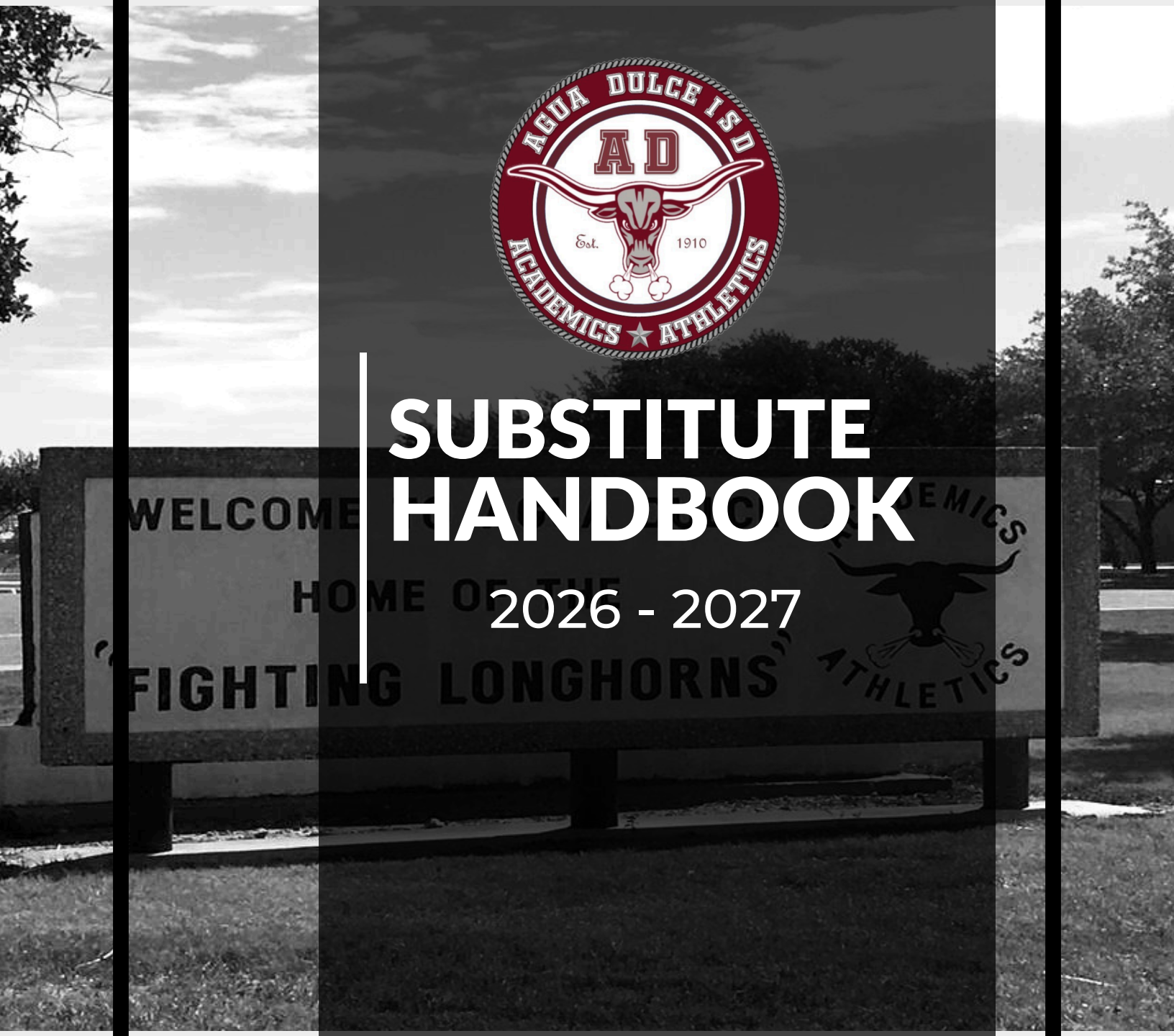


SUBSTITUTE HANDBOOK

2026 - 2027

Welcome to an exciting and rewarding role as a substitute teacher!

Substitute teaching is a valuable opportunity to support student learning while gaining experience in a variety of classroom settings. As a substitute teacher, you may work with different grade levels, subject areas, and campuses, while enjoying the flexibility to accept assignments that fit your schedule. Your commitment helps ensure the continuity of quality instruction for ADISD students.

Notice:

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Office of Human Resources.

This handbook is neither a contract nor a substitute for the official district policy manual; nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. The information in this handbook is subject to change. Changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, employees accept responsibility for reading and abiding by the changes.

For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed through Agua Dulce ISD's website at www.adisd.net.

Agua Dulce ISD Vision:

Vision: An innovative community, building educational excellence for generations.

Mission: Excellent education for all students.

District Substitute Services Contact Information:

Sonia VIllalpando – Human Resources/Payroll

Inez Espinoza - Elementary Administrative Assistant

Felicia Garza - Secondary Administrative Assistant

Office Hours:

8:00 – 5:00 Monday – Friday (during the school year)

Summer Hours (month of June)

7:30 – 5:30 Monday – Thursday

Friday Closed

Telephone: 361-998-2542 ext. 1 or 233

Fax: 361-998-2268

Office Location: One Longhorn Drive Agua Dulce, Tx 78330

Email (Preferred method of contact): sonia.cervantes@adisd.net

*Substitutes should be prepared to come in early or stay late, as needed.

2026 – 2027 Holidays

The following student/staff holidays will be observed during the 2025-2026 school year.

All school offices will be closed

Labor Day – September 7
Thanksgiving – November 23 – 27
Winter Break – December 21 – January 1
ueces ounty Livestock - January 14-15
ad eather Day – February 15
Spring Break – March 15 – 19
Easter Break – March 26 - 29
Memorial Day – May 31

Staff Professional Development/Planning Day (Student Holidays)

- August 3 – 7
- September 21
- ovember 2
  anuary 4
  April 12

Agua Dulce ISD Administration Office

Superintendent
immy Padilla
padilla adisd.net

Director of urriculum and Instruction
ora Lopez
ntlopez adisd.net

FO
Eugenial Valles- adena
gvalles adisd.net

Secondary Principal
arry Truelove
barry.truelove adisd.net

Elementary Principal
onica Garcia
monica.garcia adisd.net

H -Payroll
Sonia Villalpando
sonia.cervantes adisd.net

Equal Employment Opportunity

Agua Dulce ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Human Resources Office at (361) 998-2542 ext. 233.

Substitute Pay

Substitute pay is based on Substitute Classification **and** the position worked.

- 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

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

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

Rates of pay are based on School Board approval and subject to change. Notice of changes will be posted on the Agua Dulce ISD Human Resources webpage.

****Substitutes will be paid the higher rate if substituting consecutive days for the same employee - after the 5th consecutive day substitute will be paid an additional $5 per day.**

Automatic Payroll Deposit

Employees, including Substitutes, are encouraged to have their paychecks electronically deposited into a designated account or prepaid debit card. Direct Deposit information and sign-up is available from on the ADISD Human esources web page

Timesheets

It is the responsibility of the substitute to keep a record of jobs and dates worked at each campus. Discrepancies in pay and/or number of days worked should be directed to the Administrative Assistant of the campus in question. The Human Resources department does not maintain timesheet records.

Other questions or concerns regarding paychecks should be directed to the ADISD Payroll department.

AGUA DULCE INDEPENDENT SCHOOL DISTRICT
2026-2027
Employee Payroll Calendar

Month	Date	Year	Day
September	10	2026	Wednesday
September	25	2026	Thursday
October	9	2026	Friday
October	23	2026	Friday
November	10	2026	Monday
November	20	2026	Friday
December	10	2026	Wednesday
December	18	2026	Friday
January	8	2027	Friday
January	25	2027	Friday
February	10	2027	Tuesday
February	25	2027	Wednesday
March	10	2027	Tuesday
March	25	2027	Wednesday
April	9	2027	Friday
April	23	2027	Friday
May	10	2027	Friday
May	25	2027	Friday
June	10	2027	Wednesday
June	25	2027	Thursday
July	9	2027	Friday
July	23	2027	Friday
August	10	2027	Monday
August	25	2027	Tuesday

Please see Sonia Villalpando for information regarding salary and employee benefits
****Days indicated in green are pay days for substitutes and drivers****

Agua Dulce Independent School District

2026-2027

School Calendar

Started January 2026

August '26

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '26

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '26

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '26

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	**26**	27	28
29	30					

December '26

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	**25**	26
27	28	29	30	31		

January '27

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '27

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '27

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	G 21	22
23	24	25	26	27	28	29
30	**31**					

June '27

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '27

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Important Dates

First day of school	08/10/26
100th Day of School	01/25/27
Last Day of schoool	05/21/27
HS Graduation	05/21/27

Early Release Days

10/30/26	03/12/27
11/20/26	03/29/27
12/18/26	05/21/27

Holidays

Labor Day	September 7
Thanksgiving	November 23-27
Christmas	December 21-January 1
Nueces Livestock	January 14-15
Feb - Bad weather	February 15
Spring Break:	March 15-19
Easter	March 26-29

Student Holiday

Teacher Work Day

August 3-5
August 6-7
September 21
November 2
January 4
April 12

Staff Work Days:	9
Total Staff Days:	184

Grading Periods

Frist Semester		**Days**
1st	August 10 - September 18	29
2nd	September 22 - October 30	29
3rd	November 3 - December 18	29
1st Semester -Days		**87**

Second Semester		**Days**
4th	January 5 - February 19	31
5th	February 22 - April 9	28
6th	April 13 - May 21	29
2nd Semester -Days		**88**

Total Student Days	**175**
Full Day	78585
Half Day	1260
Total	**79845**

State Assessment Dates: STAAR April 5-April 30

Legend Staff Development | First day of school | Early Release | Graduation | Teacher Work Day | Holiday | New Hire | Bad Weather | TEST DATES

Superintendent: Jimmy Padilla 361-998-2542

Elementary Principal: Monica Garcia - (361)998-2335

High School Principal: Barry Truelove - (361)998-2214

Substituting After Texas School District (TRS) Retirement

A **SUBSTITUTE** for TRS purposes is a person who serves on a temporary basis in the place of a **current** employee. A retiree *cannot* serve as a substitute in a vacant position (www.trs.state.tx.us).

TRS Guidelines

- Retirees who retired before January 1, 2005 may sub in a vacancy with no penalty to the retiree or the school district.
- Retirees who retired after January 1, 2005 but before January 1, 2011 may sub in a vacancy IF the district agrees to pay the penalty levied by TRS.
- Retirees who retired after January 1, 2011 **MAY** sub in a vacancy however **THEY WILL LOSE THEIR MONTHLY TRS ANNUITY PAYMENT.**
    - Retirees are urged to contact the G-PISD payroll supervisor before accepting ANY substitute assignments in a vacant position.
- Agua Dulce ISD cannot and does not make any guarantees regarding the employee's continued right to receive retirement benefits.
- The employee is responsible for their own investigation and understanding of the law, guidelines, rules and regulations regarding employment after retirement and is not relying on any statements made by the District or the District representatives regarding the effect of employment on the employee's retirement benefits.
- If it is determined the District must report the employment of the retiree to TRS, the employee understands the requirement and agrees to take no legal action against the District, its Board of Trustees, Superintendent, or any employee or agent of the District for any loss or reduction in the employee's retirement benefits.
- Substitute services performed at least 90 days during the school year may be credited towards retirement. Eligible individuals are responsible for contacting TRS for further information.

Application Process

Substitute employment occurs according to the current needs of Agua Dulce ISD and the qualifications of the substitute applicant. An application must be completed in order to be considered for substitute services. The application packet may be obtained from the Agua Dulce Human Resources department. All new substitutes MUST attend a new substitute orientation session.

Fingerprinting Requirement

Prior to employment: Senate Bill 9 requires expanded criminal history information reviews of school district employees and other persons who have contact with students. Individuals required by Senate Bill 9 (SB 9) to submit fingerprint information to the Texas Department of Public Safety (DPS) are:

- All certified educators
- All noncertified employees
- All classroom substitute employees, whether certified or not
- Contractor employees who may have direct contact with students, including independent contractors and employees of subcontractors
- All others who have direct contact with students, including coaches and tutors

During employment: National criminal history information will be entered into the TXDPS FACT Clearinghouse. This database provides the District with access to an employee's current national criminal history and updates to the employee's following criminal history. Agua Dulce ISD will be notified of new information received while the substitute is an active employee.

Any adverse notification from DPS FACT Clearinghouse may result in immediate removal from the substitute system.

Campus/Job Acceptance

Job Cancellations, No Shows, Tardiness and Job "Shopping"

Cancellations: The campus and the district **count on substitutes to fulfill assignments once accepted.** A substitute needing to cancel an assignment must do so as early as possible to allow the job to be released back in the system. It is NEVER acceptable to cancel a job once any part of the job has begun or within an hour of the start time of the job.

Tardiness: Substitute educators are expected to arrive **on time** and communicate with the campus when unexpected delays arise.

Job Shopping: Accepting jobs and then cancelling with little or no notice in order to accept another assignment is never acceptable.

The following will result in disciplinary action, up to and including permanent removal from the Agua Dulce ISD Substitute system:

- Frequent cancellation of accepted assignments
- Job shopping
- Frequent tardiness and No Shows
- Leaving before the completion of an assignment

Employee Conduct, Welfare, & Expectations

All Agua Dulce ISD employees, INCLUDING SUBSTITUTES, are expected to work together in a cooperative spirit to serve the best interests of the District. All employees are to be courteous to students, one another, and the public.

Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance, or as early as possible, in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and District policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.
- Substitutes are expected to fulfill at least 5 jobs per semester.

All District employees, including substitutes, shall adhere to the Texas Educators' Code of Ethics. All employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations or guidelines may result in

Texas Educators' Code of Ethics

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

1. **Professional Ethical Conduct, Practices, and Performance**
   Standard 1.1 The employee shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school District, educational institution, educator preparation program, the Texas Education Agency, or the State Board of Education Certification (SBEC) and its certification process.
   Standard 1.2 The employee shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
   Standard 1.3 The employee shall not submit fraudulent requests for reimbursement, expenses, or pay.
   Standard 1.4 The employee shall not use institutional or professional privileges for personal or partisan advantage.
   Standard 1.5 The employee shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.
   Standard 1.6 The employee shall not falsify records, or direct or coerce others to do so.
   Standard 1.7 The employee shall comply with state regulations, written local school board policies, and other applicable state and federal laws.
   Standard 1.8 The employee shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
   Standard 1.9 The employee shall not make threats or violence against school District employees, school board members, students, or parents of students.
   Standard 1.10 The employee shall be of good moral character and be worthy to instruct or supervise the youth of this state.
   Standard 1.11 The employee shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
   Standard 1.12 The employee shall refrain from the illegal use or distribution of controlled substance and/or abuse of prescription drugs and toxic inhalants.

Standard 1.13 The employee shall not consume alcoholic beverages on school property or during school activities when students are present.

2. **Ethical Conduct toward Professional Colleagues**

Standard 2.1 The employee shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The employee shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The employee shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The employee shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The employee shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, family status, or sexual orientation.

Standard 2.6 The employee shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The employee shall not retaliate against any individual who has filed a complaint with SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. **Ethical Conduct toward Students**

Standard 3.1 The employee shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The employee shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The employee shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The employee shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The employee shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The employee shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7 The employee shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the employee is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the employee is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the employee.

Standard 3.8 The employee shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The employee shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging or other social network communication. Factors that may be considered in assessing whether the communication is appropriate include, but are not limited to:

i. the nature, purpose, timing, and amount of the communication;
ii. the subject matter of the communication;
iii. whether the communication was made openly or the educator attempted to conceal the communication;
iv. whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
v. whether the communication was sexually explicit; and
vi. whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Professional & District Standards for Substitutes

- A substitute shall be subject to all duties of a regular classroom teacher or assistant.
- The substitute must maintain the confidentiality of all student records in accordance with FERPA (Family Educational Rights and Privacy Act).
- The substitute must NEVER make comments or statements that could be regarded as derogatory in any way, regardless of intent.
- The substitute must be thoughtful and aware of the diversity of our students and staff at all times and must refrain from any comment or action that could be considered demeaning toward another race or culture.
- The substitute must use extra caution in expressing personal opinions and/or reactions about any subject.
- The substitute is not to transport any student in a personal vehicle, other than his or her own child, to or from school or any school-related activity.
- The substitute must never criticize a teacher or a student in the presence of other teachers, assistants, parents, volunteers, or students.
- The substitute must avoid comparing one school with another or comparing the children on one campus with those on another campus.
- The substitute should not provide students with personal information or receive personal information from students.

*Violations of the above standards may result in removal from the substitute list

Computer Usage

Generally, substitutes do not have access to the district network or technology. Using the district network or technology for personal reasons may result in removal from the Agua Dulce ISD

Dress Code

All employees are required to dress in a manner that reflects a professional appearance that is appropriate for the specific job assigned. Questions regarding dress should be directed to the campus administration of the specific assignment campus.

1. Substitutes must have their Agua Dulce ISD identification badge each day to substitute on campuses. Failure to have your badge may result in being sent to retrieve the badge before you are allowed to substitute for the day.
2. All substitutes are professionals and should observe modesty, appropriateness, and neatness in clothing and personal appearance. (Flip-flops, shorts, halter-tops, spaghetti straps, low cut shirts, and pants below your waist/bottom should not be worn. In addition, tattoos that are a distraction and piercings other than earrings must be covered).
3. An employee is not appropriately dressed if their appearance is a disrupting influence in the classroom or on the campus.
4. The district and/or campus shall have the right to determine whether the appearance of a substitute is appropriate.
5. The district and/or campus may instruct a substitute to leave the campus or change attire if it is deemed inappropriate.

Social Media

Substitutes are to conduct themselves in a professional manner at all times, therefore eliminating the possibility of having their actions or behavior posted on a social media website or shared via electronic communication. Inappropriate or adverse pictures or information on a social network may result in removal from the Agua Dulce ISD substitute system.

General Do's and Don'ts

Do's

- Be polite, friendly and helpful in your communications.
- Keep it positive – no gossip, bad language, criticism or sarcasm.
- Remember your personal branding and strive to maintain it at all times.
- Join worthwhile online interest groups.
- Take time to learn about security and privacy settings.

Don'ts

- Don't request or accept friendship with a student.

- Don’t mention or discuss your students in posts.
- Don’t post pictures of your students.
- Don’t complain about students, parents, co-workers, or administration or the District.
- Don’t post anything that could be considered offensive (photos, links, jokes, etc).

Substitute Campus Exclusions

A campus substitute manager or campus administrator may submit a Campus Exclusion Form to the Human Resources office to exclude a substitute from working on their campus at any time for any reason. The substitute will be notified via letter. A meeting may be requested with the Human Resources staff to discuss details of the exclusion. The substitute should NOT contact the campus.

Substitute Resignations

Substitutes who wish to resign from the District should notify the Human Resources department in writing in a timely manner.

Violations

Employees shall comply with the standards of conduct set forth in this handbook and with any other district policies, regulations, and guidelines that are associated with the status of district substitute employees. Violation of any policies, regulations, and guidelines may result in disciplinary action including termination of employment.

Security of Personal Belongings

When working as a substitute, access to a locked cabinet or desk may or may not be provided. Substitutes are encouraged to leave items of value locked in the car trunk or at home. Substitutes should only take items necessary to substitute for the day. Agua Dulce ISD is not responsible for lost, broken, or stolen personal items.

Lunch: Substitutes are given approximately 30 minutes for lunch and will not have time to leave the campus. Arrange to bring a lunch or purchase lunch from the cafeteria.

Substitutes assume the duties of the permanent educator. Therefore, substitutes are required to fulfill all duties including, bus duty, before and after school duty, lunchroom duty, etc. Follow the campus guidelines for more information.

Title IX

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment **can be contacted at sonia.cervenates@adisd.net or (361)-998-2542 x 1. The Administration Office is located at One Longhorn Drive Agua Dulce, Tx 78330.** Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: immy Padilla and can be contacted at padilla adisd.net or (361)998-2542 x1)

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Daily Responsibilities of Substitutes

Upon Arrival:

- Arrive ON TIME and report to the main office immediately.
- Sign in on the appropriate sheet. Do not sign out until the end of the day.
- Locate your classroom and the restroom facilities
- Introduce yourself to neighboring teachers.
- Familiarize yourself with campus emergency drills.

During the Day:

- Students should not be touched unless they are in danger of hurting someone.
- Substitutes serve the campus of the accepted assignment. It may be necessary to move to another assignment on the campus.
- Substitute responsibilities cover: the students, the equipment, the materials and the classroom.
- Lesson plans, seating charts, attendance rolls, teacher books, and assignments are confidential.
- Follow the lesson plans and any other instructions left by the regular teacher or aide EXACTLY. Substitutes should preserve the regular routine of the class.
- Active observation and participation is required at all times.
    - Under NO circumstances are you to take a book, newspaper, other reading material, craft, etc. to read or work on while on duty.
    - Accessing a computer or other electronic device for personal use is strictly prohibited while performing your job duties.
- Substitutes should not attempt to take a cell phone or any electronic device from a student. Follow the campus policy regarding electronic devices or the instructions left by the teacher.

- DO NOT leave the campus during the day. Notify the front office if an emergency arises.
- Substitutes are not given a conference or planning time during the day. You may be required to supervise hallways, lunch, or other areas of the building.
- Substitutes are responsible for reporting accurate daily attendance according to the campus policy.
- Substitutes must be aware of the campus class times and should NOT release or admit students early.
    - Students should be received and dismissed in an orderly manner.
    - Students should not be released from the classroom without written notification from the office, another teacher, or a principal.
    - Use discretion and caution when issuing hall, restroom, library, counselor, nurse and office passes.
- UNDER NO CIRCUMSTANCES SHOULD A CLASS EVER BE LEFT UNATTENDED. Ask a neighboring teacher to oversee the class or notify the office immediately for assistance.
- Never accept money for any reason unless instructed to do so by campus administration. Money should not be left unattended at any time. Never lend students money for any reason.
- Report incidents and issues to the front office or a campus administrator as soon as possible.

At the End of the Day:

- Participate in after-school dismissal duty as required by each campus. Be sure to know which students are walkers, bus-riders, car-riders, daycare/afterschool care program attendees, etc.
- Escort Elementary students to the appropriate location and ensure they are on the correct bus.
- Leave a short summary for the teacher or aide and be sure to sign it.
- Leave the classroom in order, with chairs, desks, and all items in place.
- Sign out in the main office with the campus substitute manager.
- Return any keys, supplies, etc.

Active Supervision – Student Discipline

Substitutes are responsible for the control of the class, not disciplining students. The campus administrator and neighboring teachers will assist with problems out of control of the substitute. It is **normal** for students to "test" the substitute, however, do not let students get out of control. The students and the District expect the substitute to be in charge of the room. Techniques for classroom discipline include the following:

- ARRIVAL – BE ON TIME to allow the opportunity to become acquainted with the school's procedures, the teacher's lesson plans, the room layout, etc.
- FOCUS – Be sure to have the attention of all students before beginning the lesson.

- DIRECT INSTRUCTION – Begin each class by telling students exactly what will occur during their class time.
- ROUTINE – Present the material that the teacher has prepared for the substitute. If unsure of the directions, ask another teacher. The job of the substitute is to deliver the teachers' instructions to the students.
- MONITOR – Stand and do not sit. The substitute cannot circulate the room if sitting.
- MODEL – Values and behaviors are caught not taught.
- NON-VERBAL CUING – Facial expressions, body posture, and hand placement often say more than words. Be mindful of the cues you are sending to students and others.
- LOW-PROFILE INTERVENTION – Do NOT argue or try to get louder than the students. Remain calm at all times. The substitute is the adult in all situations.
- I-MESSAGES – "I need you to…," "I want you to…," "I expect you to…"
- FOLLOW THE RULES – Follow the classroom rules set by the teacher and/or campus. DO NOT deviate from the rules, even if in disagreement.
- ESCORT – Remember to escort classes at the elementary level to and from all locations around the campus (ie. Cafeteria, recess, P.E., library, etc.).
- BE PREPARED – Have a plan in the event the students complete their assignment early.
- **NEVER touch a child. Follow a HANDS OFF approach at all times.**

Accidents/Illness/Incidents

If a **child** becomes ill, has an accident or is injured in any way, the student should be accompanied to the nurse or an administrator immediately. In the case of a serious illness, accident or injury DO NOT move the student. Send for the school nurse and an administrator immediately.

If the **substitute** becomes ill or is involved in an accident, report to the nurse and/or an administrator immediately.

All incidents involving a substitute teacher, whether actively involved or merely a witness must be reported. Examples include, but are not limited to: harassment/bullying, injury, theft or damage.

Medications

Students will not carry medication. It MUST be checked in with the nurse. If you see a student with medication, contact the nurse and send the student to the nurse's office immediately.

Students that take medication during the day must see the nurse. The teacher should leave information about students that are required to visit the nurse each day in the substitute folder. If a student informs you that they need to go to the nurse for medication and there have not been instructions left by the classroom teacher: Call the nurse to confirm and then send the student to the nurse's office.

Safety

The District shall take every reasonable precaution regarding the safety of its students, employees, visitors, and all others with whom it conducts business. The Superintendent or designee shall be responsible for developing, implementing, and promoting a comprehensive safety management program and safety manual.

Fire Drills

Drills will be conducted regularly throughout the year and may be announced or unannounced. Exit procedures will be posted in each classroom as well as in the substitute folder. You must follow the procedure and participate in the drill. Remember to take the student roster with you to verify that all students you are responsible for have safely exited the building with you.

Lockdown/Intruder

If a violent person or a person with a weapon is detected in the building, notify the office immediately to activate a lockdown. Provide as much information as possible – description, location and target (if known). A lockdown is initiated by an announcement over the public address system using the term "lockdown."

Personnel should:

1. Bring students in nearby hallway into the classroom.
2. Secure each class behind a locked door.
3. Move students to the least visible area of the classroom.
4. Turn off the light.
5. If possible, close blinds or otherwise reduce view into the room.
6. Do not open the door to anyone, authorized personnel will have a key.
7. Stay in lockdown until police provide direction and release each classroom one by one.
8. If the intruder threat is active on your campus, once the police determine there is no longer a threat, students and staff will be evacuated outside the building in a methodical manner to a predetermined location. If your campus is on Lockdown due to paired campus Intruder Alert, your campus will follow all Lockdown procedures and remain in Lockdown, until police release each classroom one by one. Your campus will not be evacuated.
9. If outside the building, do not re-enter the school, evacuate to a predetermined safe location off campus.

Reporting Suspected Child Abuse or Neglect

A substitute who 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 by any person shall make a report to local or state law enforcement agency and the Child Protective Services Division of the Texas Department of Protective and Family Services. The campus principal should be notified immediately of any suspected child abuse or neglect.

Bullying

There are nationwide efforts going on to reduce and prevent bullying in schools. It is the responsibility of teachers to help in these efforts. Bullying is defined as unwanted, aggressive behavior among school aged

children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying happens to many children, adolescents and even adults. It can happen verbally, physically or even electronically. As the substitute teacher, students may reach out to you if they have experienced bullying. It is an unacceptable behavior inside or outside of school. If a student reaches out to you with bullying concerns, listen and then let campus administration know immediately.

ABC's to Remember

A. Accept as many jobs as possible.
B. Be prepared! Treat all subbing jobs like mini-interviews. First impressions matter.
C. Cell phones off! Do not use your phone during the day unless it is an emergency.
D. Dress professionally.
E. Expect to be challenged by students. Be the adult.
F. Firm and consistency with all students in every class will make a difference.
G. Get up and move around the room! You are not there to sit.
H. Hello! Be friendly and speak to students and staff.
I. Identify yourself to students and staff and write your name on the board.
J. Judgement and comments about teachers, staff, the District, or students have NO PLACE in the classroom.
K. Keep your political, religious, and social beliefs to yourself.
L. Locate lesson plans, seating charts, daily schedule, dismissal/lunch/recess/end of day procedures and let your actions be confident in executing them. (Contact the office if unable to locate the plans).
M. Monitor the class. Move around and be visible.
N. NEVER give a student your personal information. They have no need for your phone number, address, etc.
O. ON TIME for every class, event, etc. is expected from you.
P. Professionalism is required at all times.
Q. Quiet time in the classroom rarely happens. Enjoy it when it does and be grateful you can hear the noise. There are those who can't.
R. Ready for anything should be the motto of substitutes.
S. Smile and remember that STUDENTS are why we are there.
T. Think before you speak! Remember to maintain professionalism in all comments and conversations with students – avoid negative or inflammatory comments.
U. Use your talent to make a positive difference.
V. Verify your days worked and remember to sign in and out.
W. Welcome every problem as a challenge and an opportunity to make a difference.
X. Xerox, or any other brand copier, is not be used to make copies of any student files, records or personal items.
Y. You make a difference!
Z. Zzzzzzzzz – Don't EVER sleep on the job!

Reminder: In addition to the information in the Substitute Handbook, each substitute is to follow all Agua Dulce ISD district policies, as well as campus policies. This information is readily available on the Agua Dulce ISD website.

Tips from Campuses to Help You Be Successful

Establishing Your Leadership

Establishing yourself as an authority figure may be challenging or intimidating, especially if it's the first time you have taken on such a role. In order to gain the respect of the students you must look and act the part of a confident, capable leader. Have a practiced plan to establish your leadership before you arrive at the campus.

Campus Breakdowns

Agua Dulce ISD is a unique district that serves a broad range of students. As a district we have very highexpectations of our students, employees, and campuses. Elementary campus houses students in grades Prek3- 5th.The Secondary ampus houses students in grades 6 - 12.

Understanding Elementary Aged Students:

Pre-K and Kindergarten

Pre K and Kinder Children will range in age from 4 to 6 years old. Students begin learning their alphabet, counting, site words, reading, basic math, rules, and manners. It is very important that you stay with the class at all times. Never leave them alone. They walk together to and from lunch, recess, PE, etc.

1st and 2nd

Children will range in age from 6 to 8 years old. Primary students will focus their learning on Math and Reading. Site words, rules, and manners are continued at the Primary campus. Never leave them alone. They walk together to and from lunch, recess, PE, etc. 2nd grade students switch classes.

3rd and 4th

Children will range in age from 8 to 10 years old. Students will have switch classes. They will stay with the same classroom when they switch. The students learn English, Reading and Writing and switch classes to learn Math, Science and Social Studies. Never leave them alone. They walk together to and from lunch, recess, PE, etc.

5th

These students will range in age from 10 to 11 years old. Classroom management is key at this age. They will stay with the same classroom when they switch. The students learn English, Reading and Writing and switch classes to learn Math, Science and Social Studies. Never leave them alone. They walk together to and from lunch, recess, PE, etc.

General "Don'ts"

- Don't transport students in a vehicle.
- Don't show unauthorized movies or other materials.
- Don't bring food for students.
- Don't eat your own food in the classroom when students are present.

- Don’t find yourself alone with a student – stay within view of others. There is no reason for a substitute to be alone with a student.
- Don’t touch students – Remember HANDS OFF!
  (Ways to help students without touching include)
    - Getting at eye-level to express concern.
    - Speak compassionately by finding out their concerns and responding appropriately.
    - Offering a stuffed animal instead of a hug to calm an upset student.
    - Cheers/Chants/Drumming on table tops/Stomping feet on floor to celebrate.
    - Air gestures, hi-fives, handshakes, fist bumps.
- Don’t engage in negative conversations or gossip.
- Don’t discuss personal matters with students.

When Children Hug

Touch is an important connection factor for all human beings. Young children may often seek to hug, touch, or even cling onto you. When this occurs, follow these 3 guidelines:

• Don’t Pull Away Unkindly
• Be Kind and Redirect the student
• Give a Side Hug

Student Diversity

The modern classroom is filled with an ever-diversifying population of students, many of whom have differing needs. Students will differ racially, culturally, spiritually, physically, emotionally, behaviorally, and intellectually. Special plans and programs are implemented to help students who need extra assistance and to provide stimulation to those who are advanced in certain or many areas.

Children who are struggling in school may qualify for support services, allowing them to be taught by trained staff in a special way, for a variety of reasons including, but not limited to:

- Learning disabilities
- Behavioral disorders
- Emotional disorders
- Autism
- Sensory impairment
- Speech or language impairment
- Physical impairment (orthopedic)
- Developmental delay

Things to know About Working with Paraprofessionals

It's important when you begin substitute teaching that you understand the responsibilities of the position. A substitute teacher is treated as if he or she is the full-fledged classroom teacher.

In your substitute teaching assignments, you may work with paraprofessionals, also known as teacher's aides or support professionals. Paraprofessionals have become an integral part of the modern classroom. They may be placed with a class or with an individual student.

They are most frequently tasked with:

- Tutoring students in areas of literacy and mathematics
- Providing support to students with special needs

Because you are serving in the place of the classroom teacher, you are in charge of the room, and ultimately, the well-being and learning achievements of the students. This means you do not leave the paraprofessional in charge unless lesson plans specifically indicate to do so.

If you are working with an experienced classroom teacher, he/she should be able to offer you a great deal of guidance.

Confidentiality

Confidentiality is extremely important. You are working with minors and there are expectations and even legal constraints when it comes to their privacy.

Crossing Lines of Appropriateness:

"Loose Lips Sink Ships"- It is a very rare instance that NOT TALKING about something gets you into trouble; but **talking too much** or about the **wrong things** can easily get you into really big trouble!

HIPAA and FERPA

It would be helpful for a substitute to have all student information; however, it is illegal for the teacher or para to provide confidential student information. There are two areas of confidentiality determined by LAW:

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) makes it **ILLEGAL** for a teacher or para to share a student's medical information with ANYONE including the substitute.

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) makes it **ILLEGAL** for a teacher or para to share information about a student's grades or behavior with **ANYONE** including the substitute.

Classroom Management

All successful substitutes develop tried-and-true techniques of managing classroom behavior and keeping lessons on-track in positive ways. This lesson will give you the foundation of these techniques.

Skills that will help in managing a classroom:

Positive Phrasing – communicating as clearly as possible

Pause Time – listening effectively

Positive Phrasing

Examples of Positive Phrasing

Positive Phrasing is a very efficient way to instruct children and teens to elicit the behavior that you **DO** want from them.

We all use negative commands quite frequently, but negative commands are not efficient at eliciting the behavior that we want from kids. Take a moment to think of some other common commands for kids and how they can be reworded to be positively phrased instead.

Negative	Positive
Don't Run!	Walk
Don't Yell!	Speak Softly. Use your inside voice
Don't hit!	Keep your hands to yourself
Don't do that!	Remember our agreement
No eating in class	Put the food away
Don't forget your homework	Remember your homework

Pause Time

Most people are under the impression that they are "good listeners," however; many of us are not as good at listening as we think. Developing good listening skills is an essential part of communicating effectively.

Our brains have a natural tendency to make associations. When others speak, the brain brings up related information. This draws our attention to our own thoughts and away from the speaker. So how do you get around the brain's natural tendency to stop listening? The answer is to use Pause Time. Using Pause Time is simple. Here is an example:

- When a child is speaking to you, listen quietly.
- Focus all your attention on listening to what the child is saying. Your brain will race to process the information, but internally redirect your focus to listening.
- When the child has completely finished speaking, PAUSE. Give yourself at least 2-5 seconds to thoughtfully consider what he/she has said.
- Compose your response calmly and THEN respond verbally.
- Continue the conversation in this manner, listening carefully to the child and allowing him/her to completely finish what he/she has to say before responding.

Discipline

Most people who work with groups of children or teens would say that maintaining discipline is one of the biggest challenges of the job. It is one thing to discipline one or two children; it is entirely different to maintain control over a group of 20 or more. There are some absolutely essential aspects of maintaining discipline in a relaxed and effective manner.

These include:

Be Consistent – This is the **single most important** aspect of preventing and managing discipline problems. You must establish clear guidelines for good behavior and then stick to them consistently in order to be a good, fair teacher. Appearing to favor some students over others will upset them and cause more misbehavior.

Be Firm and Respectful – Just like adults, children and teens want to be treated respectfully, but that doesn't mean that you should allow them whatever they want. Be ready to tell your students "no" firmly and respectfully when it is needed. Remember, you are responsible for their safety.

Maintain Your Leadership – You absolutely cannot be your students' friend. You do want to be friendly, but no matter what happens you must always remember that you are in charge. It is natural to want the students to like you, but it is more important that they respect you as a leader.

Give Choices – No one likes to be told what to do. Give students choices whenever possible such as: working on a project or finishing their homework, painting a picture or reading a book, using the computer or writing in their journal, and so on.

Use "Cooling Off" Periods – When students, even older students, are overly upset encourage them to take some time to calm down either by breathing deeply or simply resting for a minute or two. Do this before handling a complaint or argument and it will make finding a solution a lot easier and calmer.

Why Use Positive Discipline Techniques

Positive discipline techniques not only make the day run more smoothly for the Student's, they make it run much more smoothly for you!

To establish effective respectful control

Acting like you are one of the students, rather than the leader, will end with them treating you as such. In order to make people "follow" you, you must LEAD. To do so, you have to set yourself apart in your behavior and act as the leader. The students will respect and appreciate a good leader more than they will a "friend."

Many discipline "problems" that arise when working with kids are rooted in two things: **unclear boundaries** and **stress**. The best way to prevent most discipline problems is to use clear, consistent boundaries for behavior that all the children understand.