. Under no circumstances shall a substitute teacher touch a student and/ or attempt to forcefully remove a student from class. If a difficult situation should arise; seek the assistance of the principal, or another teacher.
- Report personal injury of a student to the principal or assistant principal. Students appearing to be ill or injured should be sent to the school nurse or nurse should call to the classroom as soon as possible.
- Work a full teaching day unless he/she is informed differently by the building administrators or the HR department. During the instructional day a sub should not leave the campus without permission from the principal or assistant principal since you may be needed elsewhere during the day.
- When a sub has been assigned to class in which there is a student teacher or a co-teacher, the sub is expected to remain in the classroom with the student teacher or co-teacher and assist as the teacher directs the lesson.
- It is essential as a Substitute Teacher not to disclose any confidential information which has been received from contact with children and other people within the campus. Your observations and interactions with staff or students should be treated as privileged communication.

Reporting to an Assignment

It is important to report to the assigned school at least 15-30 minutes prior to the start of the school day. Reporting times for employees are normally included within the information provided to you through the Absence Management system. Upon arrival to school:

- Check in with the school secretary or campus receptionist and confirm your assignment. Be aware that your assignment may change from the one you accepted when you were first contacted.
- Sign in as directed by the campus secretary
- Pick up sub folder, attendance roster, keys (if needed) and necessary materials for the day.
- Learn the name of the Team Leader or the teacher in charge who can assist you.
- Obtain directions to the classroom, the faculty lounge and adult restrooms.
- Locate the lesson plans for the day and any materials that may be needed for the lessons.
- Use the sub folder to familiarize yourself with the daily schedule, seating chart, special assignments, attendance procedures, dismissal procedures, restroom procedures, class management procedures, hall passes, detention hall, and tardy slips.
- Review information on all emergency drill procedures and follow them very carefully in the event of an emergency or a drill.

During conference time you will be on call during that period to assist in other areas: covering another class, office or library as needed.

Classroom Management

The substitute has the same responsibility as the regular teacher for the students' well-being while in his/her care. Classroom management is greatly enhanced by organized lessons and the teacher's wise use of classroom time. Therefore you should:

- Never leave students unsupervised. The supervision of students is both a classroom management and safety responsibility.
- Review the District Student Handbook to become familiar with the policies and procedures of the district.
- Seek to avoid disciplinary problems by keeping students occupied in meaningful activities and by providing firm and consistent treatment of students.
- Be prepared and ready with extra activities appropriate for the grade level so that the students never have idle time.
- Always emphasize positive behavior by writing and handing out notes to recognize good behavior or by giving appropriate positive specific feedback.
- Organize the classroom detail to minimize time spent on procedural matters.
- Encourage student attention and active participation. You can accomplish this by being an active part of classroom instruction. Monitor students carefully by moving around the classroom to check on each student, answer questions, and/or clarify the assignment. As you monitor the classroom to check on each student, about their work.
- Keep an eye on the clock. Allow time for administrative and academic closure before students are dismissed

Addendum

Dress Code

The following attire is not considered professional dress and is not allowed on any occasion: suggestive or provocative attire, spaghetti straps, strapless sundress/blouses shorts, T-shirts, halter tops, dress pants/capris with a length any higher than at the midcalf, city shorts, bare midriffs, spandex, tube tops, sweat suits, running shorts, muscle shirts, transparent blouses, deep necklines, athletic clothing, baseball hats (except for personnel who work outdoors), house shoes, beach sandals, ripped or disheveled clothing, collarless shirts for men. In addition, tattoos, body piercing other than the ears for females and any body piercing for males are not to be visible at any time.

Any employee who does not meet the standards of this code will be required to take corrective action, which may include leaving the premises.

The campus principal or director will be the authority in all decisions regarding grooming and dress code. Any provision not covered in the code, or any exception to the code will be the responsibility of the campus administrator or director. Each employee will be expected to be groomed and dressed in a professional manner, which is appropriate for the position occupied.

The standards as adopted for students that appear in the student handbook will serve as minimum requirements for all employees with the exceptions noted below:

1. Members of the instructional staff may not wear overly casual attire such as warm-up suits, wind suits, or shorts. Split skirts or culottes are acceptable. If shorts are worn by physical education personnel, they must meet the guidelines in student dress code.
2. Form fitting pants may not be worn.
3. Employees are expected to be clean-shaven unless they choose to have a neatly-groomed mustache or beard.
4. Tennis shoes may be worn provided they are clean and neat.
5. On staff development days, the regular employee dress code will be followed. On staff work days more casual dress may be worn; i.e., jeans are acceptable on the four scheduled workdays.
6. Custodians must meet the guidelines described by the maintenance director's dress code requirements.

Spirit Day Dress Guidelines

Spirit Day is designed to promote pride in Splendor ISD in all areas of achievement. Spirit Day should not be interpreted as a casual dress day. On the designated Spirit Day the following attire may be worn:

1. Jeans, which are clean, neat, and in good condition.
2. Shirts, which exemplify school spirit, either by school color or logo. Shirts with school-related symbols apples, ABC's, etc. are interpreted to represent school spirit.

End of the day

Substitute teachers are required to stay through the teacher's scheduled day even if the absent teacher has last period as a conference time. In addition, remember that your assignment for the day includes:

- The regular teacher's duty assignments at dismissal, hall supervision, bus duty, etc.
- Organizing all papers, label by class period or subject, and leave papers for the teacher to find them in a secure place
- Make notes for the teacher indicating the progress each class made in the lesson, listing absent students, give information about behavior issues, students good behavior, etc.
- Secure the classroom and also return the sub folder, keys and materials to the secretary. The substitute also has the same responsibility as the regular teacher for equipment and materials assigned to his/her care.
- Check out with the campus secretary.
- Check with the school secretary about future assignments.

Recommendations for Success

Your success as a sub depends on your attitude and personal approach to the job. There are many things you can do before and during an assignment that will greatly increase your success as a sub. Remember that if you are organized you can also be flexible.

Substitute Pay

	Regular Pay	Long-Term Pay
Non-Degreed / Uncertified	\$70	\$80
Degreed	\$80	\$100
Certified Teachers	\$100	\$130
Registered Nurse	\$100	n/a
LVN	\$75	n/a