

Sunnyvale ISD

Substitute Teacher Handbook

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Foreword

The purpose of this handbook is to provide a common understanding of requirements, policies, and procedures for substitute teachers in the Sunnyvale Independent School District.

The most important function performed in the Sunnyvale Independent School District is the instructional program in the individual classroom. The instructional program is carefully planned each day so that students will have a setting conducive to teaching and learning.

There are times when a teacher is absent due to personal illness, illness within the teacher's family, personal business, or school business. It is then that the substitute teacher is called on to present the instructional program.

The Sunnyvale Independent School District, its Board of Trustees, and professional staff consider substitute teaching an important phase of the total school program. The substitute teacher plays a significant role in upholding the high standard of teaching, which is maintained in the Sunnyvale School District, and the presence of the substitute teacher must ensure a continuous program of quality instruction for all children and youth. The role of the substitute teacher is one of great challenge and one in which he or she may face new and different situations several times each day. The work is never easy. Substitute teachers are expected to meet this challenge with personal dedication and sincere conscientious effort. Substitute teachers are welcome as part of the District's professional family and are to be treated with consideration, courtesy, and respect by all school personnel, parents, and students.

General Information

You must report any change of name, address, telephone number, educational status, or availability to the Personnel Office. You, as a substitute, serve at the discretion of the school district and may or may not be requested to substitute during the school year. A principal has the right to allow an approved substitute to work on his or her campus.

Effective September 1, 1995, substitute teachers who have retired from active teaching anywhere in Texas and are receiving retirement income from the Teacher Retirement System of Texas may work an unlimited number of days per school year at no more than the daily substitute pay rate established by the employer. The number of days that a disability retiree is allowed to work in a school year as a substitute or half-time employee should not exceed 90 days.

The pay for a substitute teacher is \$65 per day for a classroom assignment. If a bachelor degree is held the pay is \$70 per day. Long term assignment after 30 consecutive days or a recurring substitution totaling more than 30 days for the same teacher and with the Superintendent's approval, will result in a pay rate of 75% of the state rate for a beginning teacher plus \$5.00 per day if certified in that area. For additional information refer to Board Policy DPB (Local) which states in part: The rates for substitute pay shall be set by the Board and recorded in Board minutes. Work hours are from 7:45 a.m. to 3:15 p.m.. You

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are expected to remain on duty for the entire day and follow the same work schedule as the regular teacher unless otherwise advised by the school's administrative staff.

If you are required to be at the school more than four hours, you will qualify for one full day's pay. If you are required to be at the school for four hours or less, you will qualify for one-half of a day's pay.

Paychecks are mailed by the 25th of each month. You may not receive your checks earlier. Questions regarding substitute paychecks should be directed to the Payroll Office at (972) 226-5974.

You are to accept the responsibility for helping create and maintain a cordial relationship among teachers, students, the school, and the community. You should consider your role as a substitute to be that of a professional.

When you have made a commitment to substitute, you should remember that the principal, the teacher who is absent, and the students are relying on you to report. Immediately call (972) 226-7601 if you are unable to attend.

If you have any questions or suggestions concerning the substitute program, you are asked to submit them in writing to the Personnel Office. We welcome new suggestions as to how we may improve and serve the schools. Suggestions are regarded as confidential.

Responsibilities

You are requested to accept assignments for which you are qualified in any school in the Sunnyvale School District.

Service Procedures

Upon arrival at the campus:

- Report to campus Substitute Coordinator Jeriann Lee.
- Check the teacher's mailbox when you arrive and throughout the day.
- Introduce yourself to neighboring classroom teachers.
- Acquaint yourself with fire and emergency drill regulations and assigned exits.
- Ask for the substitute folder if the school provides one. Find the classroom teacher's daily schedule, plan book seating charts, record book, textbooks, and other needed materials. Follow the lesson plans of the teacher, and if you have any questions, please contact the principal.

It has been recommended that each teacher make available an informational folder for the substitute teacher. If such a folder is provided, it should contain a daily schedule and classroom procedures concerning attendance, class helpers, and lunch. It should also contain the proper steps to follow to remain consistent with the disciplinary policy followed in the classroom, including rewards for positive behavior. The folder should also include the names and locations of teachers and administrators to contact for assistance.

Throughout the day:

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- Avoid changing the seating arrangement or any other parts of the room organization except for temporary grouping of students for instruction or group work;
- Maintain high standards of ethics and avoid comparison of teacher-student learning situations;
- Supervise halls and corridors, especially when students are entering the building or leaving the building at bell time;
- Check elementary attendance at 9:00 a.m.. Record classroom attendance in middle school at the beginning of second period;
- Report serious accidents or illnesses to the principal or nurse immediately;
- If you are teaching for an extended period of time, attend all scheduled teachers' meetings. If in doubt, ask the building principal about these meetings;
- Supervise dismissal of all students at the end of the day;
- Grade any written work that you have assigned before you leave the building unless the teacher has requested other procedures;
- Use this handbook. Become acquainted with it as soon as possible and familiarize yourself with individual school requirements.

Administrators may assign you other classes during the regular teacher's conference period.

End of Day or End of Service Procedures

- Leave a brief summary of the work completed as well as any other information that would be helpful to the classroom teacher- bulletins, parental notes, assignments, a list of absences, general information about the day, or brief comments about students' behavior, both positive and negative.
- Put away any material or equipment used.
- Report to the office regarding the next day and/or problems concerning your stay in the building.

Responsibilities of the Principal or Designee

- Provide the substitute with the schedule for the school day and any special activities that may be scheduled.
- Provide the substitute an escort to the classroom on the first day of assignment.
- Assist in locating a room key (if needed), textbooks, grade books, and folders, which contain the information, needed by substitute teachers. Also, provide building information regarding the lunchroom, restrooms, emergency exits, and other building information necessary.
- Indicate that help with discipline will be given when necessary.
- In case of a longer assignment of a week or more, explain the method of ordering supplies and the ways of obtaining help in special areas.

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- Visit the substitute teacher's room at regular intervals. Your interest will be appreciated and help may be needed.
- Evaluate the performance of substitute teachers.

Responsibilities of the Regular Classroom Teacher

The following materials should be in or on the desk or in the informational folder provided for the substitute teacher:

- Daily plans made out in sufficient detail,
- Weekly time schedules of classes,
- List of pupils' names and seating charts,
- List of pupils in various groups,
- List of supervisory responsibilities such as days on duty at noon, recess, or bus duty,
- Important or helpful information about any child (physical disabilities, special needs.)

Copies of textbooks, manuals, and workbooks currently being used should also be on the desk.

General Policies

Release of Children

Any outsider who comes into the classroom for information about a child or who comes to the classroom asking that a child be released from school must be directed to the principal's office. **Under no circumstances are children to be released from the classroom without notification from the front office or by the principal personally removing the child.**

School Property

It is expected that you will maintain good order wherever assigned and create an environment that is conducive to learning. The regular classroom teacher and/or you are legally and professionally responsible for the welfare of the children and the school property.

Confidential Information

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

Dress

You should select clothing that will conform to the District dress policy. Dress is extremely important because students, parents, and others generally respond with respect if the employee is professionally dressed.

Suggestions

Have pride in the profession and in the schools in the Sunnyvale Independent District.

Support and follow school district and campus policies and regulations.

Do not make comparisons of various schools or school personnel.

Respect the confidential information contained in school records.

Respect the confidences of fellow teachers.

Report any serious situations or problems to the principal.

Do your best at all times on all assignments.

Remain current with progress and changes in teaching methods and curriculum.

Reflect the standards of the profession in personal and professional living.

Try to attend and become involved in the District's professional development programs.

Start the day quickly, firmly, and concisely. Be pleasant. Appear confident. Let the students know "Anything doesn't go." The substitute's first words and actions usually set the tone for the day. You must command respect with your actions.

With any group, smile, be friendly, and show enthusiasm.

Be ready, sometimes on an hour's notice. Keep students motivated and captivated, no matter what the subject or grade.

If you have children in the building, stay neutral at all times when you are on duty.

Discipline

When you are serving as a substitute teacher, you are expected to act as the regular classroom teacher would in regard to discipline. All classroom teachers are expected to assume responsibility for the discipline in their groups and to assist in the correction of all other inappropriate activities that may occur. As members of the faculty, teachers are charged with the responsibility of informing students of proper building procedures and rules of conduct. They are equally obligated to correct students for misconduct in the building and on the school grounds.

Every reasonable effort should be made in attempting to solve discipline problems before they are referred to the principal. Occasionally something may occur which warrants the exclusion of a pupil from the class. Exclusions from the class by the teacher are to be referred to the principal who will decide the appropriate action to be taken. The removal of a student from class should only be initiated after all other attempts to discipline the student have failed.

Conditions that may lead to the removal of a student from class would include the following:

- Serious disruptions of the educational process.
- Repeated failure of the student to comply with the normal classroom routine.
- Insubordination
- Repeated truancy from class.

Teachers should at all times exhibit to their students a reasonable degree of dignity, courtesy, and congeniality. They should give every consideration to any inquiries that may arise during class without permitting the pupil to be subjected to ridicule. No sarcasm, bitter, or cutting remarks should be employed, and no words reflecting on parents or families should ever be uttered.

Teachers should maintain effective order and control at all times and will be supported in the use of reasonable punishment to accomplish this objective.

No district employee may administer corporal punishment. The use of physical force by a teacher should be limited to those situations where it is necessary to prevent injury to another person or self or for the preservation of property. In **no** case should a teacher strike a student.

Public Relations

All schools of the Sunnyvale Independent School District are operated under the same policies of the Board of Trustees. However, differences may exist in the administration of the individual school in carrying out these policies.

A substitute teacher is in a position to establish good school-community relationships for the school system and for the individual schools in which he or she is teaching.

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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. We realize that the substitute teacher has a difficult but important task. We wish to utilize every opportunity to help make teaching both pleasant and productive.

It is completely unethical and unprofessional to criticize negatively the school, the class, or individual members of the class with those outside of the school since the period of observation has been of such short duration that accurate conclusions cannot be reached.

Your Commitment

By requesting approval as a substitute teacher for Sunnyvale Independent School District, you are making a special commitment to teach when called.

School officials know that sometimes it is impossible for you to comply with all requests to teach, but good practice and courtesy entitle them to know the reasons why you cannot.

Repeated rejection of assignments may result in your removal from the substitute list

Performance Problems

All substitutes should be aware that if the Administration receives complaints about a substitute's performance, his or her name may be removed from the substitute list, and the substitute will no longer be called for service.

Sunnyvale ISD Board Policy

PERSONNEL POSITIONS:
SUBSTITUTE, TEMPORARY, AND PART-TIME POSITIONS

DPB
(LOCAL)

SUBSTITUTE TEACHERS

At the beginning of each school year, the Superintendent or a designee, in cooperation with principals, shall compile a list of qualified substitute teachers available for the school year. This list shall be approved by the Superintendent and distributed to all principals. The list shall indicate each individual's qualifications. Principals shall request and receive specific authorization from the Superintendent or designee before employing any substitute not on the approved list.

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APPLICATION	Persons wishing to substitute teach in the District shall make application through usual channels. [See DC]
DOCUMENTATION	Approved substitutes shall have on file in the District: <ol style="list-style-type: none">1. The District's application form;2. A record of highest education attained, including high school diploma, GED certificate, or transcript for all college work, and/or Texas certificates; and3. An income tax withholding form.
QUALIFICATIONS	The District shall attempt to hire certified teachers as substitutes whenever possible; however, no person shall be employed as a substitute who does not have at least a high school diploma or GED.
SELECTION	Principals shall give first consideration to the most qualified teachers on the approved substitute list and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.
PAY	The rates for substitute pay shall be set by the Board and recorded in Board minutes.
PERFORMANCE RESPONSIBILITIES	A substitute shall be subject to all duties of a regular classroom teacher.

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Acknowledgement Form

I have either downloaded or received a hard copy of the Sunnyvale ISD Substitute Teacher Handbook. I understand that the handbook contains information that I will need during the school year, and that this acknowledgement form must be on file with the school district before I will be cleared to substitute for Sunnyvale ISD.

_____ Print name of substitute teacher

_____ Signature of substitute teacher

_____ Date