

Buna Independent School District



Substitute Teacher Handbook

(March 2015)

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Introduction

Substitute teaching is a valuable and important part of the Buna Independent School District instructional program. The Board of Trustees and the Administration are grateful to individuals who serve as substitute teachers in the District.

We want the children of the Buna ISD to benefit from the services substitute teachers provide, and we sincerely hope that working in the district will be pleasant and rewarding for the substitute.

This handbook has been prepared to provide information that will assist with the questions that a substitute teacher may have, and aid permanent staff achieve the goals of the District. Following this guide will help the substitute have a successful year in Buna Independent School District.

The better prepared, organized and able to carry out the requirements and demands of being a substitute teacher, the greater the possibility of the substitute to be an effective facilitator in the learning process. Therefore, it is required that those who are interested in becoming substitute teachers attend training.

Individuals desiring additional information about substituting may contact Central Administration at 409-994-5101.

District and Campus Contact Information

School Board

Keith Mullins, President	Joel Clark, Vice-President
Craig Maines, Secretary	Brent Stark, Trustee
Jimmy Carrell, Trustee	Anthony Michalsky, Trustee
Scott Folmar, Trustee	

Central Administration

Superintendent - Dr. R. Steve Hyden
Chief Operations Officer – George Talbert
Curriculum/IT Director – Kelley Peck

Campuses

High School (9-12)
177 FM 253
409-994-4811

Principal
Assistant Principal
Counselors

Roy Farias
Chris McKinley
Betty Klutts
Kay Traugott

Jr. High (6-8)
420 C.R. 751
409-994-4860

Principal
Assistant Principal
Counselor

Amber Flowers
Mike Brewster
Robin Whitmire

Elementary (K-5)
650 C.R. 725
409-994-4840

Principal
Assistant Principal
Counselor

Pete Bond
Mark Rolfe
Julie Motomura

Mission Statement

Policy AE

The development of social and academic skills that assure all students the opportunity to become productive members of our democratic society is the primary mission of the Buna Independent School District. The belief that all students can learn is integral to accomplishing this mission.

District Goals and Objectives

Policies AB, AF

BUNA ISD 2014-15 DISTRICT GOALS

I. Digital Learning: Integration of technology

Leadership: Continue to provide emerging technology resources to support professional development activities and technology infusion efforts to prepare each and every student to be post-secondary ready and contributing members of a democratic society. This will include college-readiness and career/tech skills so all students benefit. Course offerings will be evaluated to support the new graduation requirements.

II. Student: Curriculum, instruction, and assessment alignment:

Ensure continued improvement in student learning, with emphasis on both post-secondary and career readiness. House Bill 5 will be evaluated and guidance staff will communicate the new curriculum and assessment requirements to students and parents. K-12 course offerings will be evaluated to ensure students success.

III. Leadership: Facilities will be provided that are supportive of a quality instructional program and represent the importance of public education within the community.

IV. Community Relations: Promote and support district unity through the fostering of spirit, pride, character, communication and a tradition of excellence in both the school and community.

V. Operations: Fiscal Goal—Buna ISD will be efficient managers of all district revenues by targeting expenditures through careful planning and goal setting strategies.

VI. Personnel: Actively recruit highly qualified professionals for all areas and with an emphasis on strategies to retain effective employees.

Job Description

Policy 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.

APPLICATION

Persons wishing to substitute teach in the District shall make application through usual channels.
[See DC]

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.

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.

PERFORMANCE RESPONSIBILITIES

A substitute shall be subject to all duties of a regular classroom teacher.

PAY INFORMATION

- Substitutes are paid once a month
- The W-4 form must be completed, as this is used by payroll for payment purposes. When completing your W-4 consider the tax table for the filing status: if you have not completed the filing status correctly, you may not have any taxes withheld in your paycheck. If necessary, please consult your tax accountant to make sure you have filed correctly.
- On payday paychecks may be picked up at central office between 9 am and 2 pm otherwise they will be mailed. Make sure your address is correct with the payroll office. Address changes should be forwarded to the payroll department.
- In order to expedite questions regarding pay, please remember the name of the teacher, date and campus site.
- The rates for substitute pay shall be set by the Board and recorded in Board minutes.

Non-Degreed	\$65
Degreed	\$70
Certified Teacher	\$80

 - Long-Term (15 consecutive days or more in the same assignment)

Non-Degreed	\$85
Degreed	\$90
Certified Teacher	\$105

Application Process

Policy DPB (LOCAL)

Requirements to become a substitute

1. Complete application packet, which include the following forms.

- Completed Application form
- Official high school transcript, GED certificate, or college transcript
- Copy of social security card
- Copy of driver's license
- Completed W4 form
- Immigration and Naturalization Service Form IN-9 as appropriate
- A copy of proof of identify (Driver's license or birth certificate)
- Criminal History Search Consent Form

2. Complete the substitute-training workshop at Buna ISD.

Contingent upon completed application and records submitted, qualified applicant names will be reviewed and placed on the sub list.

Standards of Conduct

Policy DH (LEGAL) and DH (EXHIBIT)

1. Substitutes have an obligation to conduct themselves in an ethical manner in all things pertaining to school operations. The role of the substitute is professional.
2. Substitutes are expected to accept the assignments for which they have indicated they will serve in the Buna ISD school system.
3. The substitute should not compare one school with another, one group of employees with another or one group of students with another.
4. Criticism of students, school personnel, and school policies is made only to the building principal in a professional conference.
5. Treat all information about students, parents, and school employees as **confidential**.
6. Substitute teachers are expected to be on duty the entire day and perform all duties of the regular teacher, unless otherwise requested by the school's administrative staff.
7. Smoking and use of tobacco products are prohibited on district property.
8. Association with the school is not used as a means to inquire about your own or other children.

Dress Code

Dress and grooming

Policy DH (Local)

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

Teachers and staff members shall dress in a clean, neat, modest, and professional manner.

Teacher/staff dress should serve as a model for students. Our desire is to appear professionally dressed while allowing the comfort and mobility needed to serve our students to the best of our ability. Therefore, as a substitute, you are assuming the role of a professional and your dress and grooming should reflect that. Dresses or slacks are recommended. For substitutes in physical education classes, shorts and tennis shoes will be permitted.

General Instructions

In addition to the following instructions, substitutes will receive further information concerning their assignment and building regulations when they report to the school.

1. When called by secretary or principal, say 'Yes'. Remember that declining to substitute puts you at the bottom of the list.
2. Report to the campus office upon arrival at the assigned school to sign-in and receive additional instructions.
3. Be sure to ask if there are duty responsibilities such as morning, lunch, or after school. Do not trade duty.
4. Learn the attendance procedures for the campus and how classroom attendance is recorded during the day.
5. Inquire about the process of taking up money for lunch, pictures, yearbook, etc. if needed.
6. Locate the classroom teacher's mailbox and check bulletin board if time permits.
7. Introduce yourself to the neighboring classroom teachers and become acquainted with them.
8. Locate and know the fire and emergency drill regulations, assigned exits, and refuge area procedures.
9. Anyone who comes to the classroom for information about a child or comes to the classroom asking that a child be released from school must be directed to the principal's office. Children are not to be released from the classroom without official notice from the office.
10. Find the classroom teacher's daily schedule; plan book, seating charts, record book, textbooks, and other needed materials.
11. Under no circumstances is a substitute teacher to administer medication internally to a student.
12. Never leave the classroom unattended. (Send a student for help if needed.)
13. Actively monitor students working.
14. Avoid changing the seating arrangement or any other parts of the room organization except for temporary grouping of pupils for instructional group work.
15. Supervision of halls and corridors is a responsibility of all teachers, especially when pupils are coming into the building or leaving the building at bell time.
16. The plans provided by the regular teacher must be followed as nearly as possible and the regular class routine should be maintained.
17. Please leave a note for the teacher relating to how much of the lesson plan you were able to accomplish, and list any special problems that might have occurred during the day.
18. Unless requested by the regular teacher, do not assign written work and leave it to be graded. Written work assigned which is beyond the lesson plans or the regular teacher should be graded and left for examination.
19. In most of the schools there are some students that have classes in special programs that they will need to attend at a specific time of the day.
20. Report any serious accidents or illness to the principal or school nurse immediately. The nurse will know if the student needs to be sent home or back to class.

21. Proper discipline or classroom order is a prerequisite to an atmosphere of learning. Be firm, business like, and command respect. Any unusual disciplinary problem should be taken up with the building principals or assistant principal. Substitutes are not permitted to use corporal punishment. Do not paddle the students!
22. If a substitute is teaching for an extended time, he/she should attend all scheduled teacher meetings. In case of doubt, make inquiry of the building principal.
23. Leave a brief summary of the work completed, or not completed, as well as any other information that would be helpful to the classroom teacher. (Bulletins, parental notes, assignments, a list of absentees, general information about the day, and any problems)
24. A substitute teacher is expected to remain on duty for the entire day and follow the same work schedule as the regular teacher unless otherwise requested by the school's administrative staff.
25. Materials and/or equipment used during the day should be put back into the proper place. The classroom should be left in order.
26. Complete all reports that are requested, both for the regular teacher and the school office.
27. Before leaving at the close of the day, report to the campus office to determine if you will be needed the following day.
28. Be sure to sign-out prior to leaving for the day.
29. Leave school at school. Do not discuss students and staff.
30. Remember: Children, in varying degrees, are much the same in thought, action, and accomplishment wherever you may go. Be prepared to meet them with poise, authority, dignity, and a sense of humor.

Drills: Fire, Tornado, and other Emergencies

From time to time, students, teachers and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire drill Bells

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

Severe Weather Drill Bells

4 bells	Evacuate to 'duck and cover' areas (designated on map posted in classrooms)
1 bell	halt; stand at attention
2 bells	return to the classroom (air horn will be used in lieu of bells should power failure occur)

Duty Hours

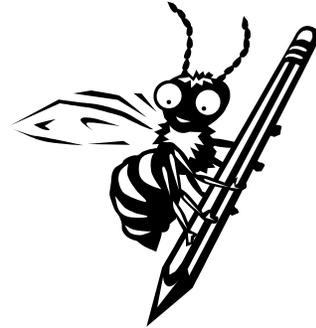
Full Day-Arrive a no later than 7:30 until 3:45

Half day- **Begins at 11:30.**

Keys to Being a Great Substitute



- Be prompt!
- Be yourself!
- Be honest!
- Be aware of your own special talents!
- Be firm, fair, consistent and caring!
- Be prepared.
- Be positive.
- Be flexible.
- Be professional.
- Be pleasant.
- Be patient.
- Be enthusiastic.



Not's

- Do **not** leave students unsupervised.
- Talk with students, **not** at them!
- Do **not** threaten.
- Have a sense of humor, but do **not** over do it.
- Do **not** ignore the lesson plans left by the teacher.

Do's

- Do** indicate self-confidence.
- Do** maintain order in the classroom.
- Do** treat each child in a kind and just manner.
- Do** respect each child.
- Do** make directions clear and concise.
- Do** ask for help when needed.
- Do** maintain dignity.

Computer Use

Substitutes are not permitted to use classroom computers at any time for personal use. If the classroom teacher has left a computer activity for students:

- Actively monitor their use to ensure that students are on task
- Actively monitor to ensure that students are not accessing inappropriate web sites

System users and parents with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

System users are expected to observe the following network etiquette:

- Be polite, messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages are considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers of the user or others is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Cell Phone Use

Use of cell phones should be limited to before school, conference periods, lunch, and after school only.

During state assessments teacher and staff must have cell phones turned off completely. Students will be notified that cell phones are not allowed at school on state testing days and "no cell phone" signs will be posted on the door of any testing room. If a cell phone is seen during any state assessment it will be taken up immediately and the office will be notified. This policy will be reviewed during the campus training sessions prior to any state assessments and all information regarding cell phone use or possession will be documented.

Questions and Answers

Q. Do I always report to the principal's office before taking my class?

A. Yes, always. The principal must know that you are on the job.

Q. How long am I expected to be on duty during the school day?

A. All substitute teachers are expected to perform the duties of the regular teacher-- 7:30 AM until 3:45 PM or as otherwise assigned to the regular teacher.

Q. Am I expected to handle all regular assignments of the classroom teacher?

A. Yes!

Q. Is a substitute ever allowed to administer corporal punishment?

A. No! Send extreme discipline cases to the principal.

Q. May I visit schools and classes when not on duty?

A. Certainly, but make arrangements to visit through the office of the school principal.

Q. Is there any chance that I may be considered for a full-time position?

A. If you are fully qualified, you will receive consideration. You should indicate, however that you are interested in full-time teaching or aide position by completing an application for such a position.

Q. Is it alright for me to criticize or to complain if I see something I do not like in a school or in a classroom?

A. It is strictly unethical and unprofessional to criticize and complain generally or publicly. Valid criticisms should be made privately to the principal.

Remember, you are a professional person. If you were not, you WOULD NOT be on our substitute list.

Q. Why do I need to go back by the principal's office before I leave?

A. You need to sign out with the principal's secretary and see if you are needed for the next day.

EMPLOYEE WELFARE

DRUG-FREE SCHOOLS REQUIREMENTS

The District prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol on school premises or as part of any 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. [See policies at DH and DHE] 41 U.S.C. 702(a) (1)(A); 28 TAC 169.2

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 Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201)

School Safety

Each campus has a copy of the district crisis plan and implements procedures to notify staff and students of safety threats. Some items for you to be aware of:

- Location of the nurse's office and procedures for sending students to the nurse
- Location of the 'classroom safety kit' which will have the following:
 - Flashlight
 - Latex gloves
 - Wet wipes
 - First Aid Kit
- Location of the intercom system and how to call the office
- Location of the evacuation map for the room
- Location of the fire alarm and fire extinguishers
- Warnings bells and/or announcements and their meanings
- Visitors to the school should all have a visitor tag
- Students who are "high risk" during an emergency (asthma, limited mobility, etc)

Please visit with the principal or secretary about these items so that you will be prepared in an emergency.



Universal Precautions in the School Setting

Purpose:

The purpose of universal blood and body fluid precautions is to eliminate or minimize exposure to blood or other potentially infectious body fluids. All body fluids from another individual should be considered infectious. Appropriate barrier precautions should be used to prevent skin and mucous membrane exposure when in contact with blood or other potentially infectious body fluids of any person.

- I. Hand washing is an important preventative measure in the spread of disease. Hands and other skin surfaces should be washed with soap and water after contact with blood or body fluids and after the removal of gloves. Antiseptic hand cleaners should be used when soap and water is not available.
- II. Housekeeping – All surfaces contaminated with blood or body fluids should be disinfected with 1:10 solution of bleach (mixed fresh each day), or 70% alcohol, or some of the ammonia based disinfectants used by custodians. Use latex gloves when cleaning up a spill. Call custodian for cleanup of any large spills, or if you need help cleaning a contaminated surface.

Do not pick up broken glass with bare hands.

Articles contaminated with blood should be placed in a double plastic bag. If contaminated articles are thrown away in a classroom waste basket, have custodians remove material as soon as possible. In an article is saturated with blood (if 3 ounces or more of blood or bloody fluids can be squeezed out of it), it should be placed in a red biohazard bag (located in the nurse's office). The nurse will arrange to have it disposed of properly.

- III. Personal Protective Equipment – Gloves (latex) should be worn when any contact with blood or other potentially infectious body fluids is anticipated. Gloves should be worn only once and thrown away. They should not be washed or decontaminated for reuse and are to be replaced as soon as practical when they become torn, punctured, or when their ability to function as a barrier is compromised. Skin breaks should be covered with a bandage under the gloves. Wash hands immediately after removal of gloves.

Scheduled Dates for Substitute Training

Your name will be added to the list once you have completed: (1) the required paper work (2) the training workshop (3) a criminal history check has been run.

You will be notified on the substitute training date once all requirements are completed.

Sexual Harassment

Sex discrimination in public education, including sexual harassment, is prohibited under Title IX. There can be two types of harassment:

“Quid pro quo”

Occurs when employment benefits are contingent upon sexual favors or adverse job consequences result from an employee’s refusal to submit.

“Hostile work environment”

Is based upon unwelcome repeated sexual comments, innuendos or touching which alters conditions or interferes with school/employment performance or access to opportunities of the district.

Sexual harassment can consist of unwelcome sexual comments or physical contact. The behavior often occurs in the context of a relationship where one person has more formal power than the other (such as a supervisor over an employee or a faculty member over a student) or more informal power (such as one peer over another).

All Buna ISD employees will refrain from all forms of sexual harassment. All district campuses have a notice posted advising how to report complaints under Title IX. For additional information, contact the Superintendent at 409-994-5101.

