

2018-2019
Paradise ISD
Substitute Teacher
HANDBOOK



Paradise ISD Administration Offices 2018-2019

Campus	Personnel	Position	Telephone
Central Administration	Dr. Paul Uttley	Superintendent	
	Patti Seckman	Assistant Superintendent	ext 5027
	Dr. Joyce Hardy	Assistant Superintendent	ext 5162
	Janice Clark	Secretary to the Superintendent	ext 5002
	Cindy Staley	Human Resources	ext 5001
	Summer Mathis	Business Manager	ext 5004
	Kathy Cavender	Secretary	ext 5035
High School	Mark Mathis	Principal	
	Rayma Young	Assist. Principal	
	Brandi Lambert	Secretary	ext 5010
	Cherie Gopffarth	Counselor	ext 5013
	Kathy Cavender	Secretary	ext 5035
Jr. High School	Greg Fletcher	Principal	
	Melissa O'Dell	Secretary	ext 5028
	Leanna Thomas	Secretary	ext 5032
	Johna Ford	Counselor	ext 5029
Intermediate	Kristen Gage	Principal	
	Kim Robinson	Secretary	ext 5034
	Justa Dowling	Counselor	ext 5072
Elementary	Robyn Gibson	Principal	
	Joshua Rutledge	Assist. Principal	
	Kelly Penny	Secretary	ext 5044
	Robin Garrett	Counselor	ext 5047
	Virginia Carrillo	Secretary	ext 5046

Introduction

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

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of substitute teacher procedures. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, District policies can be accessed online at www.pisd.net. If further explanation is needed, you may confer with a campus supervisor, or call the appropriate district office.

Equal Opportunity Employment

The Paradise School District does not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on the basis of race, religion, sex, national origin, or age should contact ADA/SECTION 504/TITLE IX coordinator, Superintendent of Schools, 338 School House Rd. Paradise Tx. 76073.

District Procedures

1. Substitute teachers make application online at www.pisd.net and are placed on the approved substitute teacher's list after approval by the administration.
2. Applicants must be a high school graduate or have completed / passed the GED Program.
3. Documents required for Personnel Office are:
 - a. Completed, signed application
 - b. Verification of educational attainment
 - c. W-4 Form
 - d. Employment Eligibility Verification (I-9)
 - e. Signed Substitute Teacher Handbook Acknowledgement Form
 - f. Copy of driver's license
 - g. Copy of Social Security Card
 - h. Finger prints
4. The Personnel Office much complete:

- a. Criminal History Record Check and Subscription

Pay Information

1. Substitute teachers shall serve from day to day for either a full day (7.5 hrs not including lunch) or a ½ day (3.5 hours hours not including lunch)
2. Substitutes are limited to 4 full days or 8 ½ days or a combination of the two not to exceed 30 hours in a week.
3. Pay will be at the following rate:
 - ❖ \$65.00 – Non-4 year Degree
 - ❖ \$80.00 – 4 year Degree
4. Paychecks will be direct deposited. A direct deposit form and either a cancelled check, deposit slip (checking only) or other printed document from the bank institution with bank routing and checking acct number will need to be on file before your first paycheck can be processed. Paydays should be the 20th of each month. Should the 20th fall on a weekend, payday will be on the Friday before. Wage Statements will be emailed to your PISD email account.

Orientation

No substitute teacher may be hired unless he/she has completed the required orientation at Paradise ISD and has been placed on the approved list.

AESOP Procedures

Refer to the AesopQuickStart Guide for Substitutes

This guide will show you how to:

Log on to the AESOP System

- Find and accept available jobs
- View your schedule
- Remove yourself from an accepted assignment *
- Manage your call times
- Manage your Availability
- Manage your personal information
- Select preferred schools
- Understand AESOP
- Notifications

Responsibilities

SCHOOL SAFETY is our first priority.

1. Arrive early - the school day begins at 7:45 and ends at 3:45
2. **Check-in at the campus office.** Ask for any special direction the principal may suggest and also ask about regular classroom teacher's special duties for the day (i.e., tutorial, hall duty, bus duty, etc.)
3. Inquire with office secretary as to where you are needed during the conference period of the teacher you are subbing for (if applicable).
4. Get a Substitute ID/Access Badge from the campus office each day. Per the ID Requirement document that is to be signed and returned, you must wear this ID Badge at all times for identification purposes.
5. Make sure you have attendance sheets for the day to account for tardies and absences. Ask how often these need to be turned in to the office or is end of day sufficient.
6. Every teacher will have available a Substitute Folder with pertinent information for the substitute. It is important to locate this folder.

Inside the substitute folder will be materials of importance, such as:

- ❖ Master schedule, lesson plans, syllabus
 - ❖ Instructions regarding student medication and grading procedures
 - ❖ Fire drill and other emergency instructions
 - ❖ Seating Charts
 - ❖ Important or medical information about any student
 - ❖ Specific instructions to the substitute
 - ❖ List of pupils in various groups
 - ❖ List of supervisory responsibilities, such as duty schedule
7. Locate the classroom teacher's daily schedule; lesson plans, teaching resources, and any other needed materials.
 8. **Follow the program of the regular classroom teacher as closely as possible.** Understand and follow the teacher's lesson plans.
 9. **Remain attentive and focused on your students at all times.** Awareness of what is transpiring in your classroom is crucial. Be able to explain any circumstances and your actions while students are in your care.
 10. **Good classroom management skills-** Engage students; State expectations; Monitor actively; Model what you expect from students; Use non-verbal cues and low-profile intervention; Seek positive discipline instead of negative and use verbal praise and reinforcement. Redirect problem behavior early before it escalates.
 11. The desired professional demeanor- Enthusiastic, compassionate, positive attitude.
 12. Cell phone use is limited to lunch and conference periods **ONLY!**

13. **Special Needs-** Some students will require more attention due to medical or academic needs. The principal or teacher will provide this information.
14. **Internet- The district has a protective filter and attempts to view inappropriate websites is unacceptable and can be against the law.**
15. Avoid changing the seating arrangement or any other part of the room organization except for temporary grouping of the pupils for instruction.
16. Locate the classroom teacher's mailbox. Check the box during lunch and/or conference daily for notes that may need to be sent home with the students.
17. Introduce yourself to neighboring classroom teachers. They will be able to answer many of your questions.
18. Acquaint yourself with fire and emergency drill procedures, assigned exits, and refuge area procedures located by the doors in each classroom.
19. Adhere to federal guidelines for SMART SNACKS in the classroom.
20. Never offer to transport students home.
21. **Notes and phone calls to students of a personal nature are prohibited, including contact via Social Media.**
22. Maintain high standards of ethics and avoid comparison of teacher/ pupil learning situations.
23. **Respect the confidential information contained in school records. It is the law.**
24. Supervision of halls and corridors is a responsibility of all teachers, including substitutes, especially when students are entering the building or leaving the building.
25. Some schedules will be atypical in location and routine. Please check with the campus principal to acquire information. (AG Science, PE, etc.)
26. Report immediately any serious accident or illness to the principal, secretary, or nurse.
27. **All head injuries must be reported to the office**, no matter how minor you think they are.
28. **Administering medicine- Only the school nurse or other designated school personnel may give medication, not the classroom teacher or substitute teacher. (nurse forms/referrals)**
29. **Bloodborne Pathogens- Any child that is bleeding-provide a bandage or send to the school nurse. Avoid contact with all bodily fluids.**
30. Leave a brief summary of class work activities, as well as any other information that would be helpful to the classroom teacher (bulletins, parental notes, assignments, general information about the day, etc.),
31. If teaching for an extended time, make inquiry of the campus principal regarding your attendance at scheduled meetings.
32. Grade written work that was assigned, unless otherwise indicated, before leaving the building.
33. At the end of the day, organize the room, close windows, and shut off lights, lock door and return key(s) and substitute badge/access card to the office.
34. Any money collected must be turned into the office at the end of the day.
35. Substitutes may not bring their personal children to the assigned classroom.
36. When signing out **at the end of the day check with Kathy Cavender** to determine if you will be needed the following day. kcavender@pisd.net 940-969-5035, text 940-393-2040

General Policies

❖ Release of Children

Any outsider who comes to the classroom for information about a child or asks that a child be released from school must be directed to the principal's office. Under NO circumstances are students to be released from the classroom without official notice from the campus principal.

❖ School Property

It is expected that the substitute teacher maintain good order wherever assigned, and create conditions that are conducive to a positive learning situation. The regular classroom teacher is legally and morally responsible for the welfare of all children and is charged with the maintenance of school property. No less is expected of the substitute teacher.

❖ Professional Confidentiality

Substitute teachers are expected to hold in professional confidence any information about the school (pupils, teachers, parents, and/or principals), which might be gained while substituting.

❖ Identification Regulations

Paradise Independent School District, in an effort to ensure the safety and security of facilities and staff, has implemented an access control system. The cooperation of all employees is needed to make this system secure and protect our schools from intruders. The following regulations are designed to ensure control by designating employees certain rights to occupy buildings while prohibiting entry when not approved.

1. All employees shall wear and display an official Paradise Independent School District Identification Card while on duty at all times.
2. Hours and level of access are set for each campus substitute ID badge/access card
3. Identification Cards shall not be defaced to cover the front of the card.

4. A lost card will be reported to the campus secretary as soon as possible.
5. Upon the completion of each assigned sub period, Identification Cards will be returned to the Campus office.
6. Identification Cards shall not be “loaned” to anyone

❖ Dress Code

- No shorts may be worn in the classroom.
- Pants must come down the leg greater than 75% of the way.
- No jeans* may be worn except on specially designated days. *(These days vary by campus, please check ahead of time to know if you are subbing on a campus jean day or not. If in doubt, do not wear jeans.)*

* Jeans are defines as blue denim. They cannot be torn or frayed. These can be worn on day a week (set at the beginning of the year by the principal). Each principal has 6 extra days, each semester, to allow staff to wear jeans. State testing days are automatic jeans days and do not count against the days stated above.

- Nice tennis shoes may be worn daily. Shoes that would be worn in a basketball game, as defined by today’s standards, are not acceptable.
- Flip flops are not acceptable
- Nice sandals are acceptable.
- Neatly trimmed mustaches will be allowed. No beards or goatees.
- No visible tattoos
- Have a neat and professional appearance at all times.

If there is a question related to dress code, please have a conversation with your supervisor or principal.

❖ Discipline

All substitutes are expected to assume responsibility for the discipline in their groups and to assist in the correction of all other irregularities that may occur. As temporary members of the faculty, substitutes are charged with the responsibility of informing students on 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 discipline problems before they are referred to the principal. The removal of a student from class should only be initiated after consulting with the principal or assistant principal and after all other attempts to correct or discipline the students have failed. Best practice is to speak with the child privately if your efforts at redirection and/or correction are ignored.

Discipline Procedures

When sending a student to the principal, the substitute teacher maintains the duties of supervision and care for both the individual child and the remainder of the class. Actions to consider:

- Utilize the intercom or classroom phone to call the office
- Have another student accompany the student
- Send a student to bring someone from the office
- or, have another teacher watch your class while you take the child to the office.

❖ Public Relations

All schools in the Paradise ISD are operated under the same policies of the Board of Trustees. Differences may exist in the administration of the individual campuses carrying out the policies. A substitute teacher is in a position to establish good school – community relationships for the school system and for the individual campuses in which he/she will be teaching.

Reaction to the day's work will often be discussed with non-teaching as well as teaching friends and will result in good or poor impressions. At all times, we welcome the substitute teacher's suggestions as to how we may better the school's services to the substitute teachers and how the substitute teacher can better serve the schools.

❖ Child Abuse

Any school employee (including a substitute teacher) who knows or reasonably believes that a child has been neglected or physically or sexually abused must immediately notify Child Protective Services. You may contact the building principal for assistance, but you are individually responsible for making the report.

❖ Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

- Such conduct can be made explicitly or implicitly
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working, or learning environment.

Paradise ISD

Drug-Free School/Workplace Requirements

The District prohibits the unlawful distribution, possession, or use of illicit drugs and alcohol - or any controlled substance, as that term is defined in state and federal law – in the workplace, on school premises or as part of an of the District’s activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment – with the District, and referral to appropriate law enforcement officials for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

(This notice complies with notice requirements imposed by the Federal Drug – Free School and Communities Act Amendments of 1989 [20 U.S.C. 3224a and 34 CFR 86.201].)

Your 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 by AESOP. 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.

STUDENT DRESS AND GROOMING (All Grade Levels)

Paradise ISD has established the following student dress code to promote community pride and spirit, to promote self-discipline, to encourage proper

grooming and hygiene practices, and to insure the educational efficiency of the school system.

Students at Paradise ISD are asked to have pride in their appearance at all times.

Students and parents may determine a student's personal dress and grooming standard, provided that they comply with the below listed guidelines.

- 1) Students may wear loose fitting, hemmed shorts, or skorts. The length must be no shorter than the longest fingertip when arms are extended and hands held flat against the leg. Due to growth and development of students, fingertip length may be deemed inappropriate at the administrator's discretion.
- 2) Halter tops, bare midriffs, spaghetti straps, tube tops, undergarments worn as outerwear, or cut/torn articles of clothing will not be allowed. Sleeveless shirts or blouses may be worn by girls, but must have a shoulder strap width of 2 1/2 inches (width of a dollar bill with backs completely covered). Boys will wear shirts with sleeves. Tank tops and muscle shirts are not allowed. Visible cleavage when sitting or standing is NOT allowed. Any garment that shows any inappropriate part of the body due to sitting, bending, or raising hands and are a distraction to the educational process will not be allowed.
- 3) No caps, hats, sweatbands, bandanas, or headwear may be worn in any building on campus during school hours. When taken up, they become property of the principal.
- 4) No clothing may be inappropriately worn or contain inappropriate pictures, slogans, or advertisements.
- 5) Underclothing, boxer shorts, etc. need to remain unseen. Bike shorts, spandex, and Lycra may be worn only as an undergarment.
- 6) Body piercing adornments are limited to female ears. No earrings shall be worn by boys, including spacers or other items used in pierced ears or Band-Aids covering earrings. Inappropriate, excessive, or distracting jewelry will be removed upon request.
- 7) Skirts, dresses and slits in skirts and dresses must be no shorter than the longest fingertip when arms are extended and hands held flat against the leg. Leggings may be worn under dresses as long as the dress meets length requirements and is not transparent. Due to growth and development of students, fingertip length may be deemed inappropriate at the administrator's discretion.
- 8) Male students must be clean-shaven at all times. Sideburns are allowed, if they are neatly trimmed and no longer than the bottom of the ear.

- 9) Hair for all students must be out of the eyes and clean. Hair for male students will be styled so that it is off the collar, out of the eyes, and ears are completely visible, with no tails or braids. Hair thickness will not exceed 2" on the top of the head and 1" on the sides and back of the head.
- 10) Hair must be a naturally occurring human hair color.
- 11) Tattoos must be covered at all times.
- 12) Shoes will be worn at all times and properly fastened. No sleepwear of any kind is permitted as clothing, including house shoes.
- 13) Sunglasses are not to be worn in the buildings.
- 14) Chains, ropes, cords, or other items that could be used as a weapon or are deemed a health or safety hazard will not be brought to school or school sponsored activities on or off school premises.
- 15) Pants, jeans, and shorts will be fitted or belted at the normal waist level (no baggy, sagging styles or ones with oversized bellbottoms). Students who violate this rule may be required to tuck in their shirt.
- 16) Clothing should be free of holes.

If a student is not within the guidelines of the Dress Code, the student will have two options.

- Have someone bring the student clothing that adheres to the Dress Code within a reasonable amount of time, or
- Spend the remainder of the day in ISS

If a student is not within the guidelines of the Dress Code regarding hair, the student will be given a suitable time frame by the administration to ensure their hair is within Dress Code. If the student does not comply, they may be placed in ISS or suspended.