

**WARREN INDEPENDENT SCHOOL
DISTRICT**

**SUBSTITUTE TEACHER HANDBOOK
2018-2019**



Warren Independent School District
PO Box 69
Warren, Texas 77664

Welcome:

As a substitute teacher, you share with us the task of providing the students of the Warren Independent School District a richer and better educational program.

Today's substitute teacher is not just a fill-in but an integral part of the educational process. When a classroom teacher must be absent, it is most reassuring to have qualified and capable substitutes able to step in and carry on the instructional program.

The successful substitute teacher is one who is versatile enough to meet the challenges of a variety of educational assignments.

It is our hope that you will have good experiences when you are called to substitute in our district. This handbook will help each substitute meet any assignment with confidence. Thank you for your interest and dedication in being a substitute teacher for the Warren Independent School District.

Respectfully,

Brad McEachern
Superintendent of Schools

Professional Ethics

Substitute teachers have a professional obligation even though they are not regular classroom teachers to adhere to a code of ethics.

- The school exists to educate students; therefore the first obligation is the student. The substitute teacher should work to inspire and stimulate the acquisition of knowledge and understanding.
- The substitute teacher should make every effort to keep their commitments to work and be punctual both to work and to class.
- Under no circumstances should a substitute teacher criticize a regular teacher, a student, or administrator in the presence of others teachers or students.
- A substitute teacher should observe the same rules of confidentiality that professional school district personnel must observe. **DO NOT DISCUSS A STUDENT'S CONDUCT, GRADES, OR ABILITIES WITH ANYONE OUTSIDE THE SCHOOL DISTRICT OR WITH UNAUTHORIZED PERSONNEL IN THE SCHOOL.**
- Use of school computers by a substitute teacher is not allowed without proper authorization or written permission from the teacher.
- The substitute must avoid comparing students in one class with those in another class, comparing one school with another school, or comparing the children in one neighborhood with children in another neighborhood.
- The substitute should make certain that maintaining discipline in a classroom does not involve criticizing, embarrassing, or belittling any student in any manner. **Remember what you say – "It can last a long time".**
- A professional standard of dress requires that the substitute teacher be readily distinguishable from students. Substitutes are requested to exercise good judgment in dress because they serve as role models for the students. Role modeling is a part of the substitute's professional responsibility.

If you dress like a professional, act like a professional, you will be treated like a professional.

Remember that you represent Warren Schools. Be your best!

- The substitute teacher must work amicably with the regular teachers and respect the authority of the teacher and the administration of the school.
- The substitute teacher should be loyal and shall be supportive of all school rules and policies.
- Complaints should be directed only to the building administrator.
- Sexual Harassment and interaction with students.

The Teaching Day

- The regular school day for substitute teachers is from 7:30am to 3:30pm.
- All substitutes must check in with the office when arriving to school. It is at that time that you will pick up your instructions and materials for the day.
- Promptness in meeting classes is a necessity. Substitutes should be in their assigned room or near the door as pupils arrive. They should accept the responsibility of maintaining order near their room and in their room during the changing of classes and perform any duty assigned to the regular teacher.
- Substitute teachers should not leave their classes during the class period. Their presence, guidance, and instruction are needed during the entire period. Should an emergency require the substitute to leave the class even briefly, assistance in covering the class should be obtained from the teacher next door or from office personnel. **Do not leave a class unattended!**
- Teachers at WISD have a conference period daily. Often substitutes are assigned a class during this conference time. Substitutes are expected to stay in the building during the scheduled conference period even in they do not have a class assigned to them. Full day substitutes are expected to be on the campus at all times

Duties and Responsibilities

- Arrive promptly at the assigned time and location in order to receive necessary directions and to assemble materials needed for the day.
- Report directly to the office for instruction regarding classroom assignments and responsibilities for the day.
- Try to observe the regular routines of the class and to perform all the duties of the regular teacher. Substitutes should follow the plans left by the regular teacher unless instructed otherwise by the principal. Keep students on task. It is not permissible to allow students a “Free Day”. The regular teacher should have sufficient work planned to make good use of the class time.
- Proper attendance should be taken according to the individual school’s policy.
- A substitute should collect all papers completed in a day’s assignments. Long term assignments completed and turned in should be left for the regular teacher. Names of students who do not turn in assignments should be recorded for the teacher.
- Contents of grade books are confidential. A substitute should not make marks in the grade books. Notes should be made for the regular teacher concerning absences, tardies, etc.
- A short summary of the day’s activities should be prepared and left for the regular teacher. This summary should include any particular problems encountered or positive comments concerning students.
- A substitute teacher should leave the classroom in as good an order as they found it.
- The substitute should stand when presenting a lesson and should monitor students by walking around the room observing and encouraging their progress on assignments and behavior. A minimum time should be spent behind the desk.
- All students should stay in the classroom. Only allow students with written or verbal permission to leave the classroom.
- Report any unusual happenings to the principal as soon as possible.
- The substitute teacher should call for immediate assistance in case of any medical emergency.
- Notify the school office before leaving the campus of any serious problems experienced during the day. This is good protection for the substitute, the school and the district.

Disciplinary Responsibilities

- Maintain a level of discipline in the classroom which is conducive to good learning. Firm and fair treatment of all students, combined with explicit explanation and direction, will prevent many disciplinary problems. Let students know what behavior is expected.
- Notify a neighboring teacher if assistance is needed from the principal's office. The neighboring teacher will observe the class during the time needed. **At no time should a class be unattended.**
- Document information on any student who fails to follow classroom rules of conduct and who fails to complete work assigned.
- **Under no circumstances should a substitute teacher administer corporal punishment.**
- Touching of students in any way is strongly discouraged.
- Never argue with a student especially in front of the class.

Principles of Effective Discipline

- Treat students with dignity and respect.
- Effective teaching reduces discipline problems.
- We create most of our discipline problems by how we teach and treat people.
- Bored students become discipline problems.
- Lack of self-esteem is the major reason why students act up.
- Anything you can do to make people feel good about themselves will help to minimize discipline problems.
- People who feel powerless will find ways of expressing their lack of power (misbehavior, noncompliance, etc.).

Discipline Suggestions

- Arrive at the classroom early enough to review the teaching assignment that was left for the students and the methods you will need to use for carrying out the assignment.
- Start the class by getting the clerical chores done quickly so you can begin instruction promptly.
- You need to establish a good learning environment. The tone you set will be the one you will follow for the entire class period or day.
- Treat students with respect and command respect from them. If you expect the students to be “bad” they almost surely will be.
- Take time to discipline when it is needed. Keep cool, remain calm, and do not let your feeling surface if things are not as smooth as you would like.
- Avoid sarcasm and threats. Idle threats often cause an erosion of respect and control.
- Keep the instructional level and pace at the students’ level of ability.
- Keep your sense of humor. Let them know you are human too. You can be pleasant and also be in control.
- Be personal and complimentary. You can say things such as: “good job”, “I like the work you are doing. This will help others conform.
- You need to stand when presenting a lesson or supervising students doing written work. Being seated puts you out of touch.
- Be honest, fair, consistent, and try to control the tone and volume of your voice.

Monitoring Tips

- During presentations, watch the entire class. Stand where you can see everyone.
- Move around the room.
- While monitoring watch for inappropriate behaviors, appropriate behaviors, appropriate materials on students' desk, failure to follow directions, signs of confusion or frustration, and completion of work.
- Don't become engrossed with one student or small groups that you lose contact with the rest of the class. Scan the room often.
- Don't let students congregate around your desk blocking your view of the rest of the classroom.
- Start seatwork assignments as a group or at least under close supervision.
- Look for opportunities to praise students for appropriate behavior.

Phrases of Praise

- You're the best – Great
- Keep up the good work!
- Terrific!
- Thank you for helping
- You're #1 – Outstanding
- You're sensational – Good job
- Fantastic work – Way to go
- Right on target
- Well done
- Bravo – You're wonderful
- Thanks a million

Dress Code

- Substitute teachers are expected to dress in a professional manner. A professional standard of dress requires that the substitute teacher be readily distinguishable from students. Substitutes are requested to exercise good judgment in dress because they serve as role models for the students. Role modeling is a part of the substitute's professional responsibility.

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Medical Procedures

Do not give students aspirin, Tylenol, cough drops or any other medication. Students should not be allowed to take medication unless the nurse administers it. Students are not allowed to take medication they have brought to school without the nurse's supervision. Any student who indicates they are ill should be allowed to see the nurse.

Emergency Procedures

Upon signal from the fire bell, your students and you should immediately exit your classroom. Shut your door and turn off your lights. Take your grade book or class roster with you so you can check roll outside. Fire drill maps are posted in the rooms.

Should any other emergency occur in your room, send a student to the office and another to the teacher next door for assistance. Do not leave your class unattended.

Confidential Student Information

Student records and general information are confidential. Information about student behavior and performance is confidential. Keep all teachers' record books, testing information, etc., inside the desk and away from students. Do not let any student handle a teacher's grade book.

You should not make any comments about a student's behavior or performance. This would be unprofessional and in many cases would expose you to legal action.

Release of Children

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

Care of the Classroom

Please maintain security of classroom materials. Items in the teacher's desk, testing materials, instructional materials, books, computers, etc., should be kept secure by the substitute teacher. Equipment or supplies should be utilized only as indicated in the teacher's lesson plans and otherwise left alone. Many classroom items are very expensive, and the substitute teacher should make sure there is no unauthorized use of these items. Be careful not to throw anything away from the teacher's desk or desktop. As the teacher in charge of the class, you are responsible for these items.

Substitute Checklist

At Home

- Dress professionally and appropriately for the teaching assignment
- Enter the school enthusiastic and serious about your role.
- Be at school by 7:30am.
- Be sure to bring along a sense of humor.

Prior to entering the class

- Report to the office to let them know you are there.
- Ask about student passes, playground rules, bus duty, and lunch procedures.
- Ask if there will be any special duties associated with the regular teacher's assignment.
- Find out how to refer a student to the office.
- Look for the fire alarm directions.
- See if any child has medical problems.
- Obtain any keys that may be necessary.
- Find out how to report absences and tardies.
- Find the location of the restrooms and the teachers lounge.
- Ask the names of the teachers on both sides of your classroom and if possible, introduce yourself to them.

In the classroom

- Enter the classroom with confidence; the first impression can take you a long way.
- Write your name on the blackboard and introduce yourself.
- Follow the lesson plans as closely as possible.
- Check to see if all the books, handouts and papers are close at hand or in the classroom.
- Check seating chart.

End of the day

- Remind students of homework.
- Have students clean their desks and the area around the floor.
- Leave desk, books, and room in good order.
- Check out through the office.

STUDENT DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. This dress code is necessary for the school "to accomplish its role in providing the discipline, education, socialization and preparation for society, educational atmosphere, decorum, resourcefulness and teaching environment. Regulations reasonably related to those purposes are authorized."

It is the responsibility of all students of WISD to adhere to the dress and grooming code. As long as the policy is in effect, students must respect the decisions made by the Administration and Teachers.

Faculty and staff members should correct violations of the dress code and then report the violation to the office. Sponsors of extracurricular activities or coaches of UIL events may develop and encourage a STRICTER dress code for their participants beyond that which is listed below.

In order to maintain an orderly environment conducive to the attainment of the educational mission and purpose of the District, all students shall be required to conform with reasonable dress and grooming procedures as established by the District.

Students shall come to school looking clean and neat, wearing clothing and exhibiting grooming that will not be a health/safety hazard to the student or others. The dress code prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of/or interference with normal school operations.

GRADES 3-12

Listed below are guidelines of the dress and grooming code of students attending WISD.

1. The length of all garments, including shorts must be knee length (touch the knee). Skirts should be loose fitting. Elementary school girls must wear bloomers or shorts under all skirts.
2. Undergarments must not show or be worn outside of other clothing.
3. Body piercing must not be visible or worn at any time while at school or when participating in a school sponsored activity or school related activity on or off campus. The only exception is earrings that are in good taste for girls.
4. Tattoos must not be visible at any time while at school or when participating in a school sponsored activity or school related activity on or off campus.
5. Makeup and other artificial skin coloring shall not be distracting or disruptive. No makeup is allowed at the elementary schools.
6. No bare midriff clothing will be permitted, including cutoff shirts for both sexes.
7. Students may not wear clothing that is torn or has holes, exposing skin or undergarments above the knee. Holes or tears below the knee must not be excessive. Sagging pants are not allowed.
8. Emblems or slogans printed on clothing which tend to be disruptive will not be allowed, including: advertisements for tobacco, drugs, alcohol of any kind, obscene or vulgar comments or pictures, extreme violence, patches on the seat of pants or any association of gangs, sexual connotations, etc. Questionable items will be determined by the campus Administration and Staff.

9. No hats or caps are allowed at school. Students caught wearing or possessing hats will have them confiscated.
10. Students wearing prescription dark glasses will be permitted to wear the glasses inside the building, however nonprescription sun shades are not allowed.
11. No see through material shall be worn. No sun dresses without backs will be permitted. Blouses without backs are inappropriate and will not be permitted. Extreme necklines (dress, blouse, and shirt) will not be permitted. No shirts may be unbuttoned lower than the second buttonhole. No sleeveless attire is allowed.
12. Good health and personal hygiene habits should be practiced at all times.
13. Hair should be neat. No distracting or unusual haircuts (geometrical designs) will be allowed. No rat tails, Mohawks, etc. will be allowed. Facial hair will not be permitted except mustaches which must be kept neatly trimmed. Sideburns may not extend beyond the earlobes. The length of boys' hair may be no longer than the bottom of the shirt collar and the middle of the ear. It shall not fall over the eyebrow so as to constitute a health or safety hazard. Hair cannot be dyed an unnatural color. (Example: green, purple, etc.)
14. Students must wear underclothing.
15. Elementary students will not be allowed to wear shoes with a heel of more than 1 inch.

Grades Pre-K – 2

Clothing must fit appropriately and be of reasonable length. The campus administrator will address any attire.

Students are expected to follow the dress code on all school-sponsored trips. These regulations are to be enforced by all teachers, staff and administrators. (Any student wishing to discuss a particular garment must see the campus administrators for approval prior to wearing the garment in question.) If there are any questions please ask for a ruling in advance.

Students found in violation of the Dress and Grooming Code will be dealt with according to the following regulations:



High School Sponge Activities

- List as many states as you can.
- Write: an abbreviation, a roman numeral, a trademark, a historical person's name, a geographical name.
- How many countries and their capitals can you name?
- How many baseball teams can you name?
- Turn to your neighbor. One of you tell the other about an interesting experience you have had. The listener must be prepared to retell the story to the class.
- List all the things in your living room.
- Name as many kinds of ice cream as you can.
- List five parts of the body above the neck that have three letters.
- List one manufactured item for each letter of the alphabet.
- List one proper noun for each letter of the alphabet.
- Write one kind of food beginning with each letter of the alphabet.
- Name as many holidays as you can.
- List as many U. S. Presidents as you can.
- List as many models of cars as you can.
- How many parts of an auto can you list?
- Name as many countries of the world as you can.
- List as many personal pronouns as you can.
- List as many kinds of transportation as you can.
- Write as many homonyms as you can (Example: Past – Passed).
- Name as many movie stars as you can (not TV).
- Name as many politicians as you can.
- List all the places you find sand.
- List as many planets as you can.
- List all the sports you can think of.
- List all the foods that have flour in them.
- List all the foods that have milk in them.
- List as many breakfast cereals as you can.
- Make a list of the ten largest things that you know.
- Name as many rock groups as you can that begin with A – F.
- Name as many teachers in this school as you can.
- Name the models of Chevy cars you can think of.
- Name all the parts of speech and give an example of each.

- Why are these dates important? 1492, 1606, 1776, 1812
- Find these rivers on your map: Mississippi, Rio Grande, Colorado, Hudson.
- List as many people that have the name John that you can think of.
- Write a poem about the sun or moon.
- List all of the girls that you can think of that attend this school.
- Write as many TV shows that you can run from 7:00-10:00 Monday – Friday and are not on cable.
- List as many types of candy as you can.
- Write an essay about yourself.
- Name as many foods as you can that start with the letter “S”.
- Explain what your favorite sport is and why.
- List as many professional football teams as you can.
- List as many types of flowers as you can.
- Name as many types of religion as you can.
- List as many musical instruments as possible.
- What did you eat yesterday? List everything.
- List as many words as you can in 60 seconds that begin with the letter “G”. Go...
- Add the numbers of your age, weight in pounds, height in inches, letters in your name. Whose number is the greatest? Least?
- Write an essay on what the world will look like in the year 3000.



