GAINESVILLE ISD

2026-2027 Substitute Handbook



INTRODUCTION

The staff of Gainesville Independent School District and the Superintendent of schools would like to take this opportunity to welcome you to the rewarding and challenging teaching profession. Nationwide, statistics show that students will be taught by a substitute teacher for the equivalent of one entire academic year, during kindergarten through twelfth grade. This staggering fact makes all the more important the contributions you will make as a substitute teacher toward sustaining the education of GISD children and youth. At Gainesville ISD, we would like to consider you more than a substitute. We welcome you as a guest and partner in meeting the social and academic needs of our students.

Web-based Support and Information

GISD has a web site that includes District and campus information that may be of importance to all shareholders. Guest teachers are strongly urged to visit www.Gainesvilleisd.org

QUALIFICATIONS

Those seeking a Guest Teacher position in the Gainesville Independent School District must have the following: (see Board Policy DPB)

- Submit to a current background check and fingerprinting
- Provide a Social Security Card
- Provide a current driver's license or passport

Approved Guest Teachers shall have on file in the District:

- The District's application form;
- A record of highest education attained, including high school diploma, GED certificate, or transcript for all college work, and/or Texas Certificates;
- Tax withholding income form; and
- Proof that the substitute has viewed the Sexual Harassment and Blood Borne Pathogens video (yearly)

DISTRICT POLICIES

GISD Policy may be accessed on the GISD web-site at www.Gainesvilleisd.org under the heading "School Board". All employees are required to follow Board Policy. Policy DBP specifically addresses substitutes; however, other policies directed toward all employees will also apply to substitute teachers.

A. Dress/Grooming

Guest Teachers standing in place of professional employees should exercise discretion and good judgment in their dress. Dress should be professional and appropriate for the assignment. T-shirts, jeans (except on special occasions), shorts, short skirts and flip-flops are inappropriate for the classroom. If guest teaching for a physical education class, dress should be considered. What is appropriate for the regular classroom may not be best in the gym or playing field. We expect all employees to use good grooming and dress professionally to set the example for our students.

B. Student Surveys/Personal Questions

Guest Teachers should never conduct student surveys for any purpose. **Personal questions** of a sensitive or private nature not included in the teachers' lesson plans will be avoided. These include questions about religious beliefs, sexuality, substance abuse, and family life.

C. Sexual Harassment

Gainesville Independent School District takes very seriously its commitment to eliminating sexual harassment in the workplace. All allegations of sexual harassment will be investigated and appropriate action taken. (DH and DIA Local)

- **Employee to Employee**
  Engaging in conduct constituting sexual harassment is strictly prohibited and grounds for immediate termination. Sexual harassment includes, but is not limited to, the following examples: unwelcome sexual advances, making sexually offensive remarks to fellow employees, treating employees differently because of their sex, or the seeking of sexual favors. If an employee has a complaint concerning allegations of sexual harassment, the employee should file a complaint detailing such claim with the Title IX Director. In the event that the employee is unable to file the complaint in writing, the Title IX Director shall arrange for a transcript of the employee's oral testimony to be prepared.

- **Employee to Student**
  Sexual harassment of students includes such activities as engaging in sexually oriented conversations, telephoning/texting students at home or elsewhere to solicit social relationships and physical contact that would reasonably be construed as sexual in nature. In the instance of employee to student sexual

harassment, it doesn't matter who initiates the contact or whether the contact is welcome or not. Avoid all physical contact that may be represented by the student as sexual in nature. It would be advisable that at the secondary school level, male guest teachers use extreme caution when accepting jobs working in the girls' athletic/physical education program; female guest teachers should use extreme caution when working in the boys' athletic/physical education program. Extreme caution should always be used in dealing with locker room situations.

- **Student to Student**
  Sexual harassment may also occur between students. When this is observed, the guest teacher should report the activities to the administration and let them take whatever action is deemed necessary and appropriate. The rules of conduct regarding sexual contact between students are spelled out in the student handbooks.

- **Investigations**
  All allegations of sexual harassment are taken seriously and will be investigated thoroughly. The investigations may lead to disciplinary action against the employee, including a recommendation for termination. Criminal charges may be filed against a guest teacher by the offended party.

D. Advancement of Religion

Federal law and District Policy prohibit the advancement of religious beliefs in the classroom. Guest teachers are not to lead prayer or discuss their religious beliefs with students at any time they are working as guest teachers. Additionally, religious texts or materials shall not be distributed to students outside of approved curriculum.

E. Child Abuse/Neglect

State law and Board Policy File: FFG require a non-accusatory report of suspected child abuse.
A person commits a Class B misdemeanor if the person has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to make a report within **24 hours** of the event that led to the suspicion of abuse or neglect. The legal duty to report lies with each person who has cause to believe that abuse or neglect has occurred. It is the responsibility of the individual, not the school district, to make the report. A person who has cause to make a report, but knowingly fails to do so, commits a criminal offense. A person reporting or assisting in the investigation of a report pursuant to the law is immune from liability, civil or criminal, that might otherwise be incurred or imposed. Immunity extends to participation in any judicial proceeding resulting from the report. School staff should be alert to signs or symptoms suggesting child abuse (e.g., unexplained bruises, cuts, burns, welts). Students' comments are often the key to discovering suspected neglect or emotional or sexual abuse.

F. Procedure for Reporting Child Abuse:

When an employee first suspects abuse, the employee should take the child to the nurse to document suspected abuse. The principal is to be informed of the situation. The employee must then make an oral or online report to the Child Protective Services Division of the Department of Protective and Regulatory Services (formerly Department of Human Services). This must be done as soon as possible, but no later than **24 hours** after suspecting the abuse. The phone number for oral reporting is **1-800-252-5400.** Online reports can be filed at https://www.txabusehotline.org.

G. Possession of Firearms and Weapons

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors.

H. Visitors in the Workplace

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees (including guest teachers) who observe an unauthorized individual on district premises should immediately direct him or her to the building office or contact the administrator in charge.

I. Cell Phones and Other Communication Devices

Gainesville Independent School District provides school office phones to conduct school business. All instructional staff and guest teachers **shall not use personal cell phones while supervising students or during instructional time.** This includes sending or receiving calls/text. Any disruption of the learning environment is unacceptable; therefore, placing the device on vibrate or other settings that would prevent disruption is required. Cell phones may only be used before and after school, during lunch and conference periods or at the direction of the principal/ supervisor. In the event of an emergency, a serious or life-threatening situation, cell phones may only be used to contact an administrator, district or campus office, or appropriate responder. To prevent an overload of cell phone circuits, personnel should refrain from placing unnecessary calls during an emergency situation.

If the campus administrator becomes aware of cell phone use during restricted times, the substitute will receive a warning for the first incident. Further violations may result in the substitute not being hired by the campus and depending on the severity of the abuse, possibly the district.

J. Smoking/Tobacco Product

District policy prohibits the use of tobacco products anywhere on school property as well as at school sponsored events. For further information, please refer to the District's Board Policy File: DH.

K. Drug Free Workplace

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in a workplace no later than five days after such conviction.

Within 30 calendar days of the Superintendent's receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee. (see: Board Policy DH)

L. Computer Use

Nearly every classroom in the District has a computer and most of them provide access to the internet. **Guest teachers should refrain from using the classroom computer and should never access Internet sites while on campus!** Guest teachers are not to use school computers to check their personal e-mail. A detailed description of the District's acceptable use policy can be found in Board Policy File: CQ (Local).

M. Criminal Records Check

Pre-employment

A criminal history background check is completed on all applicants when they apply to be a substitute teacher. If the applicant clears the background check, they may be hired as a guest teacher.

On-going

If an employee is **arrested during the school** year, he must report the arrest to the Superintendent within **two (2)** calendar days. Upon receipt of the report, a determination will be made whether or not the employee will continue as a guest teacher for the district.

PREPARING FOR THE CLASSROOM

A. Resource Kits

Teachers can be called away from the classroom unexpectedly with little time to prepare for a substitute. When this happens, the substitute may find him/her in front of a classroom with nothing to conduct the class but their own resources until help arrives. This is a situation that the guest teacher can prepare for in advance. Guest teachers are encouraged to create a resource kit to take to each teaching event. These are some suggestions for that kit. These examples are not an exhaustive list and certainly, other useful ideas and materials should be placed in the resource kit as needed.

> **Examples:** Tangrams, activity books, newspapers, learning games (for whole or small groups), favorite books for teaching, discussion topics, art activities (for elementary grade levels), activity books for appropriate grade level, etc.

B. Guest Teacher Folders or Notebook

Whenever the regular teachers anticipate an absence, they most often prepare students to work with the guest teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior. The teacher usually has a "Guest Teacher Folder or Notebook". This folder will vary from teacher to teacher in the way that it is prepared and in content. However, the "Guest Teacher Folder or Notebook" should contain some or all of the following:

Lesson Plans

It is the responsibility of the full-time teacher to provide sufficiently detailed lesson plans for the guest teacher to follow in their absence. If a teacher fails to provide lesson plans, the guest teacher should report this failure to the school administrator in a professional manner. The only time a teacher may fail to provide lesson plans is in case of an emergency. When this occurs, other teachers and staff are available to the substitute for assistance.

Food / Candy

Guest teachers are not to give students food or candy unless it is provided by the classroom teacher and is part of the plan for the day. Many of our students are on restricted diets due to allergy and other conditions.

Routines

The guest teacher will be provided with the following: lesson plans for each class, class rolls, specific procedures to be used with special needs students (when appropriate), pupil seating charts, and keys, if necessary. Other schedules and routines may be posted in the classroom.

Seating Charts (possible)

If the regular teacher uses assigned seating, they should have included a seating chart in their "guest teacher packet". As students enter, most will sit in their assigned seats. Those that do not are usually discovered early in the class; however, it is the guest teachers right to move a student if behavioral issues

become apparent. For some regular teachers seating is not an issue.

Extra Duty Instructions

Teachers are often assigned duties outside of classroom instruction (playground, bus, lunch, etc). The guest teacher for that teacher may be required to carry out those duties. Guest teachers should ask the office for direction and also check to see if the regular teacher has indicated extra duty assignment in the "guest teacher packet".

Evaluations

Guest teachers should complete any evaluations left for them in a timely manner and return the form to the office for processing. If the evaluations are less than satisfactory, the teachers should be specific in their criticism of the guest teacher so that improvement might be made.

RESPONSIBILITIES OF SUBSTITUTE TEACHERS

A. Ethical Behavior

Guest teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.

Confidentiality

Guest teachers have an ethical responsibility to treat confidential matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. When working with special needs students, guest teachers must exercise an even greater degree of caution when discussing school children assigned to them. Any discussion outside of the school situation of any student and especially special needs students is strictly prohibited.

Criticism/comparisons

The guest teacher is encouraged to speak honestly about their experiences in the District. The Mission of the District and the goals of the school are harmed when a substitute teacher engages in false and malicious gossip about their teaching experiences. If the substitute has a bad experience while on a campus, the campus principal should be informed immediately. Disparaging comments comparing one school to another or comparing children in one classroom/grade level with those of another should not be made. Under no circumstances should a substitute teacher criticize the full time teacher, except to those in authority, and even then, only when the best interests of the students are being considered.

No Solicitation

Guest teachers may not take advantage of their position by selling, promoting, or otherwise soliciting goods or services for their personal gain or benefit while on duty or on any GISD property.

Guest Teacher/Student Relationships

Guest teachers should exercise extreme caution and good judgment in verbal and physical relationships with students. Guest teachers should establish a position of authority with the students; they may "be friendly" without "befriending" the students. Under no circumstances may a guest teacher engage in a romantic relationship with a student, regardless of who initiates the relationship. (See more on this topic in the section that follows on Sexual Harassment of Students.) Yelling at students, calling them derogatory names, and using insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal. (See more on this topic in the sections that follow on Discipline, and Child Abuse.)

B. Assignment and Procedures

The principal, campus secretary, or other designated person will post job bookings at the campus level. Because it is impossible to foresee emergency situations, a guest teacher may be called the morning of the assignment. Campuses will allow the guest teacher reasonable time to report. If at all possible, job assignments will be booked days, weeks and even months in advance. Make sure that any changes in phone numbers are reported to the Administration Office at 900 N. Grand Avenue (940-665-4362) or campus offices.

Head Start	940-665-1562
Edison Elementary	940-665-6091
Chalmers Elementary	940-665-4147
Gainesville Intermediate	940-668-0353
Jr. High	940-665-1432
High School	940-665-5528

It is recommended the guest teacher purchase a calendar on which to post assignments as they are made and refer to on a daily basis.

Accepting and Canceling Jobs

Whenever possible, guest teachers should accept the jobs they are offered through the campus. Once they have done so, they should write down the date, time, location and other pertinent information to the assignment. If, after accepting a job, a guest teacher must cancel a job, he/she should do so at the earliest possible opportunity. Simply call the campus office and speak to the campus secretary. **Once a job has been accepted, it is critical that the guest teacher either fulfills the commitment or cancels in a timely manner**. Failure to do so may result in a campus decision not to allow substitute opportunities in the future; repeated failure to do so may result in the guest teacher being overlooked for assignments at other campuses in the District.

Parking and Privileges

Guest teachers can park in the teacher's parking space from which they are substituting if the campus has assigned parking spaces. The "reserved" or the "visitors" parking areas are also available. Please ask when you check in with the Secretary. Guest teachers may leave the campus for lunch provided they have

time without being late when returning to the campus and provided they do not have a duty assignment. Guest teachers are also welcome to eat lunch either in the cafeteria or in the teachers' lounge. Guest teachers must also possess a parking permit that will be displayed in their vehicle while parked on GISD properties. Information will be provided during orientation on obtaining your parking permit.

Punctuality

Guest teachers are expected to report to duty on time, thirty (30) minutes before the beginning of the school day, unless special arrangements have been made through the campus office. This will allow time to report to the office, sign in, locate the classroom, review lesson plans, prepare the room, organize instructional materials, and otherwise prepare for a successful day of substitute teaching. The time required for guest teachers to report for duty may vary from school to school. It is advisable the guest teachers call the school the day before to verify the start time and to get directions to the school if needed.

Required Identification

Guest teachers are required to wear an I.D. badge while on campus.

Arriving for Duty

Upon arrival, report to the campus office before going to the classroom. While in the office, **sign in** and request information concerning the assignment and other duties. Many schools have prepared folders for guest teachers containing such information as the student list, map of the campus, evacuation procedures, emergency plans, bell schedules, list of key personnel, lesson plans, and other important information. The guest teacher should ask about any special instructions or information needed to successfully carry out the day's activities. Finally, request information concerning the teacher's lesson plans if none are available.

Classroom Duties and Instructional Responsibilities

Guest teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Check the teacher's master planning book to see if there are any students with special needs or medical conditions of which to be aware. If the planning book is unavailable, please check with the office. Guest teachers will maintain the regular routine of the class and follow the daily class schedule and lesson plans provided by the regular teacher. Attendance is the duty of the substitute. Check with your campus secretary for directions. Please call each student by name to ensure correct attendance.

Occasionally, a guest teacher may be asked to perform duties in addition to those of a guest teacher. Also, a guest teacher may be asked to teach in a classroom other than the one he was previously assigned. In both cases, the guest teacher is expected to demonstrate **flexibility and cooperation** with the campus administration in its attempts to meet the instructional and safety needs of the students under their care. Any changes will be addressed when checking in at the

office.

Written work/Grading papers

The guest teacher should not assign written work and leave it to be graded, except at the request of the regular teacher. Nor should the full time teacher expect the substitute to grade papers not assigned in the lesson plans. Extreme caution should be used when grading student papers, the results may be made a part of the student's permanent grades.

Grade Books (paper and electronic)

The guest teacher will not have access to the teacher's grade book. Law prohibits anyone other than the regular teacher from adding or deleting from the student's grade record. Follow the instructions for grading left by the teacher. If there are no instructions record the grade separately and leave for the teacher along with other information described in the last section of this manual entitled, At the End of the Day.

Monitoring the Classroom

The successful guest teacher is actively involved with instruction. This includes moving around the classroom often, checking student work and assisting with assignments. Many discipline problems can be avoided by the guest teacher's use of proximity to the students.

Classroom Management/Discipline

Guest teachers are expected to model and reinforce the expectations of the permanent teacher. Classroom rules are posted in most classrooms and, except for the first few days of class, all students know what the expectations for good behavior are and what the consequences will be if they choose not to follow the classroom and campus rules. Effective classroom management will lead to effective teaching and maximize learning for all students.

When students cause behavior problems that are disruptive to the learning environment, the substitute teacher should attempt to maintain discipline in the classroom using acceptable behavior management strategies. However, sometimes even the most effective classroom management strategies will fail and individuals or groups of students may need to modify their behavior in order to resume effective teaching. The substitute should ask for assistance if a student becomes disruptive or consistently misbehaves. The substitute teacher may request that a student leave the classroom and report to the principal's office if disruptive behavior is ongoing. This action may result after every effort has been made to correct the behavior allowing the positive classroom environment to resume.

Substitutes must never administer corporal punishment or physically discipline a student in any way. Nor should the guest teacher verbally abuse a student. Shouting at students or calling them derogatory names may constitute verbal abuse and is forbidden. Sarcasm is ineffective in the classroom and should not be used with students. Only when all reasonable efforts to maintain order have failed

should the guest teacher refer students to school administrators with a discipline referral slip or note explaining the circumstances.

a) Referral process

GISD uses an online referral program that is only accessible by teachers and administrators. If a student's behavior is beyond your control, call the office and request assistance from a campus administrator.

b) Office Communications

Classrooms are equipped with a phone. If a situation arises and you need immediate assistance, call the office and request an administrator. If you are unable to use the classroom phone or your cell phone, send a trustworthy student to the office with a note.

c) Unattended Classroom

The guest teacher should **never** leave the classroom unattended. Even if a student runs out of the room, the teacher should not chase the student. Contact the office immediately for assistance. If the guest teacher needs to leave the classroom for personal reasons, a nearby teacher should be notified so that the classroom will be supervised.

d) Firm, Fair and Consistent

Most literature on substitute teaching indicates that in order to be successful in managing student behavior, the substitute needs to treat students in a **firm, fair, and consistent** manner. Fairness and consistency are key issues with students. The guest teacher must not "play favorites" when dealing with student behavior or performance. This will lead to a lack of respect for the guest teacher that may cause problems both at present or in the future.

Seek Help When Needed

At all times, and in all matters related to guest teaching, the guest teacher should never hesitate to SEEK HELP when needed. Everyone in the school system wants the guest teacher to be successful. Help is only a few steps away at all times. In addition to the teacher next door or across the hallway, key personnel are always available to assist the guest teacher with either instructional questions or classroom management concerns. This includes the administrators, subject area experts, grade level chairpersons, team leaders, and department heads.

Student Attendance

One of the many duties of the full time teacher is the taking of student attendance. Procedures may vary from campus to campus. Guest teachers should ask about reporting student attendance when they report to duty. Guest teachers are expected to assist in compliance with this requirement. Attendance must be taken. Depending on the grade level or campus, attendance may be taken at the beginning of each class period. Ask the school office personnel about the attendance procedures at the campus.

Leaving the campus

The supervision of the students assigned to the guest teacher will be of extreme importance. At no time during the day should the guest teacher leave campus unless authorized to do so. **Guest teachers should not leave the campus at the end of the school day unless they have cleared through the campus office.** Often the secretary will have another assignment ready for the guest teacher and he/she can book that assignment before leaving the campus.

Supplies, Material and Equipment

Teachers' materials and supplies should not be used unless the lesson plans authorize their use. Any materials and equipment borrowed should be returned before a guest teacher leaves the campus. Teacher classrooms and equipment should be left the way they were found or in a clean and orderly condition at the end of the day. A teacher's desk, files, and other storage areas may contain personal items or confidential information. Guest teachers will not have access to these areas and confidential items. Guest teachers will be removed from the sub list if confidential information or the teacher's property is violated.

At the End of the Day

When the children have been dismissed for the day or placed safely on the correct school bus, the guest teacher will still have several more duties to perform. The room should be checked to ensure that it is restored to the way the guest teacher found it. Books, supplies, and instructional materials should be returned, desks placed in their original positions, etc. Successful guest teachers will take a few minutes to leave a detailed note for the teacher. The teacher appreciates knowing how much of the lesson plan was accomplished and any other important information about the guest teacher's instructional efforts.

The teacher would also want to be informed of any behavior problems or unusual events that may have occurred during his/her absence. In addition to leaving a note for the teacher, the guest teacher should leave an evaluation to be completed, if required.

Finally, the guest teacher should always check out through the office when leaving for the day. This provides the office staff an opportunity to deliver any messages to the substitute they may have received and to note the time of departure. The guest teacher may also find out about other substituting opportunities to be assigned. Guest teachers are expected to remain on campus during the "conference period". You may be asked to cover another class during that time.

Changes in the Personal Profile Information

Throughout the year, the guest teacher has the responsibility of keeping the current information and phone numbers on file in the Human Resource Department's office. This includes your current address, to ensure the business office can send the paycheck to the correct address, if applicable. It also includes the campuses where you prefer to work at and the subjects you prefer to teach. None of this information can be changed without reporting to the Human

Resource Department's office at the Administration Building. Changes may be made in person or over the phone.

DISTRICT PERSONNEL AND SERVICES

Successful guest teaching is a partnership between the substitute, the full time teacher, campus and district staff.

A. District Staff

Administration Office

There is a full-time staff dedicated to providing service and support to GISD personnel including guest teachers. Their responsibilities include creating and maintaining employee files, coordinating payroll information with the Payroll Office, and scheduling guest teacher training. Questions about any of these matters can be directed to the **Human Resource Secretary at 940-668-3676.**

B. Payroll Policies

Payroll Method

Guest teachers will be paid on a **monthly** basis. Paychecks are issued on the 15th of each month unless the 15th falls on a weekend or holiday. If that occurs, the paycheck will be issued on the last instructional day prior to the 15th. A payroll calendar will be provided during guest teacher training.

Paychecks will be direct deposited to the guest teacher.

Job Log

It is advisable that the guest teacher keep a job log of dates, times, schools, and job numbers when working as a substitute so that they may more easily verify the accuracy of their paychecks at the end of each pay period.

Half Day Rules

Guest teachers should have a clear understanding of whether they are substituting for a whole day or a half-day assignment before accepting jobs. Also, guest teachers should be aware that when working two half day jobs on the same date, one in the morning and one in the afternoon that they will be paid at the full day rate.

Payroll Questions

All questions regarding your paychecks should be directed to the **Payroll Coordinator** at the GISD Administration Office at 940-668-3650.

C. Equal Employment Opportunity

Gainesville Independent School District does not discriminate in hiring, promotion, discharge, or other aspects of employment, on the basis of race, color, age, religion, handicap, sex, or national origin.

D. Removal From Service

Guest teachers may be removed from service to the District at any time it is deemed necessary and appropriate to do so. If circumstances warrant it, the guest teacher may be restricted immediately from service to the District, pending the outcome of any investigation of Policy violations. Guest teachers may also be **excluded** from working at particular campuses if the school administration deems it is in the best interest of the students and district to do so.

E. Annual Renewal of Service

Guest teachers work from school year to school year and must submit updated paperwork annually, during the summer preceding the beginning of each school year. Guest teachers who are not performing satisfactorily by the end of any school year will not be invited to reapply for the following year. *NOTE: GUEST TEACHING POSITIONS DO NOT AUTOMATICALLY GENERATE PERMANENT FULL TIME TEACHING POSITIONS.*

CAMPUS PERSONNEL AND SERVICES

Campus Staff

Principal

The campus principal will be monitoring the classrooms and hallways throughout the day. Their presence will have a positive effect on school climate and help prevent any disruptions to the learning environment. Be sure to report any classroom incidents to the campus principal. If there have been student situations that may provoke a phone call from parents or other concerned parties, the principal will certainly need to be prepared to address those concerns.

School Secretaries

Secretaries or office aides are available when you check/sign in at the office. They can provide you with much of the information needed to carry out the assigned duties. Campus schedules, sub-folders, calendars, handbooks, Code of Conduct, attendance procedures are examples of information that the secretary will have for the substitute.

The guest teacher will be provided a schedule of the regular school program and any schedule changes, such as school assemblies, pep rallies, etc. The secretary will make the guest teacher aware of routine information, such as special duties or assignments, absentee reports, dismissal times, special needs students, etc.

Teachers and Paraprofessionals

Teachers and Paraprofessionals are willing to assist the guest teacher and answer questions. Paraprofessionals may be a part of the classroom teaching team. They have their duties to perform and will be a valuable resource for the guest teacher. Their knowledge of the students and the classroom routine will allow the students to adapt when the regular classroom teacher is away. Discipline procedures should continue in the absence of the regular teacher. Other staff members and paraprofessionals will be able to assist in this area.

Custodians

Each campus has two or more custodians assigned to make sure the campuses are clean and safe for the students. Each has duties they must perform every day; however, when there is a need, they will be ready to help. Leaving the room clean and orderly will assist the custodians in completing their duties. They will sweep and mop floors in each classroom. Having papers, books and trash on the floor prevents them from completing their duties on time. Please be aware of this as you leave the classroom.

CLOSING COMMENTS

Guest teaching is one of the most difficult assignments in education. We appreciate your commitment to the position. In many ways, the job of the guest teacher is much more difficult than that of the full time teacher. But your job can be very rewarding as well. You will have the opportunity to meet and work with thousands of children. Yours will be a rich and rewarding experience because of its diversity. Remember that everyone wants you to succeed in your endeavors as a guest teacher.

We hope that this Handbook and the GISD web site will assist you in your successes as well.

Welcome to Gainesville Independent School District!