

**LEVELLAND INDEPENDENT SCHOOL
DISTRICT**

Substitute Teacher Orientation Packet

2017-2018

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SPECIAL NOTE: Substitute teachers are responsible for obtaining a copy of the Campus Handbook(s) and a copy of the Campus Crisis Management Plan.

LISD School Board is

ALL-IN

PRIDE

Preparation for college, career readiness and being productive citizens

- * improvement of student scores
- * improvement of counseling services
- * involvement in community

Respect for the education process, teachers, and discipline

- * understanding the value of education and discipline
- * enforcement of the student code of conduct
- * importance of character and self worth

Integrity of LISD shown through consistent actions

- * communication district wide and with community
- * demonstration of character on and off campus

Dependability of the educational process at LISD

- * developing & maintaining exemplary programs
- * maintaining a safe environment
- * responsibility to ensure highest level of education
- * fiduciary and custodial responsibility of public funds

Effort to establish and promote district wide pride

- * through continuity from L.A.B.C. through L.H.S. and A.C.E.
- * district wide parent involvement

LEVELLAND INDEPENDENT SCHOOL DISTRICT
Substitute Teacher Handbook Receipt/Orientation Sign-off Sheet
2017-2018

Name (print) _____

I hereby acknowledge receipt and orientation of my personal copy of the Levelland ISD Substitute Teacher Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. As an employee of the Levelland ISD I understand that the receipt and orientation of this handbook covers, but is not limited to, the following conditions of employment:

1. Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District.
2. All District employees shall be expected to adhere to the standards of conduct set out in the "Code of Ethics and Standard Practices for Texas Educators" (Board policy DH-Exhibit).
3. Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities (Board policy DH and GKA).
4. 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 (Board policies DH and DHE) 41 U.S.C. 702(a)(1)(A); 28TAC 169.2.

5. [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)]
6. The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.
7. I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have access to the District's electronic communications system. Through this system, I will be able to communicate with other schools, colleges, organizations, and people around the world through the internet and other electronic information systems/networks. I will have access to hundreds of databases, libraries, and computer services all over the world. I understand that with this opportunity comes responsibility. I am aware that my computer is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

8. I understand that I have an obligation to inform my campus principal or supervisor of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Director of Personnel and Administrative Services if I have any questions, concerns, or need further explanation.

Signature

Date of Receipt & Orientation

Note: This handbook includes two copies of this sign-off form. Please sign and date both copies. Return the white copy to The Director of Administrative Services and keep the other copy in your handbook.

GENERAL INFORMATION/REQUESTS

1. Our secretaries need substitutes who are willing to work on a regular basis on the days that are indicated in FRONTLINE, LISD's automated substitute calling system. If at all possible, please try to be available on the days you have made available. If you do not want to work, call Jana Dowell, secretary to the Director of Administration & Personnel, at the central administrative office, so you can be taken removed from FRONTLINE.
**** Substitutes who habitually refuse to work on the days they indicate to be available in FRONTLINE may be removed from the system.**
- 2.. Call Jana Dowell with any change in personal information (name, address, etc.,) or to be removed from FRONTLINE.
3. Cell phones are to be turned off in the school building.

ARRIVING AT SCHOOL

Veteran substitute teachers recommend that you familiarize yourself with the district/campus before taking your first assignment. The length of your workday depends on the assignment to which you are substituting. **All substitutes should coordinate arrival and departure times with the respective campus administrator or designee and remain on campus until the end of the instructional day in accordance with the respective grade level.**

When you arrive at the school, check in at the office. The principal or secretary will:

1. Give you necessary instructions and issue you a nametag.
2. See that you are taken to the classroom and helped to locate needed materials.
3. Explain any unusual procedures for the day.
4. Introduce you to a nearby teacher, preferably one of the same grade/subject who may be of assistance.
5. Be on call to help in case of emergency or unforeseen problems.

Suggestions:

1. Report to the main office and sign the substitute teacher sign-in form.
2. Check the teacher's mailbox.
3. Locate the lesson plan book and study the plans carefully.
4. Assemble needed materials (books, papers, maps, etc.).
5. Check to see if needed seatwork has been provided. If not, plan and arrange it.
6. Check the duty schedule.
7. Locate the seating chart (if there is one).
8. Take attendance as appropriate with the campus procedures.
9. Find the place where the teacher meets his/her students at the beginning of school.
10. Be prompt in arriving and beginning class. This will help command respect.
11. Follow the teacher's plan as closely as possible.
12. Report immediately to the principal if an accident or problem occurs that is serious enough to need attention.
13. Be understanding and considerate of your students. Students should not call you by your first name.
14. Do not give students candy or any other food item.

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

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

DOCUMENTATION Approved substitutes shall have on file in the District:

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; and
3. An income tax withholding form.

QUALIFICATIONS The District shall attempt to hire certified teachers as substitutes whenever possible.

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. [See page 16]

PERFORMANCE RESPONSIBILITIES. A substitute shall be subject to all duties of a regular classroom teacher, with the exception of administering corporal punishment.

CODE OF ETHICS

1. I realize that as a substitute teacher, my relationships with public school administrators, teachers, and students should be on a professional basis.
2. I understand that classroom teacher-pupil relationships are professional relationships, and that I must respect their professional confidence. What I observe in my classroom visits is not material for community conversation.
3. I realize that my classroom visits are for the purpose of furthering my own understanding of the educational process. I enter the classroom as a guest and as an apprentice, not as a critic teacher.
4. I understand that I should avoid comparison of teacher and schools in which I have visited or taught. I must be concerned with educational issues-personalities are irrelevant to such considerations.
5. I understand that my future success as a teacher will depend as much on ethical behavior as it will on academic achievement.
6. I understand, further, that my inability to live by this Code of Ethics will raise serious questions in the minds of the faculty as to my suitability for the profession and may result in my disqualification; regardless of the distinction I may have academically.

CONFIDENTIALITY

The legal basis for confidentiality comes from two federally enacted laws. The first is the Family Education Rights and Privacy Act (FERPA), which is also known as the Buckley Amendment. The second is the Individuals with Disabilities Act (IDEA) which was passed in 1992 and reauthorized in 1997. Both of these federal laws apply to all schools.

Consider for all Conversations:

1. What is discussed?
2. Where it takes place.
3. Who is listening?
4. Why the discussion took place.

Quick suggestions to remember:

1. Do not leave modification sheets lying visible on top of your desk.
2. Never open a grade book where a parent can see the grades of other students.
3. Do not talk about a specific child/student where other children/students can hear the conversation.
4. If you were the topic of conversation, what would you want said and to whom would you want the conversation repeated?

DIRECTORY INFORMATION

Board of Trustees:

Tania Moody, President
611 N West Ave
Cell 891-1562

Rusty Gibson, Vice President
3122 Atlanta Rd
Cell 891-8167

DeEtte Edens, Secretary
2123 Mustang
Cell 544-9342

Paul Ochoa, Member
205 Ave. U
Cell 777-3350

Carrie Ellis, Member
101 Duval
PO Box 748
Cell 773-3236

Ronnie Watkins, Member
1820 N Hwy 385
Cell 891-3065

Treva Potter, Member
2001 Longhorn
Cell 893-5499

Central Office: 894-9628

Jeff Northern, Superintendent
Rodney Caddell, Director of Personnel & Administrative Services (ext. 1239)
Donna Pugh, Director of Instructional Services (ext. 1218)
Heidi Blair, Director of Curriculum (ext. 1202)
Kathy Hutchinson, Director of Special Education (894-6858)
Lance Terrell, Chief Financial Officer (ext. 1205)

Campus Director

ABC (Academic Beginning Center) 1412 E Ellis

Sky Tucker
Ashley Howard
Nacole Ramirez

894-6959 or 894-2683
Principal
Assistant Principal
Secretary

Capitol Elementary 401 Ellis

Joanna Runkles
Liz Pruitt
Chrisann Orosco

894-4715 or 894-2330
Principal
Secretary
Office Assistant

South Elementary 1500 Ave C

Ben Prowell
Cori Manning
Cathy Pompa

894-6255 or 894-9381
Principal
Secretary
Office Assistant

Intermediate (4th-5th) 500 Cactus Dr.

Terri White
Gary Bridges
Annette Bautista
Sandy Darnell

894-3060 or 894-6454
Principal
Assistant Principal
Secretary
Office Assistant

Middle School (6-8) 1402 E Ellis

Brad Clanton
Brian Luna
Laurie Jones
Priscilla Armes
Cindy Albright

894-7086 or 894-6355
Principal
Assistant Principal
Assistant Principal
Secretary
PEIMS Clerk

High School (9-12) 1400 Hickory

Robbie Phillips, Principal
Sid Gerber
Brenda Ewerz
Margaret Lockett
Paulena Kidd
Jessica Coronado

894-8515

Assistant Principal
Assistant Principal
Secretary/Registrar
Office Clerk
Attendance Clerk

DRESS CODE

The dress and grooming of the 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.

DUTIES and RESPONSIBILITIES of SUBSTITUTE TEACHERS

1. You should expect to perform the duties assigned to the regular teacher (in addition to teaching the class).
2. You should follow the lesson plans of the regular teacher. Report to the principal if lesson plans are not complete or not available.
3. You should check student assignments as appropriate for correct, complete and incomplete student work.
4. You should leave for the teacher any discipline infractions.
5. You are expected to have firm but friendly control of the class.
6. You should refer serious disciplinary infractions to the principal or assistant principal.
7. You should keep a careful record of attendance.
8. You should confer only with the principal concerning any problems you have in adjusting to a particular classroom unless the principal designates another teacher to help you.
9. Remember – all information about students is confidential information and should be treated as such by you.
10. You should refer first-aid concerns to the main office personnel.
11. You are in a unique position to interpret the educational program to the community, either favorably or unfavorably. It is not expected that there will be complete agreement on the part of everyone as to the value of various techniques and procedures. However, it is expected that you will be discreet in what you say about other teachers. If you do not agree with or understand why a certain procedure is followed, the principal will be glad to talk with you about it and explain the circumstances and conditions involved.

FINGERPRINTING (Senate Bill 9)

All substitute teachers are required to be fingerprinted prior to employment with the District. The fee for fingerprinting is \$50.20 and is not covered by the State of Texas. Individuals desiring to substitute for LISD must pay the fee as required by law.

MEDICATION POLICY

A student who must take prescription medicine during the school day must, upon arriving at school with the medicine, bring a written request from his/her parent/guardian and the medicine, in its original, properly labeled container, to the principal's office for keeping and administering by the principal or authorized District employee.

PAY SCHEDULE (Board approved 7-10-2008 & revised 12-08-2009)

General Qualifications		Criminal History Check & Fingerprinting Minimum 18 yrs. of age for grades Pre-K-6 th Minimum 21 yrs. of age for grades 7 th -12 th
Pay Grade 1	\$55.00/day	High school degree or GED
Pay Grade 2	\$60.00/day	Minimum of 15 college hours or five years of acceptable LISD substitute experience
Pay Grade 3	\$70.00/day	Minimum of 60 college hours or eight years of acceptable LISD substitute experience
Pay Grade 4	\$80.00/day	Certified teacher or person with a minimum of a bachelor's degree.
Substituting for more than five consecutive days in pay grades 1 - 4 for the same professional will increase the daily rate by \$5.00/day.		
<u>Certified Teacher</u> (Long-Term = 30 or more school days) *Director of Administrative Services & Personnel will be responsible for decision to pay long-term assignment based on principal recommendation and in writing.	\$150.00/day after the 1 st five days.	<ol style="list-style-type: none"> 1. Responsible for all duties assigned to the teacher for whom substituting. 2. Prepare lesson plans. 3. Grade all assignments and report grades as directed by campus administration. 4. Conduct parent conferences as needed. 5. Write and follow student IEP's.

In cases where a substitute is used for a teaching assistant in a specialized area (such as special education or computer lab), the substitute will be paid the rate normally paid for substituting for a regular classroom.

SAFETY PROCEDURES

Student safety on campus or at school related event is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to insure school safety. Parents will be contacted when the conduct of a student endangers the safety of themselves, staff, or other students.

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. The drills will be in accordance with campus **Crisis Management Plans** and will be both announced and unannounced. All students and staff are expected to follow all instructions as directed by those authorities conducting the drill.

Levelland ISD experience cannot move the substitute more than one (1) pay grade without qualifying college hours.