

SHERMAN INDEPENDENT SCHOOL DISTRICT



SUBSTITUTE TEACHER HANDBOOK

OFFICE OF HUMAN RESOURCES

SHERMAN INDEPENDENT SCHOOL DISTRICT
P.O. BOX 1176
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SHERMAN, TEXAS 75091

ADMINISTRATIVE STAFF

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Principal, Piner Middle School
Karla Wright
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Linda Woytasczyk
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Superintendent's Message

To Sherman ISD Substitute Teachers:

Welcome to the Sherman Independent School District. The role of the substitute teacher is an extremely important and challenging one which brings with it many rewards and the opportunity to assist in the development of Sherman's greatest asset—its students.

A good substitute is an essential member of our staff. Our substitutes are qualified, motivated, and capable of substituting for our teachers.

We are pleased that you have chosen to join the rest of the staff in carrying out the mission of the Sherman Independent School District. Thank you for your service to the students, teachers and administrators of the Sherman Independent School District.

Sincerely,

A handwritten signature in black ink that reads "Al Hambrick". The signature is written in a cursive style with a small dot at the end of the last letter.

Al Hambrick, Ed. D.
Superintendent of Schools

MISSION STATEMENT

The mission of the Sherman Independent School District is to ensure that each student is equipped to excel in our changing environment, through a school system characterized by an unrelenting passion for excellence.

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I. INTRODUCTION

A. WELCOME

The Human Resources staff joins the superintendent in welcoming you to the noble and challenging teaching profession. The contributions you make as a substitute teacher toward sustaining the education of Sherman's children and youth are greatly appreciated.

B. ORIENTATION

All substitute teachers new to Sherman must attend a pre-employment orientation provided by the Human Resources staff.

C. EVALUATION

Sherman requires that substitute teachers be evaluated to ensure satisfactory job performance. For new employees, evaluations should be completed following each of the first three substitute assignments. Subsequent evaluations may also be completed as needed. **Satisfactory performance generally assures continued placement in the sub-finder system.**

D. ELIGIBILITY/ACTIVATION

All required paperwork must be completed and received by Human Resources prior to, or at the orientation. After the orientation, substitutes are required to "activate" their status as substitute teachers, by calling the sub-finder system. A detailed explanation of the automated sub-finder is found in the appendix.

II. RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

A. PROFESSIONAL ETHICS

1. Substitute teachers have a responsibility to conduct themselves in a professional manner at all times when carrying out their duties.
2. Substitute teachers should use extreme caution in expressing personal reactions and opinions about what they see and hear in the classrooms of the schools in which they teach.
3. Comments comparing schools or students should not be made.
4. A substitute teacher should not criticize a regular teacher, except to those in authority, and even then, only when it is in best interests of the students.
5. Substitute teachers should not promote or advance a particular religious belief or viewpoint while on duty.
6. Substitute teachers should exercise discretion and good judgment in their dress. Extremes should be avoided. **Dress should be appropriate for the assignment.** T-shirts, jeans, and tennis shoes are discouraged in the classroom, except in physical education classes.
7. Federal law, district policy and administrative directives prohibit teachers from conducting student surveys without the prior review and approval of the principal. Substitute teachers are bound by the same laws and regulations.

**B. REMINDERS FOR THE
“CODE OF ETHICS FOR TEXAS
EDUCATORS”**

- The educator should strive to create an atmosphere that will nurture to fulfillment the potential of each student.
- The educator shall organize instruction that seeks to accomplish learning objectives.
- The educator shall deal considerately and justly with each student and shall seek to resolve problems including discipline, according to law and school board policy.
- The educator shall not intentionally expose any student to disparagement.
- The educator shall not reveal confidential information concerning students unless required by law.
- The educator shall make a reasonable effort to protect students from conditions detrimental to learning, physical health, mental health, or safety.
- The educator shall not unfairly exclude a student from benefits to a student, or grant an advantage to a student on the basis of race, color, sex, handicap, or national origin.
- The educator should endeavor to maintain the dignity of the profession by respecting and obeying the law, demonstrating personal integrity, and exemplifying honesty.
- The educator should not intentionally misrepresent official policies of the district or individual campus and shall clearly distinguish those views from personal opinion.

- The educator shall honestly account for all funds committed to his charge.
- The educator shall not offer any favor, service, or thing of value to obtain advantage.
- The educator shall not falsify records or direct others to do so.
- The educator shall not reveal confidential information concerning colleagues or make false statements about a colleague.
- The educator shall not discriminate against, coerce, or harass a colleague on the basis of race, color, creed, national origin, age, sex, handicap, or family status.
- The educator should take a positive role in school public relations.

C. GENERAL INFORMATION

1. Substitute teacher are expected to be on duty the same length of time as the regular classroom teacher. School starts at 8 a.m. and ends at 3 p.m. However, the work day for teachers and substitutes is as follows:

Elementary	7:30-3:45
Dillingham Intermediate	7:30-3:45
Piner Middle School	7:30-3:30
Sherman High School	7:30-3:30

Cut off time for half-day grades K-8 is approximately 11:30.

Grades 9-12 will be paid by periods.

Substitutes are not required to have a conference period.

2. Substitutes should report directly to the principal's office and obtain any instructions, special announcements or other information needed to carry out the day's activities. **The substitute badge should be worn at all times.**
3. Substitute teachers are expected to perform all the duties of the regular teacher unless the administrator releases the substitute from a particular responsibility. Check the teacher's master planning book to see if there are any students with special needs or medical conditions. If the planning book is unavailable, check with the office.
4. Any materials and equipment borrowed should be returned to the proper place before a substitute leaves the campus.
5. Substitute teachers should not leave the campus prior to the end of the School day unless approved by the administration.
6. Substitute teachers should exercise extreme caution and good judgment in verbal and physical relationships with students.
7. Substitute teachers should use the teachers' parking lot.
8. Substitute teachers may not take advantage of their position by selling, promoting, or otherwise soliciting goods or services for their personal gain or benefit while on duty on any Sherman property, unless prior authorization has been obtained.
9. **The substitute is responsible for all information contained in this Handbook.**

D. CLASSROOM INSTRUCTION

1. Substitute teachers are to follow the lesson plans and the instructions provided by the regular teacher.
2. Substitute teachers should maintain the regular routine of the class. They should follow the daily class schedule and lesson plans provided by the regular teacher.
3. Substitute teachers are responsible for the students, equipment, and materials assigned to their care.
4. Substitute teachers are encouraged to review the campus student handbook to become familiar with policies and regulations of the school.
5. **SUBSTITUTE TEACHERS MUST NEVER ADMINISTER CORPORAL PUNISHMENT TO ANY CHILD.**
6. **SUBSTITUTE TEACHERS SHOULD ASK FOR THE ASSISTANCE OF AN ADMINISTRATOR, IF HELP IS NEEDED TO MAINTAIN DISCIPLINE.**
7. When individual students cause behavior problems which are disruptive to the learning environment, the substitute teacher should refer those students to the responsible administrator with a discipline slip or note explaining the circumstances.
8. **THE SUBSTITUTE SHOULD NEVER LEAVE THE CLASS ROOM UNATTENDED.**
9. Substitute teachers should make every attempt to carry on the work of the regular classroom teacher.

10. Substitute teachers should not work on personal projects while on duty. Children need full-time attention.
11. Firm, fair treatment of all students, combined with explicit explanations and directions, will prevent many discipline problems.
12. The substitute teacher should leave the regular teacher a brief summary of the day's activities. The brief summary may explain student attendance, behavior or any other information helpful to the teacher.
13. Substitute teachers should not permit students to leave the school grounds without administrative approval.
14. When in doubt regarding the proper procedures to follow, substitute teachers should ASK FOR ASSISTANCE from the grade level chairperson, the department head, a neighboring teacher, or any available administrator.

E. HINTS FOR SUCCESSFUL CLASSROOM MANAGEMENT

- Expect good behavior.
- Start the day promptly, firmly and concisely. Be pleasant. Appear confident. Let the students know that “anything doesn’t go”. Have a plan for them; otherwise they will have a plan for you.
- Be firm but low-key when handling disruptions. Plan not to lose your temper. Losing your temper means losing control. Respond, don’t react.
- Be a role model for your students.
- Your success in the management of behavior frequently is related

to how you say something as well as what you say.

- Don’t take student verbal attacks personally. You are not usually the real target.
- Consistent teacher discipline provides for a predictable environment which is directly linked to a feeling of security.
- A feeling of security allows a student to focus on a task.
- Children who are punished without an appropriate warning can become insecure and often belligerent and hostile.
- Develop more than one consequence for any rule violation. Be fair. It is appropriate to use different consequences for different students.
- Take time to talk with a student who has not complied with the campus rules or classroom rules. Explain what he/she can do to improve his/her behavior and accept ownership.

III. RESPONSIBILITIES OF THE SCHOOL AND REGULAR TEACHER TO THE SUBSTITUTE TEACHER

A. RESPONSIBILITIES OF THE SCHOOL

1. The substitute will be provided a schedule of the regular school program and any schedule changes, such as school assemblies, pep rallies, and field trips.
2. The substitute should receive routine information, such as special duties or assignments, attendance reporting dismissal times and special needs students.

B. RESPONSIBILITIES OF THE REGULAR TEACHER

- 1. The substitute will be provided with the following: lesson plans for each class, class rolls, specific procedures to be used with special need students (when appropriate), seating charts, and keys, if necessary.
- 2. Teachers anticipating an absence, should prepare students to work with a substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior.
- 3. Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students. The regular teacher should express dissatisfaction with the substitute’s work only to the school principal.
- 4. Teachers should complete evaluations left for them in a timely manner and return the forms to the office.

IV. GENERAL INFORMATION AND ASSURANCE

A. Pay

- 1. Substitutes should turn in their vouchers on the LAST working day of each month. Paydays are normally the fifteenth of each month.

Paychecks may be picked up between 7:00am and 3:00pm on pay day. Any checks not picked up by 3:00pm will be mailed.

Direct deposit is available for all substitutes.

Vouchers must be in by the second of the month in order to be paid. Vouchers turned in after the second day of the month will not be paid until the following pay period.

2. The pay for a substitute teacher is:

Full-Day Rates

Retired Certified Teacher	\$85/day
Valid Teaching Certification	\$75/day
Bachelor’s Degree	\$70/day
(no certification)	
Non-degreed	\$60/day
(60+ college hours)	

3. Long-Term Rates

If a person substitutes for 15 consecutive days for the same teacher, rate of pay increase starting with the sixteenth day as follows:

Retired Teacher with Valid Certification in the Subject or Specialized Area	\$170/day
Valid Teaching Certification in the Subject or Specialized Area	\$150/day
Bachelor’s Degree No Certification or Certification, not in Subject or Specialized Area	\$100/day
Non-degreed with 60 + college hours	\$100.00

4. Pay for Paraprofessionals

Substitutes for instructional aides and clerical employees, the pay is as follow:

Retired Paraprofessional	\$70ay
Long Term Retired paraprofessional (after 15 consecutive days)	\$75/day
Regular Substitute	\$60ay
Long Term Substitution (after 15 th day)	\$65/day

5. **Pay for Substitutes for Other Positions**

In the event that other professionally certified personnel have a need that necessitates a long-term absence from duty, the superintendent or his designee shall establish the rate of pay if a substitute is needed.

See appendix for payroll schedule.

6. **SUBSTITUTE TEACHERS SHOULD HAVE A CLEAR UNDERSTANDING OF WHETHER THEY ARE SUBSTITUTING FOR A HALF DAY OR A WHOLE DAY BEFORE ACCEPTING AN ASSIGNMENT.**

7. Substitutes should keep a log of dates, times, schools, and job numbers when serving as a substitute so that they may more easily verify their paycheck at the end of the month.

B. UNEMPLOYMENT BENEFITS

State law requires the Sherman Independent School District to reimburse the Texas Employment Commission Fund dollar for dollar for benefits which are paid to unemployed individuals. Since the district employs substitute teachers in good faith, their filing for unemployment benefits is not viewed favorably.

C. TEACHER RETIREMENT

A substitute teacher or paraprofessional who is employed for 90 days or more may apply with the Teacher Retirement System of Texas.

D. CERTIFICATION INFORMATION

The State of Texas is facing a major educational challenge-a growing shortage of qualified teachers. Whether you are recent college graduate, a mid-

career changer, a teacher from another state/country, or someone who does not yet have a college degree, information on how to become a teacher in Texas may be obtained from **State Board for Educator Certification.**

Web Site www.sbec.state.tx.us

E. EDUCATIONAL AIDE EXEMPTION

Certain substitute teachers who are interested in acquiring certification as teachers are eligible to receive financial aid for college through the Educational Aide Exemption Program. To meet the requirement of one year's educational aide experience, the substitute will need to be able to document at least 180 days experience as a substitute during the past five years. Those days may all be in one school district, or several. For more information contact the Texas Higher Education Coordination Board Web Site: www.thecb.state.tx.us

F. EQUAL EMPLOYMENT

The Sherman Independent School District does not discriminate in hiring, promotion, discharge, or other aspects of employment, on the basis of race, color, age, religion, handicap, sex, or national origin.

G. SMOKING/TABACCO PRODUCTS

District policy prohibits the use of tobacco products **ON SCHOOL PROPERTY** as well as at school-sponsored events.

H. DRUG – FREE WORKPLACE

The District prohibits the manufacture, distribution, dispensation, possession or use of controlled substances, as that term is defined in state and federal law, in the employee work place or at any school-sponsored event.

I. RETIRED TEACHERS

Retired teachers who are receiving Teacher Retirement System benefits, and/or Disability Retirement, need to notify the Human Resources staff.

Teacher retirees may substitute on an unlimited basis at the substitute pay established by the District, unless that person has retired on a disability retirement. In that case, retirees are limited to 90 days of substitute service within a school year.

J. SEXUAL HARRASSMENT

1. Employee to Employee

Engaging in conduct constituting sexual harassment is strictly prohibited and is grounds for immediate termination. Sexual harassment includes, but is not limited to, the following examples: unwelcome sexual advances, making sexually offensive remarks to fellow employees, treating employees differently because of their sex, or the seeking of sexual favors. If an employee has a complaint concerning allegations of sexual harassment, the employee should file a written complaint detailing such claim with the Director of Human Resources.

2. Employee to Student

Sexual harassment of students includes such activities as engaging in sexually-oriented conversations, telephoning students at home or elsewhere to solicit social relationships, and physical contact the would be reasonably construed as sexual in nature.

3. Investigations

The District shall investigate all allegations of sexual harassment and shall take appropriate disciplinary action up to and including termination.

K. WORKERS COMPENSATION

Sherman provides workers' compensation coverage for its employees through the Texas Association of School Boards.

Any accident resulting in an injury to an employee while on duty must be immediately reported to the supervisor. You should also report this injury to the Business Office. The number is 891-6415.

L. CHECKLIST FOR SUBSTITUTES

As you substitute teach, ask yourself these questions:

Have I:

1. Reported to the office on arrival?
2. Become familiar with the routine of the school?
3. Prepared all materials needed for the day?
4. Written my name on the chalkboard?
5. Introduced yourself to neighboring teachers?
6. Started the class on time?
7. Taken the time to have students give me their names?
8. Followed lesson plans?
9. Fulfilled the classroom teacher's extra duties?
10. Involved all students in some way?
11. Been enthusiastic?
12. Acted professionally?
13. Left the room orderly, with items used returned to storage?
14. Checked papers?
15. Closed windows, turned off lights, turned off A-V equipment?
16. Filled out any reports due at the end of the day?
17. Avoided criticism of the regular classroom teacher?
18. Returned keys?
19. Written a note to the classroom teacher?
20. Checked with the principal or secretary to see if I am needed the next day?

M. REMOVAL FROM SERVICE

Sherman Independent School District reserves the right to remove individuals from its substitute roster as it deems necessary.

N. DISCLAIMER STATEMENT

This handbook is a general guide. The provisions of this handbook do not constitute an employment agreement or a guarantee of continued employment.

The Sherman Independent School District reserves the right to change or add any provisions which are in the best interest of the District and its students.

V APPENDICES

AUTOMATED SUB-FINDER SYSTEM

A. Overview

Substitute teachers are called by an automated voice response system. Sherman teachers may report absences 24 hours a day, seven days a week. Substitutes will be called between 6:00 p.m. and 10:00 p.m. for the following day or for future dates. There are no calls on Saturday. Call-out times for Sunday are 4:00 p.m. – 10:00 p.m. Substitutes should arrange their schedules to accept calls and be prepared to leave home on short notice.

B. Voice Activation Procedures

Please follow these steps in order to activate your substitute teacher status:

Step 1: Call 891-6408 to activate your name in the substitute calling system. You must use a touch tone phone with this system. The system will not call you for a job unless you have recorded your name.

Step 2: Press the STAR KEY when the systems asks for your PIN.

Step 3: Press 1 when the system says, “if you’re calling as a Substitute.

Step 4: Enter your SSN by pressing the telephone keys.

Step 5: Record your name. After the tone, you have five seconds. Press 1 if you like the recording. Press 9 if you want to re-record your name.

Step 6: Write down your PIN. Press 9 to review our PIN. Press 1 once you have written it down.

Step 7: The system says the phone number it will call to contact you. Press 1 if correct. Press 9 if not correct.

After registering , you may review the PIN or re-record name.

Follow steps 1 through 3 in the previous instructions as if your were registering.

Press 1 to hear your PIN, or press 3 to change the recording of your name.

If you select change recording of name, press 1 if you like the recording, or press 9 to re-record your name.

Accepting or Refusing a Job Offer

When the system calls, you may:

Enter your PIN or press *key for other options. Make system wait or “Do not disturb”.

Listen to the job offer. Enter you PIN then press 1 to hear the unassigned absence information.

Press 1 to accept the job, or
Press 5 to hear the job again, or
Press 9 to decline the job.

Enter a reason for declining:

1. Illness
2. Subbing elsewhere
3. Employed elsewhere
4. Don’t like assignment
5. Other

Listen to the cancellation.

Enter your PIN. The system says “The Assignment has been canceled”.

Press 1 to hear the cancellation again, or
Press 5 to hear it there are unassigned jobs to accept, or
Press 9 to exit.

C. Substitute Finder Menu Commands

You can call the Substitute Finder to review current assignments and/or change your personal information. After the system answers, enter your ID number on the telephone keypad

Menu Options

Press 1 to change telephone number.
Press 3 to listen to unassigned jobs you are entitled to hear.
Press 5 to review your assignments.
Press 7 to review unavailability period.
Press 8 to review daily availability.
Press 9 to exit.

Changing Your Phone Number

Press 1 to change the phone number the system calls.

The system says the number it currently calls to reach you.

Press 1 to change the phone number, or
Press 9 to keep the number as is.

The system repeats the new number.

Press 1 to accept the number you entered, or press 5 to re-enter the number.

To Hear Jobs Available for You to Accept.

Press 3 to hear jobs.
Press 1 to accept the job, or
Press 3 to listen to the job again, or
Press 5 to decline the job, enter a reason for declining, or
Press 7 to hear another job.

To Review or Cancel an Assignment

Press 5 to review or cancel jobs you are assigned to.
Press 1 to hear the information again, or
Press 3 to hear another job, or
Press 5 to cancel the job just played for you.

To Review or Modify Unavailability

Press 7 to modify a period when you are unavailable to work.
Press 1 to keep these dates, or
Press 5 to change these dates (MMDD), or
Press 7 to erase these dates.

To Review or Modify Your Daily Availability

Press 8 to review or modify your daily availability.
Press 1 to keep this day's setting, or
Press 3 if available both a.m. and p.m. or
Press 5 if available only in the a.m., or
Press 7 if available only in the p.m., or
Press 8 if not available on this day.
Press 9 to indicate that you are finished.

Sherman ISD – Substitute Quick Reference

System Phone Number: 891-6408
Help Desk Phone Number: 891-6414

Write your PIN number here:
