SUBSTITUTE TEACHER HANDBOOK FOR AGUA DULCE INDEPENDENT SCHOOL DISTRICT

Welcome to Agua Dulce Independent School District! We are pleased that you will be a substitute teacher for the District. It is our belief that you represent a dedicated core of substitute teachers whose desire is to provide students with quality educational experiences. Your role is vital in guaranteeing the continuation of quality classroom instruction.

The purpose of this handbook is to provide you with information which will clarify some policies and procedures while enabling you to be more comfortable and effective in the classroom. We hope that you will become familiar with it and that you will find it a useful source of information.

GENERAL INFORMATION

A. Qualifications

All substitute teachers must have a high school diploma or GED. The Agua Dulce Independent School District is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services.

B. Employment

Individuals desiring employment as a substitute teacher in the Agua Dulce Independent School Office are required to file an application with the Superintendent. Substitutes must also complete substitute teacher training before they are eligible to substitute teach.

Documentation required in order for an application to be complete, includes high school transcript, GED certification, Texas Teacher Certificate (if applicable), W-4, I-9 (with 2 forms of identification)

Criminal History Record-The District shall obtain criminal history record information on all applicants for employment.

Fingerprinting Requirements-All newly hired substitutes and volunteers will be required to have a fingerprint on file as per Senate Bill 9. The cost for the fingerprinting will not be covered by the district. For more information on required fingerprinting, please see Superintendent's Office.

C. Duty Hours to be called to work

When possible, a substitute will be called in advance. However, on occasion the need arises to call a substitute at the last moment. All substitutes are highly recommended to keep a log of the following information:

- Name of the employee(s) they are covering
- Name of the campus
- The grade or subject he/she teaches
- Time the substitute arrived on campus

Arrive at school at least 15 minutes prior to the beginning of school. The instructional day at the Elementary and Secondary is 7:45 a.m.- 4:00 p.m. The substitute teacher is expected to be on duty the entire school day unless otherwise notified. When a substitute is on duty, he/she should continue

in the assignment until officially released by the principal or his/her designee. Before leaving school, the substitute should report to the front office for instructions. Substitutes are required to sign in and out on the days they are subbing to ensure that we keep an accurate record of their time.

D. Notifying the Office of Change of Status

The substitute teacher should notify the Superintendent's Office of any change in address, telephone number of if he/she wishes to be removed from the list, either permanently or temporarily. Call 361-998-2542 x 1 or email sonia.cervantes@adisd.net. A substitute teacher with excessive cancellations and/or refusals of assignments will result in his/her removal from the roster of eligible substitutes.

E. Salary Schedule

- Non-Degreed-High School Diploma/GED - $65.00 per day
- College degree without valid Texas Teaching Certificate - $70.00 per day
- College degree with valid Texas Teaching Certificate - $85.00 per day

Request for a long term substitute must be submitted in writing for pre-approval from the Superintendent. After the fifth consecutive day for the same position and same teacher/aide, substitute will be paid an additional $5.00 per day.

Half-day assignments are considered 4 hour-a-day assignments (half the daily rate.)

The number of working days for each substitute is reported to Superintendent's Office by each campus. It is very important to sign-in and out at the campus you are called to substitute.

Payroll checks are mailed to your reported address, unless you make prior arrangements with the payroll office.

All days worked will be paid in the following month. Example: Days worked 8/1 - 8/31 will be paid September 10.

Payroll Reporting Dates:

Month	Date	Year	Day
September	10	2025	Wednesday
October	10	2025	Friday
November	10	2025	Monday
December	10	2025	Wednesday
January	9	2026	Friday
February	10	2026	Tuesday
March	10	2026	Tuesday

April	10	2026	Friday
May	8	2026	Friday
June	10	2026	Wednesday

F. Employee Dress Code Policy DH (Local)
Employees should dress professionally and in a manner consistent with the standards and values of the school district, community, and school board. The dress and grooming of District employees shall be clean, neat, and in a manner appropriate for their assignment.

The faculty and staff may wear nice non-faded jeans and denim Capri pants that fit appropriately on Friday when a spirit shirt is also worn and during approved field trips. Food Service workers may wear clothing that is appropriate for their assignment. The faculty and staff may wear shorts that meet the student dress code on approved field trips.

G. Smoking
Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school related activities. [See DH and GKA]

H. **Employee Standards of Conduct**
EMPLOYEE STANDARDS OF CONDUCT DH (LEGAL) PUBLIC SERVANTS
All District employees are public servants and therefore subject to Title VIII of the Penal Code, regarding offenses against public administration, including bribery and corrupt influence (chapter 36), perjury and other falsification (chapter 37), obstructing governmental operation (chapter 38), and abuse of office (chapter 39). All District employees shall perform their duties in conformity with District policy, ethical standards for professional educators, and state and federal law. *Penal Code1.07(41), Title VIII*

EMPLOYEE LIABILITY A professional school employee is not personally liable for acts done within the scope of employment that involve the exercise of judgment or discretion, except in circumstances where, in disciplining a student, the employee uses excessive force or his or her negligence results in bodily injury to the student. "Professional employee" includes a superintendent, principal, teacher, supervisor, social worker, counselor, nurse, teacher's aide, a student in an education preparation program participating in a field experience or internship, a DPS-certified school bus driver, and any other person whose employee requires certification and the exercise of discretion. *Hopkins v. Spring ISD, 756 S.W.2d 617 (Tex. 1987); Barr v. Bernhard, 562S.W.2d 844 (Tex. 1978); Education Code 22.051(a)*

DRUG ABUSE PREVENTION In compliance with Workers' Compensation Commission rules, the District shall provide a written copy of the local drug abuse policy to each employee: 1. On or

before the first day of employment; or Within 30 days after the date the local policy is adopted by the Board.

PERSONNEL STUDENT RELATIONS
All District personnel shall recognize and respect the rights of students, as established by local, state, and federal law. *Tinker v. Des Moines ISD, 89 S.Ct. 733 (1969)*
HAZING District employees also are subject to the provisions of policy FNCC regarding hazing. *Education Code 37.152(a)*
ENFORCEMENT The Board shall ensure that District personnel enforce the policies on school property. Education Code 38.006(1)(3)

DIETARY SUPPLEMENTS A District employee may not:

1. Knowingly sell, market, or distribute a dietary supplement that contains performance-enhancing compounds to a primary or secondary education student with whom the employee has contact as part of the employee's duties; or
2. Knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains performance-enhancing compounds by a primary or secondary student with whom the employee has contact as part of the employee's duties. An employee who violates items 1 or 2, above, commits a Class C misdemeanor offense. Education Code 38.011

REPORT OF DRUG OFFENSES
A teacher, administrator, or other District employee is not liable in civil damages for reporting to a school administrator or governmental authority, in the exercise of professional judgment within the scope of the teacher's, administrator's, or employee's duties, a student whom the teacher suspects of using, passing, or selling, on school property any of the following substances:

1. Marijuana or a controlled substance, as defined by then Texas Controlled Substances Act.
2. A dangerous drug, as defined by the Texas dangerous drug law.
3. An abusa

ble glue or aerosol paint, as defined by the Texas Controlled Substances Act, or a

volatile chemical, if the substance is used or sold for the purpose of inhaling its fumes or vapors.

4. An alcoholic beverage defined by the Alcoholic Beverage Code Education Code 37.016

REPORTS TO LOCAL LAW ENFORCEMENT
A principal or person designated by the principal is not liable in civil damages for making a good faith report, as required by law [see GRA(LEGAL)], to the District's police department, if one exists, and to the police department of the municipality in which the school is located or, if the school is not in a municipality, to the sheriff of the county in which the school is located, when the

principal has reasonable grounds to believe that any of the following activities occur in school, on school property, or at a school-sponsored or school-related activity on or off school property, without regard to whether the activity is investigated by school security officers:

1. Conduct that may constitute an offense listed in Section 8(c), Art. 42.18, Code of Criminal Procedure; deadly conduct, as described by Penal Code 22.05; or a terroristic threat, as described by Penal Code 22.07 [see GRA(EXHIBIT) for list and definitions].
2. The use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana, as defined by Chapter 481, Health and Safety Code.
3. The possession of any of the weapons or devices listed in Penal Code 46.01(1)-(14) or (16) [see FNCG(LEGAL)].
4. Conduct that may constitute a criminal offense under Penal Code 71.02, Engaging in Organized Criminal Activity [see GRA(EXHIBIT)]. *Education Code 37.015*

SBEC NOTIFICATION

The Superintendent shall promptly notify in writing the State Board for Educator Certification (SBEC) by filing a report with the executive director of SBEC within seven calendar days of the date the Superintendent first obtains or has knowledge of information indicating any of the following circumstances:

1. That an applicant for or a holder of an educator certificate has a reported criminal history;
2. That a certified educator was terminated from employment based on a determination that he or she committed any of the following acts:
   a. Any form of sexual or physical abuse of a minor or other illegal conduct with a minor.
   b. The possession, transfer, sale, or distribution of a controlled substance.
   c. The illegal transfer, appropriation, or expenditure of school property or funds.
   d. An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to be employed in a position requiring such a certificate or permit or to receive additional compensation associated with a position.
   e. Commission of a crime, any part of which occurred on school property or at a school-sponsored event.

EMPLOYEE STANDARDS OF CONDUCT DH (LOCAL)

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. All District employees shall be expected to adhere to the standards of conduct set out in the "Code of Ethics and Standard Practices for Texas Educators." [See DH(EXHIBIT)] Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels.

SAFETY REQUIREMENTS

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

ALCOHOL AND DRUGS

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided each employee at the beginning of each year or upon employment. Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by laws including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

EXCEPTION An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

ARRESTS AND CONVICTIONS

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event.

MORAL TURPITUDE

Moral turpitude includes but is not limited to dishonesty; fraud; deceit; theft; misrepresentation; deliberate violence; base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor; drug- or alcohol-related offenses; or acts constituting abuse under the Texas Family Code.

DRESS AND GROOMING

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

VIOLATIONS

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

DRUG ABATEMENT

The District shall maintain a drug-free environment and shall establish, as needed, a program complying with federal and state requirements. The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment. [See DH(LOCAL)]
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions

EMPLOYEE RESPONSIBILITY

All fees or charges associated with drug/alcohol abuse counseling or rehabilitation shall be the responsibility of the employee.

DUTIES AND RESPONSIBILITIES OF SUBSTITUTE TEACHERS

1. The substitute teacher should enter the school enthusiastic and should arrive at least 15 minutes prior to the beginning of school.
2. The substitute teacher should report to the office promptly to let them know you have arrived. Ask for any special directions and about the regular classroom teacher's special duties for the day. Be sure to sign-in and out at the campus to ensure your working day is documented and for reporting of payroll.
3. Prior to entering the classroom, the substitute teacher should:
   - Ask about the policies regarding students in the halls and passes
   - Find out how to refer a student to the office
   - Look for the fire alarm and know the proper drill directions
   - Ask if there might be a student who has a medical problem
   - Obtain any keys that might be necessary and return at end of day
   - Find out how to report students who are tardy or absent
   - Find the locations of restrooms and the teacher's workroom
   - Ask if there will be any special duties associated with the permanent teacher's assignment.
4. In the classroom, the substitute teacher should:
   - If possible, greet the students as they come in the door
   - Enter the classroom with confidence; first impressions can take you a long way.

- Locate the books, handouts, etc. that will be needed for the day
- Review the classroom rules
- Read through the lesson plans

5. The substitute teacher is expected to be on duty the entire day or half-day.
6. The substitute teacher should endeavor to preserve the regular routine of the class and to perform all the duties of the regular teacher. The substitute teacher should follow the lesson plans as carefully and closely as possible left by the permanent teacher, unless otherwise instructed by the principal.
7. Please call the office if you need assistance.
8. Introduce yourself to neighboring classroom teachers.
9. The substitute teacher should not receive money from students unless instructed to do so. If money is collected; the substitute teacher should deposit it with the secretary before leaving the building. NO money should be left in the teacher's desk. Substitute teachers should not lend pupils money for any purpose. If a substitute teacher must take up an item of value from any student, they are responsible for the article until it is returned to the student or turned into the principal.
10. The substitute teacher should not leave the building during the day without notifying the principal/designee. There is a sign-out paper in each office.
11. A short summary of the day's activities should be prepared and left for the regular teacher.
12. The substitute teacher should leave the classroom clean and orderly.
13. The substitute teacher should make sure supplies are not lost or stolen.
14. The substitute teacher should enforce discipline policies.

PROFESSIONAL ETHICS OF THE SUBSTITUTE TEACHER

The substitute has a professional obligation even though they are not the regular classroom teacher. The substitute teacher should use extra caution in expressing personal opinions and reactions about any subject. It is unprofessional to disclose confidential information about your students.

1. Substitute teacher should avoid comments about individual students that convey private information: grades, medical condition, learning or discipline problems, etc.
2. Under no circumstances should a substitute teacher criticize a regular teacher or the student in the presence of other teachers or students.
3. The substitute teacher must avoid comparing one school with another or comparing the students in one school with those in another.
4. The schools exist for the students. The first obligation of the teacher is to the students.
5. Be prompt and professional in making and keeping an agreement to work.
6. Complaints, comments, and/or questions should be directed to the principal.
7. The substitute teacher should dress appropriately for the assignment.
8. Under no circumstances should a substitute teacher administer medicine to a student.

9. The substitute teacher shall comply with state and federal laws and local policies relating to the confidentiality of student and personnel records (Family Educational Rights and Privacy Act (FERPA))
10. If a substitute is unable to make it to their scheduled assignment please let campus administrative assistant ASAP. If they are unavailable VIA phone call, you can email the campus.

CLASSROOM INSTRUCTION

1. The substitute teacher is responsible for students, equipment, and materials assigned to her/his care, as is the regular teacher for whom he/she is substituting.
2. The substitute teacher should not feel that they are merely "babysitting" or holding things together. The substitute teacher should make every attempt to carry on the work of the regular classroom teacher.
3. The substitute teacher should not arrange any parent conferences. Refer the parent to the principal.
2. The substitute teacher should not assign written work and leave it to be graded, except by the request of the regular teacher. Any written work assigned, which is beyond the lesson plans of the regular teacher, should be graded and left for him/her to examine. On long term assignments, such work should be graded and recorded in the proper place unless otherwise directed.
5. The substitute teacher should not enter grades in the grade book, unless otherwise directed.
6. In addition to the general information given above, the substitute teacher should comply with all instructions given by the principal.
7. Substitutes should refrain from discussing topics (including personal anecdote) that are not relevant to the lesson plans.

DISCIPLINE

1. The substitute teacher **MUST NEVER ADMINISTER CORPORAL PUNISHMENT TO ANY CHILD.**
2. The use of corporal punishment in any form can result in immediate dismissal.
3. The substitute teacher is expected to maintain a level of discipline in the classroom, which is conducive to good learning.
4. The substitute should not allow students to use cell phones during the school day on school property.
5. When individual pupils cause behavior problems, which are disruptive to good learning condition, the substitute teacher should send those students to the office with a discipline slip or note explaining the circumstances. The substitute teacher SHOULD NOT LEAVE THE CLASS UNATTENDED. Possible actions include having another child accompany the child, sending child to bring someone from the office to intervene, or having another teacher watch the class while you take the child to the office. Prior to entering the classroom, the substitute teacher should find how referral to the office is handled on that particular campus.

AGUA DULCE ISD GUIDELINES FOR SUBSTITUTES

1. Check in with the campus secretary to sign-in and for special instructions before you go to the classroom.
2. Locate the lesson plan book, attendance worksheet, and substitute folder.
3. Follow the teacher's lesson plans as closely as possible.
4. If you have any problems, call the office immediately.
5. At the end of the day, please leave the classroom orderly. Leave a brief note for the teacher. Corrected papers (if applicable) should be left where the teacher can easily find them.
6. Check in with the principal or secretary before you leave at the end of the day.
7. On the secondary campus, you will need to lock the door when leaving the. classroom. Items turn up missing when left unattended in an unlocked room.
8. Be very careful with social media.
9. Above all, have a good attitude. Your willingness to get along goes a long way for both the students and other teachers.

HINTS FOR SUCCESSFUL CLASSROOM MANAGEMENT

1. Start the day promptly, firmly and concisely. Be pleasant. Appear confident. Let the students know "anything doesn't go". The substitute's first words and actions usually go a long way to set the day's discipline. You must command respect with your actions.

2. Get the students busy at the beginning of the day and keep them busy!

3. Students are likely to say, "This is not the way our teacher does it. Tell them at the beginning, "Don't worry if I don't do things exactly the way your teacher does. There is usually more than one way, and a change can be fun for you." However, children often feel more secure when they follow an established routine, so try to hold to the time schedule and the routine.

4. Firmness is important. Children need to know that you can control the situation and will! Solve problems "on the spot". Don't degrade the student in front of the others, but do handle situations when they occur.

5. Walk around the classroom. Don't just sit by the desk, especially during class work or during a test. The students are less likely to talk or cheat when you are close by them.

6. If you anticipate problems, let the principal know in advance!