

**GRANDVIEW INDEPENDENT
SCHOOL DISTRICT**



SUBSTITUTE HANDBOOK

INTRODUCTION

We welcome you as an important member of the Grandview Independent School District teaching faculty. Your service is particularly important because you often become a teacher with us on short notice. We understand that your regular plans for the day must be changed or canceled abruptly and that you have little time to prepare.

This handbook will provide you with information that will clarify policies and procedures while enabling you to be more comfortable and effective in the classroom. From time to time, please review this information so that you might give your best to the students.

You can provide the greatest service by maintaining the continuity of regularly scheduled learning activities in the classroom. This will lessen the task of “catching up” when the regular teacher returns from their absences. Do not be concerned with the possible necessity of some repetitious reteaching when the teacher returns. Reteaching is an instructional strategy and receiving two viewpoints on the same topic is a valuable contribution to student learning.

You represent a dedicated core of substitute teachers whose desire is to provide students with a quality educational experience. Please do not hesitate to contact the building principal if you have any concerns regarding your role as a substitute teacher in our district.

We are indeed grateful for your services for the students of Grandview ISD.

Keith Scharnhorst, Superintendent
Karla Whitmire, Assistant Superintendent
Joe Perrin, High School Principal
Jeff Hudson, Junior High Principal
Kristi Rhone, Intermediate/Elementary Principal
John Phillips, Assistant Principal
Kathrine Stewart, Assistant Principal

PROCESS

In order to become part of the substitute teaching system, you will need to complete and return an application to Christine Russell in the Administration area of the High School. In addition to the completed application, you will need to supply a transcript showing date of high school graduation or G.E.D. and official transcripts with your university seal (if applicable); photocopy of teaching certificates (if applicable); copies of your Social Security card and Texas driver's license, and completed Criminal History Authorization.

IRS has issued regulations that the name on your W-4 form must match your Social Security card. If your Social Security card is not in your current name, it is imperative that you make every effort to obtain one or begin the process to acquire a new one.

At the monthly meetings the school board trustees will approve the Substitute Teacher List when personnel are added. The approved list is given to each campus for reference by the principals or secretaries. No substitute teacher will be considered active without a completed file and approval by the school board.

You will be contacted by the secretary or principal regarding the days and times of placement. If you will be unable to keep an assignment, contact the office at the campus where you are scheduled.

High School office: 817-866-3320
Junior High office: 817-866-2739
Intermediate office: 817-866-2701
Elementary office: 817-866-2473

Should you have a change of name, phone number, address or a request to be removed from the substitute list, please notify Christine Russell at 817-866-2450.

Payroll checks for both employees and substitutes are paid at the same time at the end of each month due to all the auditors' requirements and computer reports. Medicare, Social Security, and withholding will be deducted each month.

SALARY SCALE

- Uncertified sub for uncertified teacher – pay will be \$60.00 per day
- Uncertified sub for certified teacher – pay will be \$60.00 per day for the first 15 consecutive days then \$100.00 per day for the remainder of substituting
- Certified teacher for certified teacher who is returning to work – pay will be \$70.00 per day for the first 15 consecutive days then \$100.00 per day for the remainder of substituting
- Certified teacher for certified teacher who is NOT returning to work – pay will be based on pay step of State Based Salary Schedule not to exceed Step 5

A degreed substitute will fall into the uncertified sub category paid at \$60.00 per day

- Subs with high school diploma will make \$60.00 per day.
- Subs with a four year degree will make \$65.00 per day.
- Subs with a teaching certification will make \$70.00 per day.

After substituting for 10 days, the pay will move to the next level for the remainder of the school year.

Teacher retirement is not deducted from the salary paid to substitutes, but FICA is deducted. Payroll checks are mailed on or about the 25th of each month. Some exceptions may occur.

FINGERPRINTING

The State Board of Education has mandated through Senate Bill 9 that all substitutes must be fingerprinted through the FBI as well as Texas DPS. Grandview ISD will forward your fingerprinting forms to the state in order to receive your FAST Pass needed for fingerprinting. You will be responsible for making an appointment and taking the needed FAST Pass and picture identification to the appointment. The charge for fingerprinting will be \$50.20. You will be required to pay this fee upfront. After substituting 10 days during the first year for Grandview ISD, this amount will be refunded.

HOURS OF SUBSTITUTION

Substitutes are required to work the same hours as teachers. The official school hours for elementary and intermediate teachers are 7:45 a.m. to 3:45 p.m. Junior high and high school teachers work from 7:45 a.m. until 3:45 p.m. Occasionally half-day assignments are required. These assignments will run from 7:40 a.m. until 11:40 a.m. for mornings and from 11:40 a.m. until 3:40 p.m. for afternoon assignments.

The substitute should report to the principal's office upon entering the building to sign in and receive lesson plans and other instructions for the day. At the close of the school day, the substitute is required to report back to the principal's office to check out and to receive any further instructions.

Substitute teachers are expected to perform all classroom and extra duties assigned to the regular teachers.

No employee may leave the campus during duty hours without first clearing the absence with the building principal.

RELEASE OF CHILDREN

Any person, other than authorized school personnel, who might request information about a child, or who asks that a child be released from school, must be directed to the

principal's office. Under no circumstances should a child be released from the classroom with official notice from the building principal.

CLASSROOM GUIDELINES

Follow the classroom teacher's lesson plans as closely as possible. In the event there are no plans available, you must assume the responsibility of conducting an educationally meaningful activity using your own resources. Ask the principal for any special directions such as special activities that may be planned for the day or duties performed by the regular teacher.

Introduce yourself to neighboring classroom teachers.

Find the teacher's daily schedule, plan book, seating charts, record book, textbooks, and other needed materials.

Try to avoid changing the seating arrangement or any other aspect of the classroom organization or routine except for temporary grouping of pupils for instruction or cooperative learning groups.

Strive to maintain high standards of ethics and avoid comparison of teacher-pupil learning situations.

Supervision of halls and corridors is a responsibility of all teachers, especially when pupils are coming into or leaving the building.

Leave a brief progress report of the work assigned, as well as any other information that would be helpful to the returning classroom teacher (bulletins, parental notes, assignments, and problems). Before leaving, be sure that all equipment and materials used during the day are properly stored and that the room is left in an orderly condition.

Report serious accidents or illness to the principal or nurse immediately.

Grade any written work that you have assigned before leaving the building.

Proper discipline or classroom order is a prerequisite to good teaching. Be firm and businesslike. Should you have some difficulty with discipline, please seek the assistance of the principal.

When completing a long-term assignment, the substitute should attend all scheduled meetings (faculty, grade level, departmental, campus). In case of doubt, check with the campus principal.

Become acquainted with this handbook and with all school policies as soon as possible. Familiarize yourself with all school procedures and regulations. Board policies, teacher handbooks, and student handbooks are available (online).

The substitute teacher may be expected to fulfill all extra duties that have been assigned to the regular classroom teacher. These duties may include bus duty, lunch and hall duty, or any other special duties assigned by the principal.

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CODE OF ETHICS

Substitute teachers are expected to observe the Code of Ethics and Standard Practices for Texas Educators as adopted.

TITLE 19	EDUCATION
PART 7	STATE BOARD FOR EDUCATOR CERTIFICATION
CHAPTER 247	EDUCATORS' CODE OF ETHICS
RULE §247.2	Code of Ethics and Standard Practices for Texas Educators

(a) Statement of Purpose. 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. 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.

(b) Enforceable Standards.

(1) Professional Ethical Conduct, Practices and Performance.

(A) Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

(B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

(C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

(E) Standard 1.5. The educator 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.

(F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

(G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.

(H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(2) Ethical Conduct Toward Professional Colleagues.

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

- (B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- (C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- (D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- (E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.
- (F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- (G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.
- (3) Ethical Conduct Toward Students.
- (A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- (B) Standard 3.2. The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
- (C) Standard 3.3. The educator shall not deliberately or knowingly misrepresent facts regarding a student.
- (D) Standard 3.4. The educator 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, or family status.
- (E) Standard 3.5. The educator shall not engage in physical mistreatment of a student.
- (F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.
- (G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Source Note: The provisions of this §247.2 adopted to be effective March 1, 1998, 23 TexReg 1022; amended to be effective August 22, 2002, 27 TexReg 7530

SUBSTITUTE EVALUATION SYSTEM

The teaching performance of the substitute teacher will be observed and evaluated by the building principal. If the principal does not judge the performance to be satisfactory, he/she will recommend that the substitute teacher's name be removed from the approved list of substitute teachers.

RECORDS

It is recommended that each substitute teacher keep an accurate record of the days worked so that the needed information will be available to correct any errors that may occur concerning the substitute teacher's paycheck. Questions concerning the paycheck should be directed to the campus secretary who will verify the information with the payroll office.

HELPFUL HINTS

- Dress professionally
- Be firm and fair
- Deal with each child in a kind and just manner
- Demonstrate self-confidence
- Maintain dignity
- Be patient
- Respect each child
- Be enthusiastic
- Talk with students – not at them
- Be prepared to adjust to several kinds of instructional settings
- Have a sense of humor but don't overdo it
- Make directions clear and concise
- Be professional
- Be prompt
- Avoid threats
- Follow normal classroom procedures
- Ask for help when needed
- Do not leave students unsupervised

COMMITMENT

By virtue of your request to be placed on the list of substitute teachers, you have made a commitment to teach when you are called. If a prior teaching engagement or a compelling personal reason requires that you decline a request, please make it known to your contact. School officials understand that it is not always possible to comply with a request to substitute, but we would ask that you always make a good faith effort to respond.

PRINCIPAL

- Receives and reviews requests for all substitute teachers and notifies person responsible for placing substitutes
- Provides an escort for the substitute to the classroom on the first day of assignment
- Assists in locating keys, textbooks, grade books, and folders which contain the information needed by the substitute
- Provides a brief building orientation for each substitute teacher new to the building
- Indicates that assistance with disciplining problems is available upon request
- Introduces the substitute to a neighboring classroom teacher who can help when necessary
- Endeavors to create among students an attitude of cooperativeness toward substitute teachers
- Visits substitute teacher's room at regular intervals. Interest and assistance will be appreciated.
- Provides the substitute with a description of the routine of the school day and any special activities that may be scheduled.
- Instructs the substitute in the correct procedures for processing attendance and reporting absences.

REGULAR CLASSROOM TEACHER

Have the following materials on desk or in the principal's office:

- Syllabus with daily plans made in sufficient detail
- Weekly time schedule of classes
- List of pupil's names and seating chart
- List of supervisory responsibilities such as duty at noon, recess, bus duty, etc.
- Procedures for fire drill and other emergencies
- Important or unusual information about any child (physical problems, medication, etc).

Has on desk copies of textbooks, manuals, and workbooks to be used.

Reports to the principal when he/she will be returning to assigned duties. This courtesy allows the substitute teacher to be assigned the next day for the same position if needed.

DISCIPLINE

Substitute teachers are expected to assume responsibility for students and to assist in the correction of all other irregularities that may occur. As temporary members of the faculty, substitute teachers are charged with the responsibility of maintaining proper building procedures and rules of conduct. They are equally obligated to correct students for misconduct in the building or on the school grounds.

Every reasonable effort should be made by substitute teachers in attempting to solve problems before they are referred to the principal. Occasionally, something may occur which warrants the exclusion of a pupil from the classroom. Exclusions from class by the teacher in charge are to be referred to the principal.

Substitute teachers should, at all times, exhibit to their pupils a reasonable degree of dignity, courtesy, and congeniality.

Substitute teachers should maintain effective order and control at all times and will be supported in reasonable efforts to accomplish this objective. The use of physical force by a substitute teacher should be limited to those situations where it is necessary to prevent injury to another person or self or the preservation of property.

The substitute teacher is expected to maintain a level of discipline in the classroom which is conducive to good learning. This can be accomplished by following the Student Code of Conduct for Grandview ISD.

When individual pupils cause behavior problems that are disruptive to good learning conditions, the substitute teacher should apply the applicable steps of the classroom teacher's discipline management plan. This plan should be available in the classroom or the principal's office. The substitute teacher should not leave the class unattended.

Firm, fair treatment of all pupils combined with explicit explanations and directions will preclude many disciplinary problems.

STANDARD PRECAUTIONS

Guidelines for handling blood and other body fluids in schools

- Wear disposable, waterproof gloves that are supplied by the school nurse for any contact with bodily fluids.
- Dispose of the used gloves in a plastic bag or lined trash can, secured and disposed of daily.
- Wash hands for at least 30 seconds with soap and warm running water after disposing of used gloves.
- If gloves are not available, wash your hands and other affected skin for at least 30 seconds with soap and warm running water after direct contact has ended.
- Handle contaminated disposable items (tissues, paper towels, and diapers, for example) with gloves and dispose of these items in the same manner as used gloves.
- Handwashing: soap and warm water and vigorous washing under a stream of running water for approximately 30 seconds. Rinse hands under running water and dry thoroughly with paper towels or a blow dryer.
- Disinfectants: 9 parts water to one part household bleach (1/4 cup bleach to 1 gallon of water) or EPA-registered germicide will destroy most pathogens and

should be used to clean all body fluid spills. Contact the custodian on campus for clean-ups of body fluid.

- Disinfecting hard surfaces and equipment: after removing the soil, apply germicide (bleach/water solution) to the equipment used. Soak mops in this solution after use and rinse thoroughly with warm water. Non-disposable cleaning equipment such as dustpans and buckets should be rinsed in germicide solution.
- Laundry instructions for soiled clothing: launder clothes with soap and water to eliminate infectious agents. Pre-soaking may be required for heavily soiled clothing.
- Standard Precautions means treating everyone's blood and other body fluids as infectious – always.

SEXUAL HARASSMENT INFORMATION

Sexual harassment is a form of sex discrimination that is illegal under Title IX of the Civil Rights Act of 1972 to include students and the educational system.

Sexual harassment is a double violation of the student when it takes place and his/her reports are deemed unimportant by the adults they tell. They have been violated once by the harasser and are being violated a second time by reactions that imply that what happened to them is insignificant or the result of something they did to “deserve” it.

What is not sexual harassment: flirting or expressions of attraction when there is mutual agreement by all involved that what is happening is not unwanted or offensive

Who are victims of sexual harassment:

- Women, men, girls, boys
- People of the opposite or the same sex as the harasser
- Anyone who witnesses harassment of another person

Common methods of dealing with sexual harassment:

Passive:

- Ignoring the act. Most incidents go unreported to school authorities.
- Avoidance
- Withdrawal
- Tolerance

Assertive:

- Communicate to harasser that words or touch are not acceptable
- Leave the situation
- Tell someone – teacher, counselor, nurse, principal, family member
- Keep telling until someone believes you

Aggressive:

- Physical or verbal abuse

Results of sexual harassment:

- Decline in academic performance
- Lowered self-esteem
- Sense of powerlessness, helplessness, and vulnerability
- Confusion and self-blame
- Fear and anxiety
- Feelings of isolation from other students
- Emotional disturbance such as chronic depression
- Disillusionment
- Physical illness
- Development of negative attitudes toward sexual relationships
- Desire to stop attending school

What should I do:

- Take all reports of sexual harassment seriously
- Take immediate steps to protect the child who makes the complaint (i.e., provide a safe place to sit, separate the victim from the harasser)
- Report the incident to the principal for disciplinary action

What should I not do:

- Tell the victim to just ignore the harasser
- Imply that the victim provoked the verbal or physical assault
- Tell the victim they must provide proof or there is nothing you can do.
- "I didn't see anything" is not acceptable