

# **Flour Bluff ISD**

# **Substitute Teacher**

# **Information Handbook**

**2017-2018**

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Flour Bluff Independent School District

## **Administration**

Brian Schuss, Superintendent

Dr. Alicia Needham, Assistant Superintendent for Curriculum & Instruction

Louise Day, Assistant Superintendent for Business Management

Tracy Dennis, Director of Instruction

Dr. Linda Barganski, Director of Special Programs

Edgar Van Geem, Director of Special Education

Alex Puente, Technology Administrator

Kim Sneed, Public Information Coordinator

Louise Day, Director of Finance

Jeanette Revels, H.R. Manager

Kim Howard, Substitute Services Administrator

## **Campus Administration**

James Crenshaw, High School Principal

Allison Schaum, Director of University Preparatory

Chip Johnson, Director of SDGC

Cindy Holder, Junior High Principal

Sal Alvarado, Intermediate Principal

Nikol Youngberg, Elementary Principal

Shae Hernandez, Primary Principal

Amy Seeds, Early Childhood Center Principal

Ron Fisher, Director of District Safety & Security

Lance Howard, Security Supervisor

..... MISSION STATEMENT .....

.Building a solid foundation for lifelong success through  
academics and technology

.Providing a safe, caring effective learning environment that promotes healthy, productive lifestyles

.Developing character that leads to responsible citizenship

.Enhancing our relationship with the community while providing fiscal responsibility.

.Influencing educational innovation

.... DISTRICT GOALS ....

The Flour Bluff Independent School District shall

**Goal I:** Empower students to be creative, independent, analytical thinkers and lifelong learners who exercise a strong work ethic, resulting in exemplary performance.

**Goal II:** Provide all students, faculty, staff and community members the opportunity to maximize their potential in a safe, healthy, supportive learning environment.

**Goal III:** Create a culture of excellence to attract and maintain a highly qualified, motivated faculty and staff.

**Goal IV:** Engage parents as active partners in developing well-rounded students who are strong leaders and responsible citizens

**Goal V:** Partner with industry and community in a mutually beneficial manner to enhance our students' educational experiences and opportunities.

**Goal VI:** Continue to be a good steward of the community's financial resources and explore new opportunities for organizational efficiency and effectiveness.

.... VISION STATEMENT ....

***Every Student is Worth My Best***



## **Substitutes' Handbook**

Your service to Flour Bluff as a substitute teacher is a very important part of the normal routine of the school system. It is your service that helps the district maintain its educational program in the absence of certified personnel. The purpose of this handbook is to provide information that will assist you in a daily routine on the campus you're assigned. Should you have additional questions do not hesitate to ask any member of the faculty or staff.

### **I.D. Badge**

Substitute Teachers will be provided an ID badge to be worn during the entire assignment. These will be used to clock in an out.

### **School Hours**

The school day for substitute teachers is as follows. See the schedule below by campus. **You will clock in and out every day at the time clocks.** Punctuality is **extremely important**. All substitute teachers are requested to arrive **15 minutes** before the start of class to open and be at their **classroom door** to greet students with a smile as they enter the classroom. The hours may vary. Refer to the time in AESOP.

Campus	Student Hours	Sub Hours
Early Childhood Center (Pre-K - Kinder)	7:40 am – 3:03 pm	7:25 am - 3:15 pm
Primary School (Grades 1-2)	7:40 am – 3:03 pm	7:25 am - 3:15 pm
Elementary School (Grades 3-4)	7:40 am – 3:03 pm	7:25 a.m. - 3:15 pm
Intermediate School (Grades 5-6)	7:55 am – 3:55 pm	7:30 am - 4:10 pm
Junior High School (Grades 7-8)	8:15 am – 3:53 pm	8:00 am - 4:00 pm
High School (Grades 9-12)	8:47 am – 4:10 pm	8:30 am - 4:15 pm
University Preparatory High School Program	8:47 am – 4:10 pm	8:30 am - 4:15 pm
SDGC	8:00 am – 4:00 pm	8:30 am - 4:00 pm

## The Classroom

Lesson plans for the day will be available through the campus secretary when you pick up the classroom keys. A folder with a seating chart, daily schedule, school map, lesson plans, names of key personnel who can assist you and emergency information will be provided.

## Attendance

Attendance is an important part of the day. All students not present in class at the appointed attendance time are to be counted absent. **Take attendance** and **list the names** of students not present. Leave this information with the teacher when you leave notes about each class.

## Instruction

You are in charge. Students, equipment, and materials are assigned to your care. Leave the room neat, clean, and well attended.

Attempt to carry on the work of the regular classroom teacher. You are **more** than a babysitter. You are maintaining regular instruction.

Do not participate in an instructional parent conference without the approval of the campus principal or the instructional supervisor.

If you have been assigned for more than one day, and need to discuss lessons with the regularly assigned classroom teacher, **ASK** the principal regarding the advisability of contacting the regular classroom teacher. That may have already been done for you.

Do not assign written work and leave it to be graded, except by request of the regular classroom teacher. Any written work assigned **BEYOND** the lesson plans of the regular classroom teacher should be graded by the substitute and left for the teacher to examine when he or she returns.

Special instructions may be given to you by the Principal or Supervisor.

**FOLLOW THEM AS DIRECTED.**

## Your Assignment

You are obligated to complete one assignment before starting another, even if your favorite assignment becomes available. If, due to personal difficulties, you are unable to complete your assignment, notify the campus principal and the substitute services administrator immediately so arrangements for another substitute can be made.

You will be on a **SMOKE FREE** campus. You will be expected to remain on campus for the full school day. You may bring your lunch or purchase a school lunch. Do not plan to leave the campus before campus dismissal time without permission of the school principal. Duties assigned to the teacher for student supervision will be part of your assignment as the substitute.

It is the intent of the district to provide you with an excellent working environment. Flour Bluff has a very good school with a competent staff and excellent student body. Providing safe, effective learning for all students is the goal. As a substitute, you become part of that environment, your activities and leadership in the classroom assist in maintaining the continuity of the regular instructional program.

## **Keys**

**Never leave your classroom unattended.** If an emergency arises, call the office or ask for assistance from a neighboring teacher. **Lock your classroom when vacant. Secure your keys and valuables.** Students should not have access to the teacher's desk or files. For security reasons, all classroom doors are to remain locked at all times.

## **Messages**

General announcements are made on each campus in the morning. If you need assistance in your classroom to resolve a critical issue, call the office. Messages received for you during the day will be available to you during your conference periods or at your lunch period. Please check with the campus secretary regarding these messages and the use of the mailbox. If messages or general information for your classroom is placed in the mailbox you will need to have these if you are assigned more than one day to that classroom.

## **Confidentiality**

As a substitute teacher, you should **observe the same ethics of professionalism as the professional** you replace. Student conduct, grades, or abilities are not the business of unauthorized personnel in or out of the district. Do not discuss these issues with teachers in general conversation in the lounge or other areas structured for social conversation. Student needs and strengths should be discussed in conference with a co-teacher or the instructional administrator when assistance and concern is appropriate.

**Special caution in expressing personal opinions and reactions about any student or co-worker is advised. Criticism of district personnel or students in the presence of other faculty, staff, students, or community members is inappropriate.** Should you have a specific concern your best channel of communication is the administrative staff of the campus you are assigned.

## **Dress**

**Dress code for substitute teacher is business casual. Dress appropriately for the assignment.**

Students do notice what any teacher or authority figure wears to school. How you dress does affect the level of respect students will give to you, the "teacher." The dress and grooming of District employees shall be clean and neat in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

## **Cell Phone**

Expectations for use of cellular/personal phones and personal calls during the workday and school activities include:

- Cellular/personal phones are expected to be turned off or on silent while instruction is being provided to students.
- Personal calls should be kept to a minimum, so as not to interfere with job responsibilities.
- During school emergencies, use of personal phones should be limited to contacting administration or emergency personnel. The District Emergency Operations Plan is to be followed.

## Employment

All substitutes are employed on an at-will basis and are not considered contractual employees. They are not employed for any specified length of time and have no property right in the employment. Substitutes are not guaranteed work at any specific campus, grade level, or other location. The district has the right to deny access to specific grade levels, teachers, campuses, and/or locations.

### **Reasons for excluding substitutes from any substitute assignment (including, but not limited to):**

- Not showing up for an assignment (two times)
- Not accepting jobs (must work at least 4 days per month)
- Multiple campuses asking for the substitute not to return
- Unacceptable or inappropriate behavior by the substitute

**Each month the work history of individual substitutes will be evaluated. Substitutes may be inactivated for inactivity without notification and must reapply to be rehired.**

## Pay Scale

Level	Pay Rate
High School/GED	\$9.00 per hour (\$72 per day for 8 hours worked)
4 year college degree	\$10.35 per hour (\$82 per day for 8 hours worked)
Texas Certified Teacher	\$11.75 per hour (\$94 per day for 8 hours worked)
Long Term non Certified	Increase to next level pay per hour on the 16 <sup>th</sup> day
Long Term Texas Certified	\$18.75 per hour on the 16 <sup>th</sup> day (\$150 per day for 8 hours worked)

**Texas Certified** long term substitute teachers certified and substituting in subject area for a period of time exceeding 15 consecutive days shall be placed at an hourly rate of \$18.75.

Transcripts and/or Certification must be on file in our office in order for the corresponding compensation related to the job assignment for which the substitute has been hired to be in effect. Any pay increase will be effective the day the transcript is received by Human Resources and will not be retroactive for any prior days worked.

## **Clocking In/Out**

Substitute teachers will clock in and out for the assignment using VeriTime. Each substitute will use their ID badge provided by the Substitute Services Administrator.

Substitutes will work the scheduled shift that is in AESOP. Hours that are recorded in VeriTime will result in the employee being paid for such time.

Time is rounded to the nearest 15 minutes. Examples below:

- actual clock in time of 7:36, punch will round to 7:30
- actual clock time of 7:38, punch will round to 7:45

If timeclock is not working or forgot to punch, substitute must contact sub office, via email or phone, to report the missed punch along with time needing to be entered.

Thirty minute lunch will be auto deducted from timesheet. Do not need to clock in and out for lunch. If substitute is not able to take a full 30-minute lunch, contact the sub office to have the lunch deduction removed.

Timesheets are approved the following Monday of each week by the sub office.

## **Paychecks**

Substitute Teachers are paid bi-weekly.

An employee's paycheck statement contains detailed information including deductions, withholding information. Substitutes, who have questions about their salary, should contact the payroll office at 361.694.9222.

Substitute Teachers will have access to view their paystubs online.

## **Direct Deposit**

The district offers employees direct deposit. Employees can have their paychecks electronically deposited into their account. A notification period of 30 days is necessary to activate this service.

## **Payroll Procedures: Salary Deductions and Reductions**

Medicare tax is applicable only to employees hired after March 31, 1986. Substitutes are not eligible for TRS membership. They must have their Section 457 contributions deducted. TRS retirees are not required to make section 457 contributions.

## **W-4's**

Every employee must complete an IRS form W-4 so that the correct amount of federal income tax can be withheld from their paycheck. In the event that an employee requests a change in rate of deduction, a new W-4

form must be completed. Flour Bluff I.S.D. cannot amend an employee's rate of deduction without a complete W-4.

### **FICA**

Any employee that is not a member of the Teacher Retirement System will have a Section 457 deduction.

### **Medicare Deduction**

All employees hired after April of 1986 are required to have a 1.45% deduction for Medicare benefits.

### **Teacher Retirement (TRS)**

Substitutes can contact TRS for information about purchasing service credit.

Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, Texas, 78701-2698, or call 1-800-223-8778 or 512-542-6400. TRS information is also available on the website address: [www.trs.state.tx.us](http://www.trs.state.tx.us)

### **Retirees as Substitutes**

The definition of a substitute for the purpose of employment after retirement is someone who serves on a temporary basis in the place of a current employee.

Retirees who plan to work in Texas public education after retirement should carefully review all requirements that apply to such work. If the retiree does not effectively terminate employment, or if the retiree's work is not in compliance with the requirements, the retiree could revoke his or her retirement entirely, or lose monthly annuity payments for work that exceeds the allowable amount. **It is the responsibility of the retiree to contact TRS and discuss the possible impact of substituting on his/her benefits.**

### **Red Flags**

Retirees should carefully monitor:

- The type of position for which they are working – Are you working in the place of a current employee or is it a vacant / supplemental position?
- The number of days worked on a monthly basis – Working in a vacant / supplemental position for as little as a half day in any month can cause you to lose your annuity.
- It is the retiree's responsibility to understand and follow the guidelines for returning to work after retirement. Contact TRS with your specific questions at 1.800.223.8778. For detailed written information regarding employment after retirement, please contact TRS at [www.trs.state.tx.us](http://www.trs.state.tx.us).

## **HIPAA**

The Health Insurance Portability and Accountability Act of 1996, HIPAA, established rules for protecting individual Personal Health Information, PHI. HIPAA provides individuals certain rights regarding their PHI, and requires employers and other individuals to adhere to restrictions on how PHI is disclosed. Every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of Federal Law.

## **Workers' Compensation Insurance**

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to your supervisor. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

## **Harassment of Students**

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Substitute Teachers who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student will be reported to the student's parents and promptly investigated.

## **Drug-Abuse Prevention**

Flour Bluff ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Substitute Teachers who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed.

## **Reporting Suspected Child Abuse**

Substitute Teachers who suspect child abuse or neglect are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student will be reported to the student's parents and promptly investigated.

## **Child Sexual Abuse**

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

## **Bullying**

All employees are required to report student complaint of bullying to the Campus Administrator, as quickly as possible. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

### **BULLYING PROHIBITED**

- The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

### **DEFINITION**

- Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:
  1. Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
  2. Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

### **EXAMPLES**

- Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

### **TIMELY REPORTING**

- Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

### **REPORTING PROCEDURES**

- Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing.

### **NOTICE OF REPORT**

- Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee.

## INVESTIGATION OF REPORT

- If a report is made orally, the campus principal or designee shall reduce the report to written form. The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy instead. The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

## CONCLUDING THE INVESTIGATION

- Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the campus principal or designee shall take additional time if necessary to complete a thorough investigation. The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Superintendent or designee.

## DISTRICT ACTION

- If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the District's Student Code of Conduct. [For information on student transfers due to bullying, see FDB.] The District may take action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of bullying under this policy.

## CONFIDENTIALITY

- To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

## APPEAL

- A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

## RECORDS RETENTION ACCESS TO POLICY

- Retention of records shall be in accordance with CPC(LOCAL). Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

## **Fraud and financial impropriety**

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

## **Criminal history background checks**

Substitute teachers may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

## **Employee Arrests and Convictions**

Substitutes shall notify the Substitute Services Administrator within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds; INDICTMENTS, CONVICTIONS AND OTHER ADJUDICATIONS
2. Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or

4. Crimes involving moral turpitude, which include:

- Dishonesty; fraud; deceit; theft; misrepresentation;
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code
- Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period or Acts constituting abuse under the Texas Family Code.

**Tobacco Use**

State law prohibits smoking or using tobacco products on all district-owned property and at school-related or school-sanctioned activities on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

**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 or call the Superintendent's Office immediately.

**Substitute Employee Advisory Notice**

Please be advised of the following employment practices and procedures:

Substitutes are employed by the FBISD Personnel Department based on the qualifications established by the District and are subject to assignment based on the needs of the district. Nothing contained herein construes an employment contract. **Your continued employment is on an at-will basis.** Employers may terminate at-will employees at any time for any reason or for no reason, except for legally impermissible reasons. As an at-will employee you are free to resign at any time for any reason or for no reason.

By virtue of this notice, please understand that you may not be eligible for unemployment compensation benefits drawn on school district wages during any scheduled school break including, but not limited to, the summer, winter, and spring breaks. Please see the FBISD Scholastic Calendar 2017-2018. This calendar established for this school year, and each school year hereafter, identifies the scheduled school breaks. Continuation of employment is contingent on school operations and will not apply in the event of any disruption that is beyond the control of the district, (i.e. lack of school funding, natural disaster, court orders, public insurrections, war, etc.)

## **Daily Schedule, Routine and Tips for Success in Flour Bluff ISD**

If you cannot fulfill an assignment accepted previously, you **must** cancel the assignment by contacting the Substitute Services Administrator as soon as possible. **If a pattern of accepting assignments and dropping last minute occurs, it is possible that you will not be able to continue substituting in Flour Bluff ISD.**

1. **Be punctual** (in every capacity –arriving, to and from lunch, conference periods, checking roll, etc.) Upon arrival at a school campus, report to the principal's office, sign in, receive the schedule for the day, and other special instructions. Be prepared to give your AESOP confirmation number. **If a pattern late arrival occurs, it is possible that you will not be able to continue substituting in Flour Bluff ISD.**
2. Any money collected from students should be deposited in the office along with adequate records. Money must not be left in the classroom.
3. **Be positive!**
4. **Remain on duty until released** by the principal or supervisor and sign out in the office before leaving. Teachers do not release you from duty, the office or administrator releases you from the day.
5. **Confidentiality is of the utmost importance. DO NOT share information about any students, teachers, staff members, or other school issues with anyone outside of FBISD. Breaking confidentiality is cause for immediate and permanent restriction.**

## **Additional Duties and Responsibilities for the Substitute Teacher**

6. The substitute folder should include the lesson plan book, the daily schedule, information on lunchroom procedures, clinic and telephone policies, and the summary sheet. It should be left in the top middle drawer of the teacher's desk, or any other place designated by the principal.
7. Review the lesson plans, directions, and schedule. If there are not any plans or if you have any questions regarding the plans, find the team leader or department chair and clarify what they want you to do.
8. **Lesson plans should be followed unless the principal or his designee** (assistant principal, department chairperson, team leader) approves alternate plans. As a substitute, you are expected to follow the lesson plans, activities, and programs left by the teacher for that day. It is not appropriate for you to substitute your own agenda or plans unless they are approved. **If you cannot follow the plans left by the teacher contact the appropriate parties (previously listed) immediately.**
9. Become familiar with the teacher's daily schedule, which includes amount of time for each subject, time to arrive in the cafeteria, special class time, restroom time, and dismissal time. Adhere to the schedule!
10. Written work should not be graded, except as otherwise requested by the regular classroom teacher. Any written work which is beyond the lesson plan can be graded and left for the regular teacher.
11. Greet teachers who are nearby and introduce yourself.

12. Greet students as they arrive. Tell them you are their GUEST TEACHER for the day.
13. Stand at the door during every class change, observing both the hallway and the classroom.
14. Check the room when first entering, after every class change, and before leaving. The room should be left neat, clean and orderly.
15. Do not leave the campus during the school day without permission of an administrator.
16. Protect and safeguard all personal items, equipment, and other school property. Substitutes are issued keys for classrooms and they should be returned to the principal's office at the end of the day.
17. Practice good energy conservation. Turn out lights and turn off all electrical equipment before leaving the room at any time, but leave lights on when students are in the room.
18. Follow procedures for class roll or other duties.
19. Most teachers have their rules posted in the classroom. If so, follow those rules. If not, follow simple and sensible guidelines that maintain safety and learning. If in doubt, ask a professional in the building for guidance.
20. New textbooks and workbooks should be issued only by the regular teacher, another teacher from that grade level, or by the department chairperson.
21. Act professionally. The same ethical standards, laws, and regulations that are in effect for permanent teachers are in effect for substitutes as well. Unethical behavior could be cause for immediate and/or permanent restriction.
22. Dress professional for the class you are teaching. Follow district/campus dress code. Warm up suits or jeans may be worn for P.E. assignments only. Jeans may be worn for Spirit Days. No hats.
23. Respect the students- this is in action, tone, word choice, and reaction. (**No Profanity including the words: crap, stupid, dumb, shut up, idiot**)
24. Use discretion and caution in issuing hall, restroom, and office passes.
25. Enforce all school rules without apology.
26. Report any unusual happenings to the principal immediately.
27. No food or drinks are allowed in the classroom.
28. **Do not use your cell phone when with students or monitoring students, including texting or internet.**
29. **Do not use the school computers or personal computer for personal business.**

30. Accompany elementary students to the cafeteria. Supervise students in the cafeteria when required.
31. Accompany students to recess. Visibly supervise students on the playground. Watch them!
32. Never leave students unattended. Seek help from district employees to assist in emergencies that would require you to leave the class.
33. Leave the teacher a note explaining what your day was like, leaving information on student's work or behavior is appropriate. Praise, when deserved, is always welcomed by the teacher.
34. Leave the classroom as you found it.

### **Extra Duties**

1. The substitute teacher will be expected to fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty or other special duties assigned by the principal. Neglecting these duties will put children at risk of harm.
2. You are required to stay for the entire day and fulfill all duties unless released by an administrator.
3. If necessary, substitutes on long term assignments may be required to attend faculty meetings or grade level meetings in the place of the regular teacher.

### **Additional Notes**

- Be aware that principals have the option of evaluating a substitute. Effectiveness as a substitute is directly related to ability in managing students and carrying out teacher plans. A copy of this form, "Evaluation of Substitute Teacher" can be found in this handbook.
- Should a principal report a problem, we will contact you via email, letter, or phone (not all three). Once contacted, it is the substitute's responsibility to contact the Sub Office for additional information. If there are three (3) negative reports, or if the problem is of sufficient seriousness, we may remove your name from the active file. You may also be temporarily "inactive" until you contact the Sub Office Supervisor.
- Substitutes have the opportunity to assess their assignments. From your Aesop home page you will need to click on the Leave Feedback link. A screen with jobs awaiting your Feedback will open up. Click on Leave Feedback listed next to the assignment. Flour Bluff ISD has a policy in place to address substitute complaints, concerns, or comments.
- Teachers have the opportunity to assess the substitute. FBISD had a policy in place to address teacher complaints, concerns or comments in regard to a substitute.
- Substitute teachers are asked to be available to accept future jobs as well as same day. Attendance and inactivity will be evaluated each month. Substitutes are asked to accept a minimum of 5 days a month (depending on the amount of work days in the month). Reasons for lack of job acceptance will be looked at on a case by case basis.

- If you failed to list something correctly on your application (such as criminal history) contact Human Resources.
- All payroll questions should be directed to the Payroll Department.

## **Safety and Security**

Safety and Security of all employees and students is the top priority in day-to-day school operations. Each campus has developed a safety plan which is tailored to that campus. This plan is available to you through the principal's office. As a substitute, safety and security of students is a dominant job responsibility.

## **Discipline**

1. The substitute teacher is expected to maintain a level of discipline in the classroom which is conducive to a positive learning environment. A well-organized and skillfully conducted class will have fewer discipline problems. Your presence, stature and tone of voice affect the reaction of a class to you. **A positive attitude will do much to win the respect of the students.** The points below offer some sound and proven advice.
  - a. Start the day in the manner in which you wish to continue. Greet students at the door.
  - b. Know what lessons you will present, at what time you present them, and the method you will use.
  - c. Observe carefully pre-scheduled routines (homeroom, breaks, and lunches, etc.)
  - d. Do not threaten – provide obtainable goals with enforceable consequences.
  - e. Be consistent and fair saying please and thank you to the students.
  - f. Stand when presenting a lesson and walk around at all times.
  - g. Speak loudly enough to be heard, but softly enough to obtain attention.
  - h. Corrections for academic / behavioral success.
  - i. Contact the principal if you need help. (safety & security)
2. If after several attempts at positive redirection a student continues to disrupt the learning environment for other students, you may call the office explaining details of the inappropriate behavior and attempts at redirection for them to escort the student to the office. **Do Not Leave the Class** to escort the student to the office personally! **Do Not Touch** the student to send them out of the classroom towards the office. If the student refuses to leave, contact the office via classroom phone.
3. No corporal punishment will be administered to any student for any reason.

4. For your physical and legal safety, physical contact with students must be avoided unless it is considered part of the job description. Substitutes who are accused of inappropriate touching or behavior with students will be reported immediately by the school administration to the appropriate officials (police, CPS, etc.) These substitutes will be removed from the Flour Bluff ISD Substitute List pending the outcome of the investigation. You will not be contacted during the investigation.

### **Substitute Accident (Reporting)**

A substitute who has had an accident in the course and scope of employment, regardless of its seriousness, must report it immediately to Substitute Services Administrator. Supervisors and department heads must notify the District's Risk Management Department within eight (8) hours of its occurrence. The substitute's supervisor will coordinate a thorough investigation of each accident involving the substitute including an interview of any witness who may have seen the accident. The substitute's supervisor will prepare preliminary and final reports of the accident detailing the circumstances of the accident and any necessary corrective action to be taken to avoid recurrence of the accident.

### **Student Illness or Accident**

- If a **child becomes ill** while at school send him/her immediately to the nurse/office with a student escort if necessary. Do not try to diagnose or take care of a student's medical problem yourself. **DO NOT LEAVE THE CLASSROOM.**
- Accident or injury - the school nurse or an administrator should be summoned immediately. **DO NOT LEAVE THE CLASSROOM.**
- Procedures and techniques covered on the "Communicable Disease" information sheet in this handbook should be employed in these situations.
- Under no circumstances should a substitute teacher/paraprofessional administer medication to a student.

### **Fire and Emergency Drills**

Become familiar with emergency drill procedures. Diagrams are posted in each room.

### **Religion in the Schools**

Flour Bluff School District is committed to the constitutional principle of separation of church and state. Board policy EMI (LOCAL) makes it clear that employees will neither advance nor inhibit religion. Employees may not pray with or in the presence of students. However, nothing prevents a teacher or other employee from praying or reading religious material during a time when students are not present and you are not responsible for students. If a group of employees wish to pray together, read the Bible, or engage in some other religious activity, they may do so as long as the activity does not interfere with their duties or the rights of other employees or students.

Off campus and outside the school day or school year, school district employees have the same right to religious expression as any other citizen. At the same time, employees are expected to refrain from using their position in the District to promote religious activities in the community. For example, if an employee teaches religious classes in their church or gives a religious devotional, the employee should do so as a citizen not as a teacher or employee of Flour Bluff Independent School District.

### **Moment of Silence**

As early as possible at the beginning of each school day for which classes are scheduled, students in all schools shall recite the pledge of allegiance to the United States and Texas flags. Immediately following the recitation of the pledges, the students will have the opportunity to take part in one minute of silence.

The Moment of Silence will be announced over the public address system to classrooms with the following words:

"As we begin another school day, let us take a moment to silently think about our day, our activities, and what we hope to accomplish."

The Moment of Silence is intended to be an individual activity. There shall be no attempt by any district employee to influence in any way, another person's thoughts during the Moment of Silence.

During the Moment of Silence, students are expected to remain seated and silent.

### **Computer Access Guidelines**

Use of computers by substitutes is strictly prohibited unless authorized by the school principal or assistant principal. Any substitute granted permission to access district computers must agree in writing to abide by Flour Bluff ISD's Acceptable Use Guidelines. Signing the receipt of this handbook indicates your understanding and willingness to comply with the district's policy against non-long term substitute use of Flour Bluff ISD computers.

### **Electronic Media**

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing Web-sites, editorial comments posted on the internet, and social network sites. Electronic media also includes all forms of telecommunications, such as landlines, cell phones, and Web-based applications.

Substitutes shall be held to the same professional standards in their public use of electronic media as they are in any other public conduct. If a substitute's use of electronic media violates state or federal law or District policy, or interferes with substitute's ability to effectively perform his or her job duties, the substitute is subject to disciplinary action, up to and including termination of employment.

## **Relationship with Students**

Substitutes shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between substitute and student is always prohibited, even if consensual.

## **Fingerprinting**

All substitutes are required to be fingerprinted with the FACT Clearinghouse/TEA/TXDPS/FBI database. As a result, Flour Bluff ISD will receive notification of any preexisting or new activity related to your criminal history/background. If a substitute is arrested for any felony or any offense involving moral turpitude it must be reported immediately to the Substitute Office in writing via fax or email. Provide the date of the offense and a description of the offense. Failure to report within three calendar days could result in restriction from substituting in Flour Bluff ISD. Standards related to criminal history reviews will be applied and a determination made by Human Resources and shared with the substitute.

## **Professional Ethics of a Substitute**

- The substitute acts in lieu of the regular employee and should perform the duties as assigned by the principal or supervisor.
- The substitute should use extreme caution in expressing personal reactions and opinions about what is seen and heard in the classrooms and/or offices where they are substituting. Confidentiality is of the utmost importance.
- The school exists because of the student. The first obligation of the substitute is to the student.
- Under no circumstances should a substitute teacher criticize a student or the regular classroom teacher. This includes, but is not limited to, in the presence of other students, teachers or the community. Criticism and/or comparisons of individual campuses and teachers should also be avoided.
- Concerns, comments, and/or questions should be directed to the building principal.
- Do not bring books to read, PDA's, computers, handheld games, or other material/devices for personal use when you should be supervising students. Come prepared to teach and work with the students.
- **Discrimination by gender, race, or religion is not permitted. Sexual harassment, mental, verbal, or physical abuse is not permitted. Violations in these areas will be reported to the proper school personnel, law enforcement authorities, and/or government agencies.**

## **Employee Discrimination / Harassment**

The District prohibits discrimination, including harassment, based on a person's race, color, gender, national origin, disability, religion, age or any other basis prohibited by law. Discrimination against an employee is defined as conduct directed at an employee on the previous basis that adversely affects the employee's employment. Retaliation against anyone involved in the complaint process is a violation of District policy. Employees shall not tolerate discrimination or harassment of others and are encouraged to report claims as

soon as possible to their supervisor. Failure to promptly report alleged harassment may impair the District's ability to investigate and address the claim(s).

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment;
3. Otherwise adversely affects the employee's performance, environment or employment opportunities.

Employees shall not engage in conduct constituting discrimination or harassment. The District shall investigate all allegations of such claims and shall take appropriate disciplinary action against employees found to engage in such acts.

An employee who believes he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal. A complainant who is not satisfied with the outcome of the investigation may appeal through the District's grievance policy.

### **Student Discrimination / Harassment**

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. Discrimination against a student is defined as conduct directed at a student on the previous bases that adversely affects the student. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy. Employees shall not tolerate any form of discrimination of students and shall report any alleged acts in a timely manner. Failure to promptly report alleged discrimination may impair the District's ability to investigate and address the harassment.

### **Responsibility of the Regular Teacher**

The regular teacher will have lesson plans, class rolls, seating charts, and any special instructions accessible to the substitute teacher. Special circumstances / emergencies may arise that do not allow the teacher to fully prepare. In this case check with the nearest teacher or team leader.

## **Job Description for Substitute Teacher**

**Job Title:** Teacher – Substitute  
**Reports to:** Sub Office  
**Duty Days:** Intermittent  
**Wage/Hour Status:** Varies  
**Pay Grade:** Substitute Salary Schedule  
**Date Revised:** 2017

### **Primary Purpose:**

Act in lieu of the regular classroom teacher and perform the duties as assigned by the Principal/Supervisor.

### **Qualifications:**

Teaching certification OR Bachelor's degree OR Minimum High School/GED  
Ability to instruct students and manage their behavior  
Strong organizational, communication, and interpersonal skills  
Speak, write, read, and comprehend English – Communicate with students, staff and others in English  
Punctuality and dependability  
Flexibility in the job assignment

### **Major Responsibilities and Duties:**

1. Perform any special duties the classroom teacher may have.
2. Prevent students from leaving the room unless it is absolutely necessary.
3. Check the class roll at the time and in the manner designated by the building principal. Names, dates of absences, and tardies should be listed as instructed.
4. Let the principal know if a student needs medication. Only authorized district employees may administer medication.
5. Notify the school office, before leaving campus, of any serious problems experienced during the day.
6. Assume the same responsibilities as a regular classroom teacher for students, equipment, and other assigned materials.
7. Follow as closely as practical the lesson plans provided by the teacher and maintain the regular routine of the class.
8. Leave a summary of work covered in each class and other information pertinent to the teacher.
9. Maintain a level of discipline in the classroom, which is conducive to good learning.
10. Notify a neighboring teacher if assistance is needed from the principal's office.
11. Document information on any student(s) who failed to follow classroom rules of conduct and/or failed to complete work assigned.

### **Working Conditions:**

Physical demands/Environmental factors: May require standing for long periods of time. Frequent stooping, bending, pulling and pushing. Move small stacks of textbooks, media equipment, desks, and other classroom equipment.  
Mental demands – ability to communicate effectively (verbal and written); maintain emotional control under stress.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

## **Substitutes and the Aesop System**

This service, called AESOP (Automated Educational Substitute Operator), utilizes both the telephone and the Internet to assist you in locating jobs. You may interact with the system either on the Internet at <http://www.aesoponline.com> or by way of a toll-free, automated voice instruction menu system at 1-800-942-3767.

Each substitute is matched to assignments from the information given on the "AESOP Profile Information sheet." If you need to make changes to your substitute profile in AESOP, you can do so by contacting the Sub Office at 361-694-9201.

Aesop calls substitutes from 5:00pm – 9:30pm and from 5:30am – 12:00pm. Substitutes should arrange their early morning schedules to be able to leave home on very short notice. However, a substitute may receive a phone call at anytime during the day as the need occurs. If you accept a late assignment from the phone system or the web site you must be able to arrive on the campus within 1 hour from the time the assignment was accepted.

Your availability as a substitute is a consideration in your use. Substitutes who are more readily available and do not often turn down requested assignments are more likely to be contacted. If an emergency arises and you need to cancel an assignment, you can do so by calling the sub office at 361-694-9201.

Non Workdays, Bad Weather Days – please check Aesop for Web Alerts or contact the Sub Office for school closings.

Staff Development / Student Holiday – please check your FBISD Scholastic Calendar for days that are marked staff development/student holiday as substitutes are not needed on these days. If an assignment has been entered in error on these days please do not accept.

Summer Break – substitutes are not utilized during the summer break.