TOLAR
INDEPENDENT SCHOOL
DISTRICT



HANDBOOK
FOR
SUBSTITUTE TEACHERS

INTRODUCTION

The Tolar Independent School District has made every effort to staff its classrooms and offices with teachers and aides of outstanding ability and dedication. These employees play a critical role in educating our students. When, because of illness or other factors, an employee has to be absent from duty, it is reassuring to know we have a group of qualified substitutes who are willing and able to step in and carry out the required job assignment for those positions. We realize that the task of a substitute is often difficult and one that requires a person to be versatile in adapting to the change in assignment from day to day. You are an important member of the team as we work daily to develop our greatest resource- our students.

It is our hope that you will have good experiences when you are called to substitute in our district and that this handbook will help you greet any assignment with confidence. Thank you for your interest in being a substitute in the Tolar Independent School District.

Travis Stilwell
Superintendent

SUBSTITUTE ELIGIBILITY REQUIREMENTS

Persons wishing to serve as a substitute teacher, secretary, instructional aide or kitchen help for the Tolar Independent School District are required to file an application with the Administration Office.

In order for an applicant to be accepted and placed on the substitute list, the applicant shall furnish or complete the following items:

1. Application
2. W-4 Information
3. I-9 Verification (Includes a copy of Driver's License and Social Security Card)
4. Student/Staff Ethnicity form
5. Personal Information Release
6. TRS Enrollment Questionnaire
7. Criminal History/ Fingerprinting
8. Signed Substitute Acknowledgement Form
9. Integrated Pest Management
10. Responsible User Technology Agreement (signed and dated)
11. Worker's Compensation Acknowledgement
12. Copy of Certification (if applicable)

The Substitute shall notify the Administration Office of any change in their address or telephone number and give notification if they wish to have their name removed from the substitute list.

DIRECTORY

Superintendent	Travis Stilwell	254-835-4718
Business Manager	Vicki Carr	254-835-4718
HR Administrative Assistant	Erin McCarten	254-835-4718
Elementary Principal	Christal Hollinger	254-835-4028
Elementary Secretary	Susan Grandfield	254-835-4028
Jr. High Principal	Casey Hamilton	254-835-5207
Jr. High Secretary	Linda Thacker	254-835-5207
High School Principal	Clint Gardner	254-835-4316
High School Secretary	Holly Austin	254-835-4316

FINGERPRINTING

As a condition for hiring, all substitute applicants must be fingerprinted (Senate Bill-9 or SB-9) and undergo a criminal history background check.

Tolar ISD will upload information you provided to SBEC.

- If you have already been fingerprinted, Tolar ISD will receive a confirmation email.
- If you have NOT been previously fingerprinted, a "FAST" Pass will be emailed to Tolar ISD. Tolar ISD will forward the "FAST" Pass to you. This email will provide a link in order for you to make an appointment at the fingerprinting site of your choice.

You will only have to be fingerprinted once through a school district in order to be able to substitute at any school district in the state of Texas.

FINGERPRINTING FEES

The cost of fingerprinting is approximately $50.00, payable to the fingerprinting site at the time of your appointment.

OBLIGATION TO REPORT

All employees of the District have an ongoing duty to report to his or her immediate supervisor when and if, the employee is convicted of any crime other than a minor traffic offense.

CONSIDERATION BY DISTRICT

Conviction of a crime is not an automatic basis for termination. The District will consider the following factors in determining what action, if any, should be taken against the employee who is convicted of a crime during employment with the District: (1) the nature of the offense, (2) the date of the offense, (3) the relationship between the offense and the position to which the employee is assigned.

CONTACTING THE SUBSTITUTE

Tolar ISD utilizes the Frontline Absence Management system to track all employee absences as well as substitute placement.

Frontline can be accessed via mobile app, any web browser, or by telephone.

Please see the Frontline help documents at the end of this handbook for additional information.

NOTE: If the needs arises, you may be contacted directly by an employee or campus secretary to fill an absence. Your placement will be scheduled directly in Frontline by the campus secretary.

DRESS

The educational environment at Tolar ISD should project professional standards. The type of apparel worn by faculty and staff should reflect this principle. Professional employees (administrators, staff, teachers, and aides) are expected to dress in a professional manner which sets a good example for the students. The principal will determine the appropriateness of dress and appearance.

Employees' clothing and hair styles will present a neat, clean, and professional appearance. Clothing should be job appropriate, tasteful, and coordinated. In addition, it will be of the appropriate size, fit, and length. Employees will avoid apparel or grooming that is controversial or that may have an adverse impact on the educational process. They will also avoid athletic wear, and clothes, including blue jeans, tee shirts, and very casual shorts, that are considered too informal for classroom instruction.

P.E. teachers will wear clothes to P.E. classes that are appropriate for their instructional setting. Coaches will be in professional dress while teaching in the classroom.

"Spirit Day" or "Special Events Day" may be designated by campus administration. On these days, staff and substitutes, with principal approval, may deviate from the Tolar ISD dress standards.

Should a campus administrator decide that a substitute dress is a distraction; the administrator can ask the substitute to leave the campus.

PAY SCHEDULE AND PAY PERIODS

The following information should help the substitute understand the salary and pay periods.

Payroll reports regarding substitute hours is retrieved directly from the Frontline Absence Management system. From these reports, the check for the substitute will be made and then mailed to the address given on the application. Payday is on the 15th of each month. Generally your check will be mailed in time for you to receive it on or before this date. Days worked in one month will be paid the following month.

It is suggested that the substitutes keep a personal log of the following information for their records each month: date(s) worked, campus(s), and the teacher(s) you substituted for. If your records do not reconcile with the amount paid or you have questions concerning your paycheck, please contact the Business Office at 254-835-4718 before you cash or deposit your check.

The salary schedule for a substitute teacher is:

- $80.00- certified
- $75.00- degreed
- $70.00- non degreed

REPORTING TO WORK

Substitutes should find out from the campus secretary or administrator where to park and whom to report to when arriving at the school. You need to secure a bell schedule and the teaching assignment of the person for whom you are substituting. You need to locate and have ready for use, such items as lesson plans, class rolls, seating charts, attendance cards, etc. before students arrive for class.

ATTENDANCE ACCOUNTING

Please confer with the principal or secretary as to how the attendance accounting is performed on his/her campus. This is a very important procedure as it relates to the amount of state funds the district receives. Also, be sure to follow tardy procedures set forth by the campus.

FIRE AND EMERGENCY DRILLS

The substitute should become familiar with the evacuation routes for each building in which he/she will be substituting. Take a moment before the class begins to review the plans. This is a very important aspect as it involves the safety of students and yourself.

An IPad will be issued at check-in. Any emergency alerts will sound via the CrisisGo app and the campus intercom system. Use the CrisisGo app when prompted to complete check-ins and rostering of students.

Please see the Emergency help document at the end of this handbook for additional information.

STUDENT ILLNESS OR ACCIDENT

If a student becomes ill, he/she should be sent to the school nurse or to the office. In case of a serious accident or injury, you need to send for the school nurse or school office personnel for assistance. Each campus has a procedure to handle emergencies. Under no circumstances should a substitute administer any type of medication to students.

RELEASE OF STUDENTS

Do not release students unless requested to do so by the office, nurse, counselor, or administrator.

DISCIPLINE SUGGESTIONS

1. The substitute teacher is expected to maintain control of the classroom and to create a safe, but relaxed, atmosphere for learning. The points listed below are some that may assist you in maintaining in the classroom.

- Arrive at the classroom early enough to review the teaching assignment that was left for the students and the methods you will need to use for carrying out the assignment.
- Start the class by getting the clerical chores done quickly, so you can begin instruction promptly.
- You need to establish a good learning environment. The tone you set will be the one you will follow for the entire class period or day.
- Treat students with respect and command respect from them. If you expect the students to be “bad”, they almost surely will be.
- Take time to discipline when it is needed. Keep cool, remain calm, and do not let your feelings surface if things are not as smooth as you would like.
- Avoid sarcasm and threats. Idle threats often cause an erosion of respect and control.
- Keep the instructional level and pace at the students’ level of ability.
- Keep your sense of humor. Let them know you too are human. You can be pleasant and also be in control.
- Be personal and complimentary. You can say things such as: “Good job”, or “I like the work you are doing”.
- This will help others conform.
- You need to stand when presenting a lesson or supervising students doing written work. Being seated puts you out of touch.
- Be honest, fair, and consistent. Try to control the tone and volume of your voice.

2. If a student's behavior cannot be handled effectively, you need to send the student to the office.

3. Substitute teachers are not permitted to administer corporal punishment.

4. Insist that you, not the bell, dismiss the class.

MISCELLANEOUS INFORMATION

If you are running late, call the campus. Make your own personal directory of the campuses where you substitute in order to facilitate contact.

If you must cancel an assignment on the day of the assignment, you are expected to contact the campus to inform them. This is an excellent practice to formulate in the area of "professional courtesy and responsibility".

Substitutes are guaranteed a 30 minute duty free lunch. This lunch period is assigned by the campus. Substitutes my not eat in class or leave class to eat.

Substitutes are not guaranteed a conference period unless serving in a long-term position. Substitutes can be assigned to any position deemed necessary by the campus administration. Refusal to cover classes can result in the substitute being removed from that campus.

Personal reading material brought onto a campus should be appropriate for a public school setting and may only be read during substitute's 30 minute duty free lunch or available conference period.

Substitutes may not access outside materials via personal computer, iPhone, etc., during class.

Follow lesson plans as left by the teacher. Seek help if more activities are needed. Do not bring materials into the classroom that has not been authorized by the teacher or campus administrator.

Clerical paraprofessional substitutes are expected to be familiar with the operation of basic equipment, i.e., computers, telephones and copy machines.

Perform duties as assigned by administration. Elementary substitutes are required to perform bus and car pool duty after the end of school, unless relieved by an administrator.

Leave professional, detailed notes for returning employee. Avoid criticizing the nature of the lesson plans, drawing conclusions about the actions or activities of the students, or any other comments that may be perceived as judgmental.

Leave room neat and organized.

If you are working on a campus where your child is a student, do not engage staff in discussions about your child's grades, etc. Please arrange for a parent/teacher conference at another time.

Under no circumstances is a substitute to share their personal email address or phone number(s) with students for ANY reason!

Do not, under any circumstances, comment on or question a student's abilities/disabilities. This is CONFIDENTIAL information! As a substitute, you will not be privy to that type of student information.

Do not, under any circumstances, comment on a student's gender, ethnicity/race, religion, sexual orientation, or physical appearance. Do not offer advice to students on a particular situation, i.e., weight loss, pregnancy, etc. Remain professionally distant on any of these issues.

All substitutes are mandated by law to report concerns about a student's well-being in regard to:

- Physical abuse
- Sexual abuse
- Sexual harassment
- Bullying

Do not confront the student. Take your concerns immediately to a counselor or campus administrator. Your anonymity will be protected at all costs. This is the law of the State of Texas.

School hours vary by campus. Substitutes are responsible for checking the start and end time with the campuses at which they choose to teach. Be aware that half-day session times vary as well.

Substitutes may NOT use cell phones to text or call in the presence of students.

Substitutes may NOT videotape, record, or take photos using a camera or cell phone, any student at any time.

Substitutes may NOT show Internet videos/recording without explicit instructions from the teacher.

ALL VIDEO AND RECORDED MATERIALS SHOWN IN TOLAR ISD CLASSROOMS MUST RECEIVE PRIOR APPROVAL. Violations of this policy may result in immediate termination from substituting.

WHAT THE SCHOOL MAY EXPECT OF THE SUBSTITUTE

1. Be prompt in reporting to work and finding the lesson plan for the day.
2. Report to the administrator or leave a note to the teacher concerning the activities for the day.
3. Lesson plans should be followed as closely as possible with any interpretation being provided by the administration or the department/grade level chairperson.
4. Tests usually will not be administered by the substitute unless he/she is substituting for an extended time.
5. The substitute should maintain good housekeeping and keep the classroom clean and orderly.
6. If written work is assigned, move about the room checking to see that all students are working and to assist where help is needed or requested. Do not just sit at the desk and do your own thing.
7. The teacher's grade book, lesson plan book, textbooks, records, and attendance slips are to be kept in a secure place at all times. Never leave them unattended, since they are most valuable. Purses and other valuables belonging to the substitute should also be kept in a secure place.
8. Use good judgment, discretion, and caution when releasing a student from class. If a student is to leave the room, a pass should be completed with the time, date, and place the student is going.
9. At the close of the day, turn off all lights and electrical equipment before leaving the classroom and close the door. Report any unusual behavior or events of the day to the principal.

WHAT THE SUBSTITUTE MAY EXPECT OF THE SCHOOL

A. THE PRINCIPAL/SECRETARY (OR designee)

1. Notify you of the need to substitute as soon as possible
2. Provide you with a schedule of classes
3. Brief you on special assignments or special activities of the day (duties, etc.)
4. Provide you with access to your room

B. THE TEACHER- Have in the proper designated place the following materials:

1. Lesson plans
2. Schedule/time of classes and period
3. Method of checking attendance
4. Explanation of supervising duties
5. Fire and emergency drill plans

C. THE STUDENT

1. Cooperate with you concerning pupil accounting and lesson plans left by the teacher
2. Respect you as an individual and as the teacher