

BAIRD  
INDEPENDENT SCHOOL DISTRICT  
2009-2010  
SUBSTITUTE TEACHER  
HANDBOOK



*SMALL TOWN-BIG MINDS-HUGE HEARTS*

# **BAIRD ISD SUBSTITUTE HANDBOOK**

## **2009-2010**

### **PURPOSE**

#### **Introduction**

This handbook was prepared to give you assistance in your role as a substitute teacher. The handbook will provide you with the guidance for making your experience an enthusiastic success in assisting in the educational development of our students.

### **CODE OF ETHICS FOR SUBSTITUTES**

The Board of Education subscribes to the following beliefs regarding the shared responsibilities of teachers and substitute teachers. (In this statement, “teacher” means any member of the teaching profession, “substitute teacher” means any person acting in capacity of the teacher in his/her absence.)

1. The substitute teacher recognizes that it is the responsibility of the Board to determine final policy.
2. The substitute transacts all official business through proper channels and holds inviolate all confidential information.
3. The substitute recognizes his/her obligation to develop and foster growing appreciation and understanding of the principles of democracy; they refrain from imposing their personal views on others.
4. The substitute refrains from disparagement of fellow workers, students, and predecessors.
5. The substitute should be impartial in all relationships with students and parents.
6. The substitute receives appraisal of his/her work and help with any problems from the administration.
7. The substitute teacher assumes responsibility for the welfare of the student and shows sympathetic understanding of pupil problems.
8. The substitute should work positively for the good of the school. Constructive criticism should be directed only to the classroom teacher, principal, or superintendent.
9. The substitute should maintain a wholesome attitude and take pride in

his/her work.

## **SUBSTITUTE TEACHER RESPONSIBILITIES**

1. Copies of High School Diploma, GED, and/or College Transcript must be on file in the Superintendent's, or no pay check will be issued. **NO EXCEPTIONS.**
2. A withholding Exemption Certificate and I-9 must be on file prior to issuance of first check.
3. Your paycheck will have the following deductions:
  - a. Federal income tax, as applicable
  - b. State tax, as applicable
  - c. F.I.C.A. (Social Security)
  - d. Medicare
4. The daily and hourly rate of pay shall be determined by the Board of Education.
5. Notify the office anytime you wish to leave the school premises during the school day.
6. At the end of each day, classrooms should be locked, all windows closed and locked, lights turned off and rooms left in an orderly fashion.
7. Do not allow students to leave the school campus before the final bell or receiving permission from administration.
8. Do not permit students to leave their classrooms during class except in emergencies or when asked to do so by the administration/counselor.
9. ALL complaints must be handled first through administration, and then to the Board at a regular meeting.

## **RESPONSIBILITY TO THE ADMINISTRATIVE STAFF**

In general, the substitutes will be responsible to the administration in matters pertaining to general administrative and classroom routine. The substitute is responsible for following the classroom rules and consequences.

Special requests and complaints should be taken up with the administration rather than directly with the members of the Board of Education, since the Board requires such matters to be brought to their attention through the Superintendent.

## **BUILDING RESPONSIBILITIES**

A substitute should never leave an unsponsored group in the building or in his/her room. (This includes dressing rooms, athletic fields, etc.). It is the responsibility of each Substitute teacher to address inappropriate student behavior wherever it may occur.

Substitutes are responsible for the care of equipment and furniture in the classroom where they are assigned. Students should not be allowed in the building without supervision of a school employee or substitute.

## **DRESS AND PERSONAL APPEARANCE**

Employees, full time or part time, are expected to maintain an appropriate appearance that is businesslike, neat, and clean.

## **GENERAL REGULATIONS/GUIDELINES**

1. Substitutes are paid hourly: \$68.00 / day for a sub with a bachelor's degree or above, \$58.00/ day for a sub without a degree. (After 10 consecutive days of an assignment, the pay will increase to \$78.00/day. Each assignment begins a new 10 day assignment.)
2. All substitutes must be certified and fingerprinted. We can help you get certified and fingerprinted in the office for a fee of \$54.00 for fingerprinting. Applications for certification are available from Lana Walls in the business office.
3. Substitutes are expected to be on duty by 7:30 a.m., as soon as possible after they are contacted, or at the assigned time. Substitutes should not leave the building as long as there are students present though they may go home for lunch. The workday ends at 3:30 p.m. unless otherwise assigned.
4. The bell system is operated by an electric clock. Students should not play or visit in the halls. When dismissing a class, the substitute should be at the classroom door so as to see the hall and to be seen from the hall.
5. If you observe students misbehaving, you should correct such behavior whether the student is under your direct supervision or not.
6. Students (Elem / JH) should be on the playground at all play periods during good weather, and playground supervision by staff or faculty is required. We should try to get all students to participate in some form of organized play. Happy playground experiences carry over into the classroom . . . and so do unhappy ones.
7. Report sick students to the nurse. We will call the parent or take the student home.
8. Copy machines may be used before or after class hours or during a prep period.
9. Never leave you class unattended. If there is an emergency, call the office on the intercom or send a student to the office for assistance via a hall pass.
10. If a substitute's children attend the school where they are substituting, their children must remain in the children's assigned classroom and not the room where the substitute is assigned. Substitute teachers may not have family members, friends, etc. who are not Baird Schools staff or students

- loitering on the campus during the school day while you are substituting.
11. Students should not play around the school after dismissal. Be on time with dismissal at the close of the day since we have a bus schedule to meet. Students remaining after school are presumed to be under the supervision of a coach, teacher or sponsor.
  12. We have a closed campus at noon for K - 12th grade students. Lunch may be purchased ahead of time in the office. Adult lunch is \$2.50.
  13. Substitutes are not expected to purchase any teaching materials at the own expense.
  14. Follow the lesson plans that are provided by classroom teachers. Make no modification to these plans unless the changes have been approved by the teacher of record or the administration. (See Substitutes Teacher Folder section.)
  15. Please do not take care of personal business during school hours unless it is an emergency. The substitutes shall devote his/her time to the duties of the school during school hours.
  16. Only the school nurse will dispense medicine which the doctor prescribes and parent sends with a student. No other medicine will be given to a student.
  17. **REMEMBER:** Everything you do with the students at school is confidential. Do not talk about certain students or incidents that happened at school with community members.

## ARRIVAL AND DEPARTURE OF SUBSTITUTES

- A. Substitutes are to be at school at 7:30 a.m. or at designated time. At the end of the lunch or lunch recess period, all teachers should be at the door to their respective rooms before students are admitted. Habitual tardiness can result in having your name deleted from the substitute list.
- B. Duty assignments will be made on an as needed basis.
- C. Substitutes should remain in their buildings until 3:40 p.m. If you must leave before this time, permission must be obtained from administration.

## USE OF AUDIO-VISUAL EQUIPMENT

Substitutes who expect to make use of audio-visual instruction should learn to operate the machines. All electronic equipment must be checked out via the librarian and returned to the library the same day.

Substitutes must not request videos to be shown. Only movies/videotapes that pertain to planned lesson may be used and must be approved in advance by administration. Teachers should obtain approval for substitutes to use a video which pertains to planned lessons in advance.

## STUDENT DISCIPLINE REFERRAL

If you have a student that is not cooperating or is being disruptive, please send

them to the office.

### **STUDENTS THAT BEING PICKED UP BY A PARENT**

Students who have to leave the school for any reason must receive permission from administration and must sign out at the office.

### **HOMEWORK PROCEDURES**

Substitutes will remind students each day of what assignments are due and provide deadlines.

### **LESSON PLANS FOR THE DAY**

The teacher will provide lesson plans for the day and leave them on her desk for the substitute.

## **BELL SCHEDULES**

### **Monday – Wednesday (Junior High and High School Bell Schedule)**

Breakfast                      Served in the cafeteria before school

1<sup>st</sup> period                      8:00 AM – 8:45 AM

2<sup>nd</sup> period                      8:49 AM – 9:34 AM

3<sup>rd</sup> period                      9:38 AM – 10:23 AM

Student Tutorial Time 10:27 AM – 10:58 AM

4<sup>th</sup> period                      11:01 AM – 11:46 AM

5<sup>th</sup> period                      11:50 AM – 12:35 PM

Junior High and High School lunch will be worked into the daily schedule.

6<sup>th</sup> period                      1:09 PM – 1:54 PM

7<sup>th</sup> period                      1:58 PM – 2:43 PM

8<sup>th</sup> period                      2:47 PM – 3:32 PM

### **Thursday – Friday (Junior High and High School Bell Schedule)**

Breakfast                      Served in cafeteria before school

#### **Thursday**

#### **Friday**

1<sup>st</sup> period                      8:00 AM – 9:30 AM

5<sup>th</sup> period

2<sup>nd</sup> period                      9:34 AM – 11:04 AM

6<sup>th</sup> period

3<sup>rd</sup> period                      11:08 AM – 12:38 PM

7<sup>th</sup> period

Lunch 12:38 PM – 1:08 PM

Junior High and High School lunch will be worked into the daily schedule.

4<sup>th</sup> period 1:11 PM – 2:41 PM 8<sup>th</sup> period

## **ATTENDANCE**

### **ELEMENTARY / JUNIOR HIGH CAMPUSES**

Attendance should be taken at the beginning of 2<sup>nd</sup> period. Please send a note with your attendance to the office.

### **HIGH SCHOOL CAMPUS**

Attendance sheet will be sent to the office each period. A student may be used to send the attendance sheet.

## **THE DO'S AND DON'TS OF A SUBSTITUTE**

### **What a Substitute does:**

Praises and encourages  
Tells the child good things about himself

Tries to understand how the child feels

Builds caring and supportive rapport  
Speaks directly to the teacher regarding student performance  
Makes a difference in a child's

### **What a Substitute does not do:**

Berates or belittles  
Acts in a cold or indifferent manner  
Criticizes the teacher  
Gets physical with a child  
Violates confidentiality by passing on information to the community  
Loses control and says something that is inappropriate or might be regretted or is not professional life.

## **TIPS TO REMEMBER**

**BE HONEST** - in your approach and attitude. It will aid in developing trust.

**BE PATIENT** - when working with students. When they are having difficulty with an activity, they do not need additional pressure.

**BE FLEXIBLE** - in responding to the needs of students.

**BE FRIENDLY** - with a smile and a thank you, you can accomplish

miracles.

BE RESPECTFUL - treat individuals in the same manner you wish to be treated.

**BE CONFIDENTIAL** - it is very important that what is observed in the classroom remains confidential and student performance or behavior is not to be discussed outside the classroom except with administration.

### **THE THREE R's FOR TEACHER SUBSTITUTES**

#### **RESPONSIBILITY – The effective substitute:**

- Dependable and recognizes the importance of his/her role
- Appreciative of the efforts of the school to educate all students and to provide maximum learning opportunities for each student
- Supportive of the administration and teaching staff
- Sincerely concerned about the students
- Able to generate enthusiasm about each student
- Willing to be discreet, dedicated and punctual
- Professional in their commitment, dress and manner

#### **RAPPORT – The understanding substitute:**

- Recognizes the student's need to improve self-image and independent study habits
- Supports the child by offering genuine friendship
- Recognizes the individuality of each student
- Provides a relaxed, friendly and caring atmosphere with students
- Respects the teacher and school's ultimate responsibility for the health, welfare and education of each student
- Provides opportunities for each child to be successful
- Cooperates, coordinates, and communicates continually with teachers and school administration

Is comfortable asking for clarification and is willing to express concerns and questions with the school staff

Recognizes the essential need for confidentiality and will not comment or gossip about individual students, staff members, or the school

### **REWARDS – The successful substitute:**

Shares with the child the warm personal satisfactions with result from successful human relationships

Provides the teacher and administration with the satisfaction of knowing that the students needs are being met and that quality education is being promoted, extended and enriched

Receives the sincere gratitude of the school community

Celebrates in the knowledge that they have made a difference in a child's life

### **TIPS FOR MAINTAINING DISCIPLINE**

The best techniques are preventing. Know the rules. Restate them before every activity. Instruct the children as though you expect them to comply.

Give positive, specific praise – “I like the way you are sitting quietly”.

State positive actions – “Walk” instead of “Don't Run”.

Give sufficient warnings and time. – “Morgan, in 5 minutes you'll need to put your art project in your cubby”.

Keep your voice as low as possible. The children will get louder as your voice gets louder. Have an unhurried attitude. Enjoy them and they will enjoy you.

Offer each child a chance to participate. Quite children are sometimes ignored.

Be sure the students understand what you're asking. We sometimes use words that children do not know. Ask them to repeat directions to check for understanding.

