

SHINER ISD



SUBSTITUTE TEACHER HANDBOOK 2024-2025

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Introduction

The purpose of this handbook is to provide you with information pertinent to the job of substitute teacher as well as information that will be personally beneficial to you as you work in the Shiner Independent School District.

Substitute teachers are an essential part of the educational staff of our school district. The role of a substitute teacher is a difficult one. It requires the ability to spontaneously walk into any classroom setting and carry out the daily activities as would the regularly assigned teacher. We are pleased that you are interested in the students of this district, and we look forward to working with you.

DISTRICT INFORMATION

School Board

Dr. Dan Stafford, President
Tim Kalich, VP
Julie Gamez, Secretary
Chris (Bucky) Boehm, Member

Michelle Werner-Mendel, Member
Tommy Schuette, Member
Jared Boedeker, Member

Central Office

505 Texas Avenue, (361) 594-3131

Superintendent.....	Alex Remschel ext. 500
Payroll/HR Manager.....	Dawn Winkenwerder ext. 501
Business Manager.....	Sherri Vincik ext. 502

Shiner High School

510 CR 348, (361) 594-3131

Principal.....	Chris Wegener ext. 353
Secretary.....	Renee Cejka ext. 355

Shiner Elementary School

510 CR 348, (361) 594-3131

Principal.....	Dr. Michelle Turek ext. 352
Secretary.....	Stephanie Keller ext. 351

MISSION STATEMENT

The Mission of Shiner ISD is to help all Shiner students learn all they need to know to successfully assume the various roles of a productive American adult.

DISTRICT GOALS FOR STUDENT LEARNING

- Shiner ISD students will demonstrate success on all areas of the state assessment instrument
- Shiner ISD students will maintain high attendance rates and low dropout rates
- Shiner ISD will provide a safe, disciplined, and drug free environment for students and staff members
- Shiner ISD will provide a supportive and positive learning and teaching environment for students and staff members
- Shiner ISD will encourage and provide opportunities for parental and community involvement
- Shiner ISD will provide opportunities for students to develop career interests
- Shiner ISD will integrate technology in all aspects of education
- Shiner ISD will maintain a highly qualified staff

GENERAL INFORMATION

QUALIFICATIONS

- The district shall attempt to hire certified teachers as substitutes whenever possible; however, no person shall be employed as a substitute who does not have at least a high school diploma or GED
- Persons wishing to substitute in Shiner ISD must be at least 18 years of age at the time of application. Persons wishing to substitute for grade levels 9-12 must be graduated from high school or have obtained a GED as least three years prior to employment
- Each applicant must be of good moral character and must clear a criminal record check through fingerprinting.
- Each applicant must be a citizen of the United States or be eligible for employment in the United States.

DOCUMENTATION

- Applicants for substitute teaching must file an application with the Shiner ISD central office.
- All Degreed (Bachelor's Degree) substitutes are asked to include a copy of an official college transcript with the application. Certified Teachers are asked to provide a copy of a Texas Teacher Certificate with each application.
- Please complete and return to the Central Office all applicable payroll forms given upon hire.
- All substitutes are asked to participate in the *Social Security Alternative 457 Master Retirement Plan*, also known as the FICA alternative Plan. Please complete required documents and return to the central office.

FINGERPRINTING

Senate Bill 9 also known as the "Fingerprinting Bill" was passed by the 80th Legislature and signed into law by Governor Perry on June 15, 2007. SB 9

authorizes and requires greatly expanded criminal history information reviews including national criminal history background checks by submission of fingerprints for all substitute teachers. Substitutes will not be added to the substitute list until fingerprints have been submitted and the results reviewed by the district.

TOBACCO PRODUCTS AND E-CIGARETTE USE

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. 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, using tobacco products, or e-cigarettes 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.

DRESS CODE

As representatives of Shiner ISD, our commitment to excellence should be reflected in our appearance. The dress and grooming guidelines for employees shall present a model of professionalism and appropriateness for the assignment and shall represent the pride, dignity, and discipline of the district and community. Appearance of all employees should be neat, clean, and in a manner that differentiates them from students.

Shiner ISD employees, including substitutes, are expected to dress in an appropriate and professional manner both at school and for conferences, training, meetings, site visits and other out of district functions where employees represent Shiner ISD. The list below includes specific minimum requirements for Shiner ISD staff. Other requirements may be included throughout the school year on an as needed basis.

Hair for district employees (including facial hair) must be neat and clean in appearance and should not attract unfavorable attention that is disruptive to the educational environment.

Jeans (with spirit shirts) are permitted only on Tuesdays and Fridays and on designated days approved in advance by the principal or superintendent. Jeans may also be worn on Wednesdays with a college, career or military shirt.

Clothing will fit properly and be in good repair. Jeans/clothing with open holes that show skin or undergarments are prohibited. Excessive fraying or distressed jeans are prohibited.

Hemlines on all dresses/skirts must not be shorter than the top of the knee cap.

Women may wear tights/leggings/leotards under skirts if the hemline dress code requirements are met.

Clothing will be non-revealing and exhibit modesty in styling. Fabric that clings to the body is not appropriate. Appropriate undergarments must be worn at all times.

Shoes or sandals shall be worn while at school. Flip-flops are not permitted. Designer “flip flops” may require pre-approval. These include, but are not limited to “yellow box” type designer flip flops made to be worn in a more formal/professional way.

All tattoos will be covered at all times.

Facial piercings must be removed or replaced with inconspicuous jewelry (ex/ nude or clear colors)

It is the responsibility of campus principals to ensure compliance with the Shiner ISD Employee Dress and Grooming Regulations.

Principals have the discretionary authority to deviate from guidelines due to unusual requirements of a specific job, activities planned for that day, or medical reasons. The principal must approve temporary deviations, such as spirit days. Spirit Day is designated for Tuesdays and Fridays when employees may wear jeans and a Comanche Spirit Shirt or School Staff Shirt.

RATES OF PAY

Short-Term Substitutes

Non-degreed- Full-day	\$80.00
Non-degreed- Half-day	\$40.00
Degreed*- Full-day	\$90.00
Degreed*- Half-day	\$45.00
Certified Teacher- Full-day	\$100.00
Certified Teacher- Half-day	\$50.00

* Bachelor’s Degree and above

Long-Term Substitutes

Additional \$15.00 per day

The rate of pay for a long-term substitute will be paid after the 10th consecutive school day of substitute teaching.

PAYCHECKS

All employees 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.

The cut-off day for monthly payroll will be the 15th of each month. For Christmas and other holidays, the cutoff day may be adjusted to an earlier date. Days worked after the cut-off date will be included in the next monthly payroll check.

The schedule of pay dates for the 2024-2025 school year is as follows:

September 25, 2024	January 24, 2025	May 23, 2025
October 25, 2024	February 25, 2025	June 25, 2025
November 22, 2024	March 25, 2025	July 25, 2025
December 20, 2024	April 25, 2025	August 25, 2025

Substitutes are encouraged to keep their own record of dates and times they substitute, so that paychecks may be personally verified for accuracy. Please contact the central office if payment is incorrect.

AUTOMATIC PAYROLL DEPOSIT

Employees can have their paychecks electronically deposited into a designated account. A notification period of two weeks prior to the next pay date is necessary to activate this service. Contact the payroll department for more information about the automatic payroll deposit service.

HEALTH INSURANCE

Districts are required to provide health insurance coverage to eligible employees through TRS-ActiveCare or a comparable program. Full- and part-time regular employees including substitutes are eligible to enroll in TRS-ActiveCare. To be eligible for TRSActive-Care, an employee must be either an active, contributing TRS member or, employed for 10 or more regularly scheduled hours per week. Eligibility is determined upon hire or, if the employee has a change in status, at the time of the change. Moreover, eligibility is based on the hours the district reasonably expects the employee to work. This standard is based on future expectations, not historical averages.

NOTIFICATION OF THE SUBSTITUTE TEACHER

All substitute arrangements will be made by the campus administration. Substitutes and teachers are not to make their own arrangements.

- Substitutes will be called by the school principal or his/her designed representative.
- Notification of substitutes prior to the day of assignment is desirable; however, in many instances substitutes are notified early in the morning or in the middle of the school day and are expected to get to school as soon as possible. Substitutes should be prepared to accept calls and leave home on short notice.
- After accepting a substitute assignment, substitutes who find they are unable to substitute on a particular day, must call the campus administrator in charge of substitutes to cancel.
- In the event that a substitute will not be available for an extended period of time, it is advisable for the substitute to notify the central office.

UPON ARRIVAL

Upon arrival at a campus, a substitute teacher should immediately report to the office to sign in with the secretary. Here you will receive your instructions, plans, class roll, and schedule. Please ask any questions at this time so your day can be more profitable and pleasant.

RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

PROFESSIONAL ETHICS

- The substitute assumes the role of a professional educator, even though she/he is not a regular teacher. Caution should be used in expressing personal opinions about what is seen or heard on the classroom or on the campus.
- Comments comparing one school with another or comparing the children in one neighborhood with those of another are discouraged.
- Under no circumstances should a substitute criticize a regular teacher, an administrator, or a student in the presence of other teachers or students.
- The substitute teacher should never disclose confidential student information outside of the school setting or with any unauthorized person within the school

district. Confidential information includes students' grades, conduct, ability, or personal problems.

- Oral communication used in a school setting should always reflect the highest professional standards. It should never include vulgar, sexual suggestive, or racist comments.
- All students should be treated fairly and with the utmost respect.
- Employees shall not engage in conduct constituting sexual harassment. District officials or their agents shall investigate all allegations of sexual harassment and officials shall take prompt and appropriate disciplinary action against employees found to engage in conduct constituting sexual harassment.

CLASSROOM RESPONSIBILITIES

- The substitute teacher will be expected to perform all duties of the regular teacher unless the principal or his/her designee releases the substitute from a particular responsibility.
- The substitute should endeavor to preserve the regular routine of the classroom. She/he should follow the daily class schedule and lesson plans provided by the regular teacher.
- All materials and equipment used by the substitute should be returned to the proper authority before leaving the campus.
- Student attendance should be taken in accordance with designated campus attendance procedures. The elementary campus also requires that a daily lunch count be taken.
- Student safety is of primary importance. NEVER leave the students unsupervised. Locate and know the fire and emergency regulations. Anyone who comes to the classroom for information about a child or comes to the classroom asking that a child be released from school must be directed to the principal's office.

DISCIPLINE MANAGEMENT

- Substitute teachers are encouraged to review the campus student handbook to become familiar with policies and regulations of the school.
- Firm, fair treatment of all students, combined with explicit explanations and directions will preclude many disciplinary problems.
- The substitute should never leave the classroom unattended. If an emergency arises, the substitute should notify the office or a neighboring teacher to watch the class.
- A substitute teacher should not embarrass a student in front of his/her peers when administering discipline.
- Most classrooms will have rules and consequences visibly posted. The substitute should try to follow these as closely as possible.
- When individual students cause behavioral problems which are disruptive to the learning environment, the substitute teacher should refer the students to the principal.
- The substitute teacher must **never** administer corporal punishment to a student.
- The substitute should be consistent and fair, and remember that she/he is working with children (yes, even if they are in high school).

- The substitute should avoid getting into a confrontation with a student and keep his/her voice calm, reasonable, and at a conversational level and tone.

SAFETY

All substitute teachers are required to attend an annual school safety update. This training will be held on campus prior to the start of the school year. In the event that you are not able to attend the annual meeting or if you are hired during the school year, arrangements need to be made with campus administration to set up a time to review this information.

All staff members including substitute teachers are prohibited from leaving external doors open or unlocked during the normal instructional day. All teachers must keep their classroom doors locked at all times when students are present.

ADDITIONAL INFORMATION

- A substitute teacher who is employed 90 days or more in a school year may apply for a year of creditable service with Teacher Retirement System of Texas. All necessary forms are available in the payroll office.
- In an effort to keep all information current, substitute teachers should notify the central office of any change of name, address, or telephone number.
- Retired teachers who are receiving Teacher Retirement System benefits are now eligible to substitute for an unlimited number of days during a school year.
- The school district maintains a 403(B) plan under which all employees, including substitutes, are eligible to participate. Contact the payroll department for more information.