

# **Substitute Handbook 2017-2018**



## **Gilmer ISD**

# FOREWORD

## **To the Substitute:**

The Gilmer Independent School District seeks to maintain a positive and progressive educational climate. Academic excellence and professionalism are priorities in serving the individual needs of all students. The district is fortunate to have conscientious personnel who are dedicated to these goals in each realm of the educational process.

The district is particularly indebted to our excellent staff of substitute teachers. Their service allows daily instruction and learning to continue without interruption. Classroom instruction is no less important because of the absence of the regular classroom teacher. Therefore, it is imperative that the substitute recognize the important part he or she must play in the interest of each child in the school district.

The duties of full-time employees cannot be defined by rules and regulations. Accordingly, this booklet does not cover the full extent of duties of substitute teachers, nor does it address every question that will challenge substitute teachers. Success depends on responsible and professional decision-making, which is governed by good judgment. It is important to remember that the welfare of all students should be of primary importance at all times.

This guide will provide assistance in defining areas of responsibility and will serve as a valuable reference. It is our desire that an understanding of the topics addressed herein will be helpful and will, therefore, provide for a more efficient operation of the district.

# GENERAL INFORMATION

## Requirements for Substitutes

Substitute applicants must meet one of the following conditions to be considered:

- Have a Texas teaching certificate and a bachelor's degree
- Have a bachelor's degree, but no Texas teaching certificate
- Have 48 college hours
- Have a high school diploma

\* Applicants for substitute teaching are preferred to have 60 college hours.

\* Applicants for support personnel positions must have at a minimum a high school diploma. (includes clerical/secretarial, paraprofessionals)

*Applications will be reviewed and applicant's qualifications will be considered to determine if the applicant will be selected to substitute.*

## Requirements for Personnel File

All substitute applicants must have the following information on file:

- Completed application
- Official college/university transcript bearing the registrar's seal and signature or high school diploma
- Valid Texas Teaching Certificate, if certified
- Criminal History Authorization Form
- Employee Withholding Allowance Certificate (W-4)
- Employment Eligibility Verification Form I-9
- Other Payroll Required Documents
- Fingerprinting (see Superintendent's secretary)

### **Substitute Lists**

Upon completion of the personnel file and attendance at the orientation session, the applicant's name will be added to the official substitute list which is distributed to each campus principal. (Note: If you are being fingerprinted, you must submit your receipt to the superintendent's secretary before your name will be added to the substitute list.)

Only personnel approved by the personnel office are eligible to substitute in the Gilmer Independent School District.

Substitutes are expected to accept assignments to any school in the district unless it was indicated on the application that a specific school(s) or level(s) was desired.

A substitute who is unable to continue substituting for any reason for any extended period of time should inform the Superintendent's Office in **writing** to have his/her name removed from the substitute list.

### **Change in Personnel Status**

Any change of name, address, telephone number, educational status, or availability must be reported to the personnel office before any changes will be effective.

### **Procedures for Notification of Substitute Job Opportunities**

Gilmer ISD uses Frontline Absence Management System for district employees to request a substitute. Once an employee's absence request is approved by his/her campus principal, the job is available for substitutes. The Frontline system has the ability to call substitutes with available substitute opportunities as well as post those jobs online.

Please refer to the Frontline Absence Management System at [www.gilmerisd.org](http://www.gilmerisd.org) under the Human Resources tab under the Employee's section on the district homepage. There are embedded training videos on how to access Frontline Online.

### **Hours of Duty**

The substitute is expected to be on duty the entire school day **and shall perform all duties** of the regular teacher plus any additional classes/assignments as determined by the campus principal. In most instances, duty hours extend from 7:30 a.m. to 4:10 p.m. Extra duty may begin before or extend beyond these hours.

Individual campus circumstances may require assignment of a substitute for only a portion of the school day. In such cases, hours of duty shall be specified when Frontline posts the job or calls about the availability of a substitute job.

Substitutes who are required to be on duty for more than four (4) hours within the scheduled school day will be paid for the full day. Those who are required to be on duty for four hours or less will be paid for one-half (1/2) day.

### **Substitute Timesheet**

Each day, the substitute must sign in and out on the substitute sign-in sheet located in the campus office. Check with the school secretary for correct procedures.

### **Canceling a Substitute Assignment**

If a substitute accepts an assignment and later is unable to keep it, the substitute should cancel the assignment in the Frontline system by either going online or calling into the system.

If you need to cancel one hour or less before your job assignment begins, you **MUST** call the campus substitute coordinator at the campus to the sub assignment was given. Please refer to the training handout for campus coordinator contact numbers. These coordinators should **ONLY** be contacted in an emergency. They do not schedule subs in advance, nor do they cancel them unless it is within the one hour timeframe before the job begins.

### **Long-term Assignment**

An assignment of more than 30 consecutive days for the same classroom teacher is considered long term.

### **Length of Substitute Employment**

Substitutes are used during the 173-day school year. **Substitutes are employed on an at-will basis. No specific amount of work is guaranteed.**

At the end of each school year, a letter of assurance for the next school year is mailed to substitutes. If the letter is returned to the personnel office by the date indicated on the form, the substitute's name is added to the list of available substitutes for the next school year. If the letter of interest is not returned, it is assumed the substitute is not available for the next school year. Returning the letter of interest is the responsibility of the substitute.

### **Participation in District 403(b) and 457 Plans**

All substitutes are eligible to participate in the Gilmer ISD 403(b) and 457 salary deferred plans. The list of 403(b) certified companies is available on the TRS website ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

## **Insurance for Substitutes**

Gilmer ISD provides health coverage to employees through TRS-ActiveCare. A district substitute is eligible to enroll in TRS-ActiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible for benefits through Gilmer ISD.

Although the district reasonably expects substitutes to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district's need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

If you are a new substitute, you must enroll in or decline medical coverage within 31 days from date of hire. If you are a returning substitute, you must enroll in or decline medical coverage during the annual open enrollment. If you decline coverage, you cannot enroll again until the next plan year unless you experience a special enrollment event.

If you elect to enroll, you will be responsible for the full premium. Gilmer ISD will make no contribution toward the premium. If you enroll you must submit payment for one calendar month with your enrollment form and subsequent premiums are required to be paid to Gilmer ISD in full by the 5<sup>th</sup> day of each month thereafter. If the 5<sup>th</sup> day falls on a weekend or a day the district is closed, the payment must be made the preceding business day. If you fail to timely pay the monthly premiums, the district will proceed with the coverage cancellation process. Your coverage may also be cancelled if you lose eligibility for TRS-ActiveCare.

You may be removed from the district's substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if:

- You repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions
- You do not accept at least 20 assignments per year
- You do not timely return a letter of reasonable assurance
- You do not return health insurance application to either accept or decline insurance coverage offered by the district

A substitute who is enrolled in TRS-ActiveCare and who is then removed from the substitute roster becomes ineligible for health coverage and will be provided notice regarding continuation coverage under COBRA (if eligible). Cancellation due to non-payment is considered a voluntary drop: therefore you would not be eligible for COBRA.

## **Retired Employees**

If you are currently drawing pay from TRS, it is your responsibility to contact TRS to identify any ramifications, such as loss of benefits that may occur due to employment as a substitute. Due to the frequent changes in the TRS rules and regulations, we cannot advise you in regards

to your TRS annuity. You may contact TRS at 1-800-223-8778 or visit their website at (www.trs.state.tx.us).

### **Evaluation of Substitutes**

The district must constantly be aware of the quality of the substitutes it employs. Substitutes are informally evaluated at the conclusion of each assignment by the building principal or designee.

Evaluations are important for reference purposes when considering the substitute for long-term and full-term employment. Professional ethics of the substitute will be a prime factor in evaluation.

## **Employee Standard of Conduct for Substitutes**

### **Dress Code**

The dress and grooming of district employees shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent. Professional dress is required. Please refer to the campus principal to inquire of special dress days, such as jean day on days designated. Casual attire, shorts or yoga pants, for example are unacceptable.

### **Dismissal of Substitutes**

As an at-will employee, a substitute may be dismissed for any or no reason.

### **Sexual Harassment Summary** **See Board Policy DIA (Local)**

#### **Definition:**

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- Submission to the conduct is either explicitly or implicitly a condition of employment; or
- Submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
- The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with performance of duties or creates an intimidating, threatening, hostile, or offensive work environment.

## **Prohibited Conduct**

Employee/students will not engage in conduct constituting sexual harassment. The district shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees/students found to engage in such harassment.

## **Complaint Procedure**

An employee who believes that 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, campus principal, or the Superintendent. An employee shall not be required to report prohibited conduct to the person alleged to have committed it.

### **Employee Standards of Conduct Board Policy DH (LOCAL)**

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

#### **VIOLATIONS OF STANDARDS OF CONDUCT**

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

#### **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 telecommunication, such as landlines, cell phones, and Web-based applications.

#### **USE WITH STUDENTS**

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with students; and

**Employee Standards of Conduct (continued)**  
**Board Policy DH (LOCAL)**

	<p>federal law or District policy, or interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.</p>
SAFETY REQUIREMENTS	<p>Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.</p>
HARASSMENT OR ABUSE	<p>An employee shall not engage in prohibited harassment, including sexual harassment, of:</p> <ol style="list-style-type: none"><li>1. Other employees. [See DIA]</li><li>2. Students. [See FFH; see FFG regarding child abuse and neglect]</li></ol> <p>While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.</p> <p>An employee shall report child abuse or neglect as required by law. [See FFG]</p>
RELATIONSHIPS WITH STUDENTS	<p>An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]</p>
TOBACCO USE	<p>An employee shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]</p>
ALCOHOL AND DRUGS	<p>An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:</p> <ol style="list-style-type: none"><li>1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.</li><li>2. Alcohol or any alcoholic beverage.</li><li>3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.</li><li>4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.</li></ol> <p>An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.</p>

**Conduct (continued)**  
**Board Policy DH (LOCAL)**

EXCEPTIONS	An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.
NOTICE	<p>Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]</p> <p>A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.</p>
ARRESTS, INDICTMENTS, CONVICTIONS, AND OTHER ADJUDICATIONS	<p>An employee shall notify his or her principal or immediate supervisor 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:</p> <ol style="list-style-type: none"><li>1. Crimes involving school property or funds;</li><li>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;</li><li>3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or</li><li>4. Crimes involving moral turpitude, which include:<ul style="list-style-type: none"><li>• Dishonesty; fraud; deceit; theft; misrepresentation;</li><li>• Deliberate violence;</li><li>• Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;</li><li>• Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;</li><li>• Felony driving while intoxicated (DWI); or</li><li>• Acts constituting abuse or neglect under the Texas Family Code.</li></ul></li></ol>

# **RESPONSIBILITIES OF THE CAMPUS PERSONNEL**

## **Responsibilities of the Principal or Designee to the Substitute**

- Instruct the substitute on procedures for signing in and out.
- Direct the substitute to the teacher's classroom. Locate lesson plans and supplies needed.
- Provide the substitute with a schedule of school activities for the day. The schedule should include the beginning and ending time of class periods and lunch periods.
- Show/tell the substitute how, when and to whom absences and tardies are to be reported; what to do in case of a fire drill, major crisis, and/or other emergencies; and who to contact in the office for such emergencies.
- Advise the substitute of the location and availability of restroom facilities, lunch services, teacher workroom, and areas of special duties. NOTE: A map is most helpful.
- Advise the substitute who to contact if assistance is needed. Review with the substitute the procedure for handling special discipline cases.
- Discuss with the substitute any students with unusual guidance or discipline problems with whom the substitute will be working.
- Visit the class to see that it is operating satisfactorily.
- Create an attitude of helpfulness, understanding, and respect toward the substitute. If the substitute is to return the next day, provide a telephone number to be used after school hours in case of an emergency.

## **Responsibilities of the Classroom Teacher to the Substitute**

Provide a daily lesson plan book along with the following:

- Complete, legible lesson plans with instructions indicating the titles of books and pages to be covered. Include location of materials, supplies and books.
- Any special instructions concerning assignments
- Alternate lesson plans that a substitute could use in an emergency
- Classroom rules of conduct
- A daily schedule with names of students who should be in attendance
- Names of students who have permission to leave class during the day, and the time they should leave and return
- Names of reliable students who can be of assistance during the day
- Name and location of a neighboring teacher or dept. chair who can be of assistance
- Seating charts, class period schedule and/or bell schedule
- Method of pupil accounting
- Information and instruction concerning the procedure for fire and disaster drills

Provide additional information or assistance to the substitute by telephone, unless the nature of the absence makes it impractical. If possible, notify the campus administrator or designee of intent to return by 2:00 p.m. that day. This practice will enable the substitute to know before the end of the school day whether or not to return the following day. Instruct the class to instill an atmosphere of goodwill, courtesy, and cooperation toward a substitute.

## DUTIES AND EXPECTATIONS OF THE SUBSTITUTE

Working under the direct supervision of the principal, substitutes are expected to comply with the school laws of Texas, the regulations of the State Board of Education, the directives of the Texas Education Agency, the policies of the Board of Trustees, and the administrative regulations of the school district.

- **Arrive promptly at the assigned time and location** in order to receive necessary directions and to assemble materials needed for the day. The substitute should never leave campus during the day without permission from the principal and should always sign in and out of the building.
- **Sign the time sheet at the beginning of the day and end of the day.** This is to ensure proper reporting of the days employed. **Check the regular teacher's mailbox** and bulletin board for notices or communications.
- **Assume all responsibilities and duties** assigned to the classroom teacher.
- **Follow, as closely as practical, the lesson plans provided by the teacher** and maintain the regular routine of the class. Review lessons plans and locate materials for carrying out the assignment. If you have questions, the department chair or a neighboring teacher can assist you.
- **Student attendance should be recorded at the time and in the manner designated by each individual campus.**
- **Leave a summary regarding the activities of the day.** It is generally helpful to the teacher if the substitute leaves a note that includes information about which lessons or assignments were completed in each class and student behavior – both positive and negative. Also, attach any notes or communication from parents.
- **Be professional.** Circulate in the classroom and assist the students.
- **Confidentiality is not only a legal responsibility; it is essential for the protection of the students and their families.** Discussing school matters outside of school should be avoided.
- **At no time should a class be left unattended.** If assistance is needed, notify a neighboring teacher or the principal's office. The neighboring teacher will oversee the class during the time needed.
- **Inform the school nurse if a student needs medication.** Only authorized district employees may administer medication.
- **Notify the school office of any serious problems experienced during the day.** This is a precautionary practice that provides protection for the substitute, the school and the district. **All accidents and injuries to students (or the substitute) shall be reported at the earliest possible time to the building principal.**
- **UNDER NO CIRCUMSTANCES IS THE SUBSTITUTE TO ADMINISTER CORPORAL PUNISHMENT.** It is the responsibility of the substitute to be aware of each campus' policies and procedures for dealing with discipline problems before administering any form of punishment.
- **Any money turned in should be taken to the principal's office** by the end of the day. Leave a note for the teacher letting him or her know the names of the students and the amounts of money for each that was turned in.
- **Report all suspected abuse to the principal, counselor or nurse.**

- **AT NO TIME should the substitute use classroom or teacher computers.** Substitute teachers should monitor student use of the computer. Personal laptops, iPads, iPods, and other such devices are not allowed on campus.

### **Release of Students**

Any outsider who comes to the classroom for information about a student or who comes to the classroom asking that a student be released from school must be directed to the principal's office. In any event, **students are not to be released from the classroom without official notice from the office.**

### **Fire and Emergency Drills**

Substitutes are expected to become familiar with emergency drill procedures which are posted in every classroom. Know where the nearest exit is and have a class list available to grab when you evacuate the building. The students should be instructed to leave the classroom in single file. *(See more information about Emergency Procedures in Appendix)*

### **Student Illness/Accident**

Handle most classroom accidents with common sense. Students who are injured can be sent to the school nurse for first aid. Don't fall into the "band-aide" or "ice" trap, where students are continually asking to go to the office for ice or band-aides for fake injuries. Be sure you know how to handle a situation involving blood either in the classroom or on the playground.

**DO NOT TOUCH A STUDENT WHO IS BLEEDING EVEN IF YOU USE GLOVES**

For example: If a student has a bloody nose or cut knee, hand them the box of tissues or paper towel, instructing him/her to hold it on the wound. Take the student to the office or clinic for further care.

There are some supervision issues to keep in mind: never leave your students alone or unsupervised. If it is absolutely necessary for you to leave the classroom, notify the teacher next door or across the hall, or better yet, press the intercom button in your classroom and notify the front office of the necessity.

## Students with Food Allergies

Students who have a severe allergy that limits their ability to safely perform daily functions will have an individualized health care plan specific to their needs and it will be on file in the nurse's office at all times. The student's teachers and the front office will also have a copy of the plan.

Posters pertaining to food allergies and symptoms of a reaction will be placed in visible locations throughout the school, with special attention to areas where food is expected to be located or prepared.

### Reducing the Risk of Exposure Within the School Setting

- Allergy free zone (such as peanuts) signs specific to the allergen will be placed on the exterior door of each classroom where a child with an allergy that is likely to cause a severe reaction attends. These will be consistent and GREEN.
- Students in ALL PERIODS in that classroom will be made aware of the fact that a student has an allergy and the precautions that must be taken.
- Hand washing will be used after coming in contact with the allergen as opposed to hand sanitizer (which does nothing to remove allergens).

**IMPORTANT:** If you substitute in a room that is a peanut free zone, do not bring any peanuts, nuts, or nut containing products into the room. Remember to wash your hands with soap and water (not hand sanitizer) if you eat any nut products.

## SUBSTITUTE HINTS AND SUGGESTIONS

1. Know the teacher who is next door. Introduce yourself so you can call on someone to answer your questions about schedules or materials for the class.
2. When students need to go to the restroom or the library, send only one student at a time. When the first one returns, a second one may go.
3. If there is no seating chart left by the teacher, quickly make one. It is much easier to maintain discipline when you can call a student by name.
4. Do not let students start any name calling or being rude to other students. It is much easier to stop a disagreement by talking before it gets to pushing or fighting.
5. Try to get in the hall between classes. It is a good idea to stand in the doorway so you can keep one eye on the hallway traffic and one eye on the students coming into the classroom. If the student sees a teacher, they are less likely to have difficulties.
6. Make your rules and expectations very clear at the beginning of the day.
7. Do not discuss the teacher's class with other people, especially out of school. You are a professional and should not discuss individual students or problems. If you need to talk to someone about a problem, talk to the principal.
8. Keep your opinions about students or the teacher's class to yourself.
9. Be neat and professional in your appearance.
10. Follow the lesson plans the teacher left for you.
11. Even though a few students can upset your plans, try to find out the names of the students who have been good or helpful and let the teacher know about them also.
12. Most students will acquiesce to your leadership, but there will be some who will question your plans or authority. It is better not to argue. Instead say, "*I know this may not be the way Mr. Smith does it, but this is the plan for today.*"
13. Do not let the students manipulate you by protesting or saying "We never do that!" Just tell them, "*I know it can be hard to have a sub, but for today we will read aloud instead of silently.*"

14. Be assertive so the students do not feel they can manipulate your decisions and authority. You can use statements such as:

*“I need you to start reading now.”*

*“I want everyone to pass his/her paper forward.”*

*“I don’t need.....”*

*“I don’t want.....”*

15. Walk around the room. Don’t just sit behind the desk. The students will be more likely to be on task when you are close by them.
16. Do not touch the blood of a bleeding child. Use a napkin, towel, or a cloth to cover the cut. Have the student put his hand on the cut until you can get to water or the nurse.
17. If a teacher has classroom sets that are used by the students, be sure to have all materials returned to their appropriate location before the entire class can leave. It is easier to locate one book or calculator in a class of 30 rather than trying to find one in the whole school. Hopefully, the calculators or books are numbered and have been assigned to be given out in order so you know who has the missing book.
18. Do not make statements lightly. Students remember!

## CLASSROOM MANAGEMENT

1. Review behavior management rules/rewards/consequences as posted in the teacher's lesson plan book or on the bulletin board. Establish your behavior expectations.
2. Follow the established procedure. Do not rely on student interpretation of rules – ask another teacher. Do not try to impose an entirely new system for one or two days. When you sense that students are willing to be helpful in terms of clarifying procedures, use them.
3. Be sure to have a current seating chart for the classes. Call the students by name. Establish a business-like, work-oriented atmosphere. Students behave best when working on a worthwhile task.
4. Be positive in your demeanor. Expect good behavior and try to “catch them being good”. A rule of thumb is that five positive comments should accompany one negative. Be sincere and genuine.
5. Be an informed substitute; know the school rules. Ask questions of other teachers and the school administrators when you need assistance.
6. Get the class to work as soon as possible. Start the day out quickly, firmly, and concisely. Appear confident. The substitute's first words and actions usually go a long way in setting the day's discipline. Keep the students busy.
7. Take firm control of the class from the beginning. Physical punishment, sarcasm, ridicule, or hasty decisions are not acceptable as a means of student control. Whenever possible avoid an open clash with the student(s). Kindness and sympathy, lined with firmness, is a far better way of maintaining class control.
8. Physical conditions in a room may affect the behavior of students. Watch ventilation, temperature, and light. Keep the room neat and orderly. Supervise students as they enter and leave the classroom. Stand at the door and meet them in a friendly manner. Smile!
9. Fairness and careful follow-through are invaluable in maintaining good classroom order.
10. Model the behavior you want from the students. Mind your manners – student behavior often reflects a teacher's good or bad manners. Dress appropriately. Expect respect and cooperation; be respectful of student opinions.
11. Use positive rather than negative requests and suggestions.
12. Walk around the room. Stand next to the noisy person or group. If necessary, change disruptive students' seating assignment.
13. Be organized! Make a point to get the room in order before the end of each class period.

# **Appendix**

**Educator's Code of Ethics**

**GISD Payroll Schedule**

**GISD Substitute Pay Scale**

**Campus Information Sheets**

**Emergency Procedures**

**Substitute Assignment Calendar**

**Substitute Teacher Report**

**Substitute Checklist**

## EDUCATORS' CODE OF ETHICS

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

### 1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

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.

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

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

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 of students, or other persons or organizations in recognition or appreciation of service.

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

Standard 1.7. The educator shall comply with state regulations, written local Board policies, and other state and federal laws.

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

Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

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

## 2. Ethical Conduct Toward Professional Colleagues

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

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

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.

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

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

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

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

## 3. Ethical Conduct Toward Students

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

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

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

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, gender, disability, national origin, religion, family status, or sexual orientation.

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

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

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

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

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

- a. The nature, purpose, timing, and amount of the communication;
- b. The subject matter of the communication;
- c. Whether the communication was made openly or the educator attempted to conceal the communication;
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e. Whether the communication was sexually explicit; and
- f. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

19 TAC 247.2

# GILMER ISD 2016-17 PAYROLL SCHEDULE

<b>Pay Period</b>	<b>*Weeks in Pay Period</b>	<b>Cutoff Date</b>	<b>Payroll Date</b>
June 24 – Jul 21	4	<b>Jul 21</b>	August 25, 2017
Jul 22- Aug 25	5	<b>Aug 25</b>	September 25, 2017
Aug 26 - Sept 22	4	<b>Sept 22</b>	October 25, 2017
Sept 23 – Oct 20	4	<b>Oct 20</b>	November 17, 2017
Oct 21 – Nov 17	4	<b>Nov 17</b>	December 21, 2017
Nov 18 – Dec 22	5	<b>Dec 22</b>	January 25, 2018
Dec 23 – Jan 19	4	<b>Jan 19</b>	February 23, 2018
Jan 20 – Feb 16	4	<b>Feb 16</b>	March 23, 2018
Feb 17 – Mar 23	5	<b>Mar 23</b>	April 25, 2018
Mar 24 – Apr 20	4	<b>Apr 20</b>	May 25, 2018
Apr 21 – May 25	5	<b>May 25</b>	June 25 2018
May 26– June 22	4	<b>June 22</b>	July 25, 2018
June 23– Jul 20	4	<b>Jul 20</b>	August 24, 2018

\*Cutoff dates have been scheduled in 4 or 5 week intervals in an effort to equalize payrolls for hourly employees.

Timesheets, absent from duty forms, changes (deductions, address, phone#, etc), extra duty info. (special event workers, extra trips, UIL, Summer School, etc.) must be in the payroll office Monday morning following the Friday cutoff date for payment on the next scheduled payroll date.

Payroll checks/direct deposit paysheets will not be mailed. Payroll checks/direct deposit paysheets will be available for pickup at the Payroll office in the Administration Building located at 500 S. Trinity St. between the hours of 8:00 and 4:00 on payday. You may be required to provide picture identification (such as a driver's license) to receive your payroll check/direct deposit paysheet. Your payroll check/direct deposit paysheet may not be released to anyone (including spouse, child, or parent) without your prior written permission and proper identification.

# Gilmer ISD Substitute Pay Scale

## Teacher

Degreed, certified teacher	\$80.00
Degree, non-certified	\$75.00
Sixty College hours	\$70.00
High School Diploma	\$70.00

## Long-Term Assignments (refer to page 4 for definition)

Degreed	\$100.00
Non-degreed	\$80.00

## Support Personnel (Paraprofessionals)

Instructional Assistants and Secretarial/Clerical	\$65.00
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If your level of education changes at any time, it will be your responsibility to bring in a current transcript showing the date conferred for any increase in pay. The increase of pay becomes effective on the day the Human Resources Department receives your transcript.

Paychecks are issued once a month and may be picked up in the payroll office in the Administration building located at 500 S. Trinity Street, Gilmer, TX 75644. You will have the opportunity to complete a direct deposit authorization form if you choose the direct deposit option. (Note: You will still have to pick up your paycheck stub at the Administration building.)

Specific questions concerning a substitute's paycheck should be addressed directly to the district's payroll department at 841-7400. Questions concerning rate of pay or status should be addressed to the personnel office at 841-7400.

# GILMER ELEMENTARY SCHOOL

Kimberly Kemp, Principal  
Adra Barnes, Dean of Special Programs  
Brandon Thurston, Assistant Principal  
Wes Godsy, Assistant Principal



Welcome to Gilmer Elementary. We look forward to having you on our campus helping us to ensure that the students of our community are receiving the instruction they need to be successful. Below are our guidelines.

- Please park in the front parking lots.
- All substitutes report to the office by 7:30 to sign in and receive your name badge for the day. Many of our teachers have morning or afternoon duties so please check the sub folder.
- Please follow the teacher's lesson plans. These plans should be left by the teacher and include a daily schedule, attendance sheet and end of the day transportation information. If sub plans are not available, please contact Kim Keeling (ext.1708).
- Attendance should be submitted to the office promptly at 10:00.
- You may eat breakfast and lunch in our cafeteria. The cost of an adult breakfast is \$2.25 lunch is \$3.75.
- Confidentiality must be observed at all times in regarding student information.
- Cell phone use is not allowed while supervising students.
- All substitutes must stay until the end of the day. At 3:15 please check with Kim Keeling to see where you are needed. Please be prepared to cover any afternoon duties that go along with your assignment.

Thank you so much for sharing your time with us at Gilmer Elementary. We look forward to seeing you soon.



**GILMER**  
INDEPENDENT  
SCHOOL DISTRICT

# Bruce Jr. High School

111 Bruce St.  
Gilmer, Texas 75644  
(903) 841-7600  
(903) 843-6108 fax  
[www.gilmerisd.org](http://www.gilmerisd.org)

Bill Bradshaw, Principal

Troy Tatum, Assistant Principal

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Welcome to Bruce Jr. High School. We look forward to having you as a part of our instructional team. If you have any questions, please ask another teacher, an administrator or a member of our office staff.

## BJHS Substitute Expectations

- Please report to the office to sign in with Jamie Jones or Donna Youngblood. Report time is 7:30 a.m. If it is your first time to sub on our campus, please have your Driver's License.
- Park in the south teacher's parking lot.
- Attendance sheets will be provided to you. Please submit those to the office within the first ten minutes of class.
- Follow the teacher's lesson plans. If you need help, please ask another teacher or any campus administrator. We will be happy to assist you.
- Follow the teacher's teaching schedule and if we need your assistance during his/her conference or teaming period, Mrs. Jones or Mrs. Youngblood will direct you to the location in which we need help. If you are not needed, then you may return to the teacher's classroom and prepare for your next class.
- You may eat lunch and breakfast in our café. The cost of an adult breakfast is \$2.25 and lunch is \$3.75.
- Sign out with the office at the end of the day, which is 4:10 p.m., or if you leave campus for any reason.
- Confidentiality must be observed at all times in regarding student information.
- In between classes, monitor the hallway. If you need a restroom break during the transition time, there are staff restrooms in the CORE room in the back of the office area.



## **GILMER INTERMEDIATE SCHOOL**

Gina Treadway, Principal  
Jennifer Rucker, Assistant Principal  
Cecelia Boykins, Counselor  
Anita O'Neal, Secretary  
1623 US Hwy, 271 North  
903-841-7800

Welcome to Gilmer Intermediate School! We are excited to have you as part of our team, working to ensure that quality instruction is provided to our students. If you have any questions, please ask another teacher, an administrator or a member of the office staff. Thank you for sharing your time with us at Gilmer Intermediate.

1. Please report to the office to sign in with Anita O'Neal. Report time is 7:30 a.m. If it is your first time to sub on our campus, please have your Driver's License.
2. Please park in the front parking lot.
3. Please avoid using your cell phone during class time. Actively monitor the students in your classroom.
4. Attendance rosters will be provided for you. (If you are unable to locate the attendance rosters, please see Anita O'Neal in the front office.) Please submit those to the office within the first ten minutes of each class.
5. Follow the teacher's lesson plans. If you need help, please ask another teacher or any campus administrator. We will be happy to assist you.
6. Follow the teacher's teaching schedule and if we need your assistance during his/her conference period, Anita O'Neal or Tori Baxter will direct you to the location in which we need help. If you are not needed, then you may return to the teacher's classroom and prepare for your next class.
7. You may eat breakfast or lunch in our café. The cost of an adult breakfast is \$2.75 and lunch is \$3.75.
8. Sign out with the office at the end of the day or if you leave campus for any reason. At 3:15 please check with Anita O'Neal to see where you are needed.
9. Confidentiality must be observed at all times in regarding student information.
10. In between classes, monitor the hallway. If you need a restroom break during the transition time, there are staff restrooms in the workroom.

# Gilmer High School



Brian Bowman, Principal

Jasmine Cunningham, Assistant Principal

Josh Barton, Assistant Principal

- All substitutes should report to the high school campus no later than 7:30.
- Please park in the parking spaces along street. If you are substitute teaching in another building on campus, you will be instructed as to the best places to park for our other buildings.
- Always report to the high school office upon arrival and sign in, collect attendance sheets, or to receive other instructions for the day.
- If your substitute assignment occurs on different campuses during the day, please report to each campus office for instructions, information, and attendance sheets.
- Always follow the teacher's lesson plans. If for some reason you need help, please contact Jeff Hamilton.
- Do not use your cell phone in class or use the teacher's computer. Actively monitor the students in your class.
- If you leave campus for any reason, please let the front office know that you are leaving.
- If your sub assignment ends before 3:50, contact Josh Barton before leaving campus for the day.
- Feel free to ask any staff member for help should you need it.
- Please report any problems to the high school office.

**GILMER ISD**  
**EMERGENCY PROCEDURES**  
**For Substitutes**

PURPOSE: Emergency procedures are established to provide for the safety of students and staff during an unforeseen incident. The following information is provided to you so that if such an occasion arises, you will know how to react to secure the safety of yourself and the students who you are supervising.

TERMINOLOGY:

- a) Evacuation – All persons shall be moved to another location that will be a safer environment than the present location. Evacuations are from inside a building to either outside or another school location. Reverse evacuations are usually from outside to inside.
- b) Lockdown – The building is “locked down” until a threat or intruder is under the control of police or administration. During lockdown, all doors are locked and all persons remain where they are until directed otherwise by either police or administration. ***All announcements, bells, and other signals are to be disregarded during a lockdown.***
- c) Shelter in place – This command is given during a tornado. All persons will take a “safety” position on the inside wall of a classroom until an all clear is announced.
- d) Tornado watch – No funnel clouds sighted, but conditions exist that could contribute to the formation of a tornado.
- e) Tornado warning – A funnel has been sighted by a person or Doppler information shows the formation of a tornado.

FIRE ALARM (DRILL)

- a) Consult the fire evacuation plan posted in each classroom to determine your escape route. Instruct the students to exit your classroom in single file.
- b) Carry roll sheets with you
- c) Close door and turn out lights
- d) Be the last person out of the door.

LOCKDOWN

- a) Lock door
- b) Turn out lights
- c) Close blinds
- d) Move students to inner wall out of sight of door or windows
- e) Remind students to remain quiet
- f) Do Not Open door for anyone! The door will be unlocked by a police officer or administrator.
- g) Disregard all announcements, bells, and other signals!

### TORNADO (DRILL)

- a) You will hear announcement of “Shelter in Place”
- b) Direct students to assume “safety” position facing inside wall of classroom.
- c) Keep a class roll with you
- d) Remain in safety position until “ALL CLEAR” announcement

### IN THE EVENT OF A DISASTER:

- a) Life safety first – make sure that you and students are safe
- b) Check for any injuries and send a runner to notify the office. **DO NOT LEAVE** your students.
- c) Check roll to make sure all of your students are accounted for.
- d) Make a note of students injured.
- e) When safe to do so, move non-injured students to safer area. Keep them together and calm. This can be accomplished with a buddy teacher who takes the non-injured students or stays with injured students.
- f) Be prepared to assist with re-unification duties.
- g) Students are not to be released until re-unification center is set up and documentation of student release is in place.
- h) Be prepared to de-brief once all students have been released
- i) Take care of your own mental needs.



## **Substitute Teacher Report**

*(This particular form is optional but a note should be left for the classroom teacher as indicated on page 12 of the handbook.)*

Substitute's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Substitute's Phone Number: \_\_\_\_\_

Substituted for: \_\_\_\_\_

Notes regarding lesson plans:

Notes regarding students (positive comments are welcomed too):

Messages for the permanent teacher:

## Substitute Checklist

HAVE YOU:

- \_\_\_\_\_ 1. Reported to the office on arrival?
- \_\_\_\_\_ 2. Become familiar with the routine of the school?
- \_\_\_\_\_ 3. Prepared all materials needed for the day?
- \_\_\_\_\_ 4. Written your name on the chalkboard?
- \_\_\_\_\_ 5. Introduced yourself to neighboring teachers?
- \_\_\_\_\_ 6. Started class on time?
- \_\_\_\_\_ 7. Taken the time to have students give you their names?
- \_\_\_\_\_ 8. Followed lesson plans?
- \_\_\_\_\_ 9. Fulfilled the classroom teacher's extra duties?
- \_\_\_\_\_ 10. Involved all students in some way?
- \_\_\_\_\_ 11. Been enthusiastic?
- \_\_\_\_\_ 12. Acted professionally?
- \_\_\_\_\_ 13. Left the room orderly, with items used returned to the proper place?
- \_\_\_\_\_ 14. Closed windows, turned off lights, turned off A-V equipment?
- \_\_\_\_\_ 15. Filled out any reports due at the end of the day?
- \_\_\_\_\_ 16. Returned any keys that may have been issued to you?
- \_\_\_\_\_ 17. Written a note to the classroom teacher?
- \_\_\_\_\_ 18. Checked with the principal or secretary to see if you are needed the next day?

August, 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September, 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October, 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November, 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December, 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January, 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## 2017-2018 Gilmer ISD

First Semester 85 days

Second Semester 86 days

Start Dates: Staff 8/14 Students 8/28

End Dates: Staff 6/8 Students 6/1

Reporting Periods	Days
1 <sup>st</sup> Six Weeks	29
2 <sup>nd</sup> Six Weeks	28
3 <sup>rd</sup> Six Weeks	28
4 <sup>th</sup> Six Weeks	30
5 <sup>th</sup> Six Weeks	29
6 <sup>th</sup> Six Weeks	29
1 <sup>st</sup> Nine Weeks	42
2 <sup>nd</sup> Nine Weeks	43
3 <sup>rd</sup> Nine Weeks	44
4 <sup>th</sup> Nine Weeks	44

Total Student Days 173

### School Bell Times

GHS & BJH	8:00	3:50	INT & Elem	7:45	3:00
	02,335 min.			76,075 min	








### Early Release Times

GHS&BJH-12:00 INT&Elem-1:00

### Student Holidays

Labor Day	Sept. 4
Yamboree Days	Oct 19,20
Thanksgiving	Nov. 20-24
Christmas	Dec 22-Jan 5
MLK Day	Jan 15
Spring Break	Mar. 12-16
Good Friday	March 30
Memorial Day	May 28

### Codes

	School Holiday
	Begin Six Weeks
	End Six Weeks
	Bad Weather Day
	State Waiver Student Holiday
	Prof Dev /Staff Workday
	Early Release

### Contract Dates

187 Day	Aug 14 - June 6
197 Day	Aug 7 - June 13
207 Day	July 31 - June 20
226 Day	July 1 - June 30

February, 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March, 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April, 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May, 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June, 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July, 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



## **GILMER ISD SUBSTITUTE TEACHER HANDBOOK ACKNOWLEDGEMENT**

I hereby acknowledge that I have read and understand the Gilmer ISD Substitute Teacher Handbook and agree to abide by the standards, policies, and procedures defined or referenced in the handbook.

I understand that the information in the handbook is subject to change. I understand that district policies supersede information in the handbook, and may modify, or eliminate the information summarized in the booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform the GISD Human Resources Department of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting the GISD Human Resources Department if I have questions or concerns or need further explanation of any portion of the handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date