

# Farmersville Independent School District



## Substitute Teacher Handbook 2020-2021

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# **FARMERSVILLE ISD**

## **MISSION STATEMENT**

Steeped in tradition, pride, and unity, Farmersville ISD fights to provide every student the foundation to fulfill their potential so they will have the opportunity and confidence to dream big.

### **The FARMER Creed**

I believe in education, which trains my mind to absorb knowledge and my hands to work skillfully.

I believe in the value of honest work and that hard work will always be rewarded.

I believe in tradition, pride, and unity, so I may follow the footsteps of those before me and lead those who come after.

I believe in respecting my fellow man regardless of the differences we may have.

I believe in serving my community by doing justly, loving mercy, and walking humbly with my God.

And because Fightin' Farmers believe in these things, I'm proud to call myself a Fightin' Farmer.

## **A. QUALIFICATIONS**

All substitute teachers must hold a minimum of a high school diploma and provide an official transcript conferring a bachelor's degree or higher should they hold these degrees. The district may give preference to the employment of substitute teachers who hold a valid teaching certificate for long term assignments. Individuals holding a foreign degree must have degree transcripts evaluated by an accredited international degree equivalency evaluator acceptable to the district and meet the current criteria for substitute teachers.

## **B. EMPLOYMENT**

Employment of a substitute occurs according to the current needs of the Farmersville ISD and the qualifications of the applicant. Individuals desiring employment as a substitute **teacher** in the Farmersville ISD are required to complete an application for substituting. Based on the review of the application, applicants may be asked to submit additional information, such as college transcripts and references, for further consideration. Background checks and fingerprinting will be completed on all substitute applicants with the applicant paying any processing fees assessed. Substitute applicants selected for employment will be notified regarding their orientation meeting by mail and it will be posted on the district website. Additional forms and appropriate processing will be required before employment including annual enrollment or denial of health insurance coverage.

## **C. RETIRED EMPLOYEES**

An employee retired from a Texas school district, currently drawing pay from TRS, may substitute as many days as desired following one complete calendar month of non-work. Substitute compensation for retired Texas school district employees will be the usual and customary pay established for substitutes in the District. For TRS purposes, a substitute is a person who serves on a temporary basis in the position of a current employee. If the position is vacant, the retiree is not a substitute for TRS purposes. Individuals are responsible for contacting TRS to identify any ramifications, such as loss of benefits that may occur due to employment as a substitute.

## **D. DRESS CODE**

All employees including substitutes shall observe modesty, propriety, and neatness in clothing and personal appearance.

Examples of inappropriate clothing: Shorts, sweat suits, wind suits, tops that bare the midriff, cotton t-shirts and **jeans** (except on spirit days as designated by the campus).

Please note that all substitutes may participate in any spirit day on a campus should they know **PRIOR** to working that day.

## **E. PROHIBITED ITEMS ON SCHOOL DISTRICT PROPERTY**

Smoking or using tobacco products including e-cigarettes on district premises, in district vehicles or school-related activities is prohibited. Possession or use of illegal drugs and/or alcoholic beverages is prohibited.

## **F. REMOVAL FROM THE SUBSTITUTE SYSTEM**

Failure to comply with district policies, the guidelines established in the substitute handbook, and/or the expectations of the substitute's supervisor may result in adverse employment action against the substitute including, but not limited to, termination and/or removal from the district substitute system.

All substitutes should be aware that if the FISD central Administration Office receives, in writing, three complaints about the performance of a substitute, she/he may be suspended from service until a conference is held with the designated administration. The Superintendent may suspend or dismiss a substitute employee without three written complaints, if such action is warranted and in the best interest of the students or the district.

## **G. SUBSTITUTE PAY/PAY RATES**

Substitute paychecks are distributed on regular FISD pay dates. The district payday schedule is on the district website. Substitutes are eligible to have checks deposited into their bank account. The direct deposit form is also posted on the district website.

**Teacher Daily Rate for Degreed Substitutes:**  
**Any Assignment - \$100.00 per day**

**Teacher Daily Rate for Non- Degreed Substitutes:**  
**Any Assignment - \$85.00 per day**

### **LONG TERM ASSIIGNMENTS**

**Single Assignment –**  
**(Days 11-20) - \$110.00 per day \***  
**Single Assignment –**  
**(Days 21 or longer) \$120.00 per day\***

- Must hold an active teaching certificate to long term substitute teach.

**Paraprofessional Daily Rate:**  
**Any Assignment - \$80.00 per day**

**Note: The pay rate for half-day assignment is one-half the daily rate for the assignment. Four (4) hours/periods constitute a half day assignment.**

**FISD utilizes an automated substitute calling system. Each substitute is provided training on the use of the system. Should problems arise in the use of the system, please contact the administration office at 972-782-6601.**

Each substitute is **encouraged** to keep a personal record of each job and dates worked at each campus/building. If there are any discrepancies in the amount of your check and the number of days worked, the substitute should contact the Farmersville ISD Payroll office at 972-782-6601.

## **H. BENEFITS**

A substitute who is regularly scheduled to work 10 or more hours per week may be eligible for coverage under a TRS-ActiveCare medical plan. The district does not contribute to the premium cost for substitutes, so you would be responsible for the full premium amount. Only medical plans are available to substitutes – not dental, vision, or other types of plans. For details about the premium amounts, benefits, and enrollment rules for the TRS-ActiveCare medical plans, please contact the FISD Administration Office for information. If you choose to enroll in the medical plan offered, two months premiums are due at time of enrollment.

### **When can I enroll?**

Within 30 days of becoming eligible (being regularly scheduled to work 10 or more hours per week); OR within 31 days of a qualifying change in status (for example, an involuntary loss of other coverage); OR during the annual open enrollment period prior to the September 1 start of the new plan year. Because of the deadlines for each of these situations, it is extremely important that you contact the Administration Office immediately if you qualify to enroll.

### **If I enroll, when would coverage terminate?**

On the last day of the month in which you are no longer scheduled to work 10 or more hours per week, termination with the district, or nonpayment of monthly premiums.

If you have any questions regarding the medical plans, please contact us:

By E-Mail: [mbymaster@farmersvilleisd.org](mailto:mbymaster@farmersvilleisd.org)

By Phone: (972) 782-6601

In Person: Farmersville Administration, 501-A FM 78 North, Farmersville, TX, 75442

Monday – Friday, 8:00 a.m. – 4:30 p.m.

## **I. INCLEMENT WEATHER**

If the weather requires schools to close, an announcement will be made on all major radio and television stations as well as the Farmersville ISD website. It is the substitute's responsibility to listen for school closings or delays. If school will be closed, the assignment assigned for that day would be considered canceled.

## **J. General Information**

The substitute should notify the payroll office, of any change in address or phone number; also, the substitute should notify the Central Administration Office if he/she wishes to be removed from the substitute list.

## **Substitute Duties and Responsibilities**

### **A. DUTIES AND RESPONSIBILITIES OF SUBSTITUTE TEACHER**

Substitute teachers are considered professionals and are expected to observe the same ethical codes as the regular teacher. It is important that a professional attitude toward your work be maintained at all times. Your attitude will contribute greatly to your acceptance by the faculty and students.

#### **Duties:**

- Arrive at least 15 minutes before the start of school each day. If you receive a call late in the morning and will be unable to arrive before school starts, telephone the campus and advise them of your time of arrival.
- A substitute teacher is expected to remain on duty from the time of arrival until the end of the school day, or until your duties are fulfilled. A building administrator may assign other duties or another class during conference periods or unscheduled times.
- Upon arrival, report to the office and sign in on the electronic time clock and complete the substitute section of the absent from duty form. Payroll is verified from the duty form. It is extremely important that it be filled in completely and correctly.
- You should receive lesson plans, attendance rolls, and a schedule for the day. If you cannot locate these items, check with the team leader or office staff for assistance. It is important that you follow the lesson plans provided by the teacher.
- Acquaint yourself with the fire and emergency drill regulations and assigned exits.
- The substitute has the same responsibility for students, equipment and materials as the regular teacher for whom he/she is substituting.
- If a child becomes ill or has an accident while at school, the child should be sent to the nurse's office. In case of a serious injury, send for the school nurse or administrator immediately. Under no circumstances should a substitute teacher administer medicine of any kind to a student.
- At the close of the day, it is a good idea to check with the school secretary to determine if the person for whom you are substituting will return the following day or

whether your services will be needed again.

- If a serious problem should arise during the day, notify someone in the school office. This is a good protection for you, the school, and the district.

## **B. General Policies**

### **Release of Children**

Any outsider who comes to 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. In any event, children are not to be released from the classroom without official notice from the campus office.

### **School Property**

It is expected that substitutes will maintain good order wherever assigned and create conditions that are conducive to a good learning situation. The regular classroom teacher is legally and morally charged with the school property as well as the welfare of the children, and no less is expected of the substitute teacher.

### **Professional Confidence**

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.

### **Assignments**

Each district campus is responsible for their own substitutes and will contact the substitute for services. If at all possible, you will be contacted before the required day. When it is not possible, you will be called the morning of the day you are needed to substitute.

## **C. Substitute School Day and Regular Hours**

Tatum Elementary (Head Start – 1<sup>st</sup> Grade) 7:40 a.m. – 3:57 p.m.

Intermediate (2<sup>nd</sup> – 5<sup>th</sup> Grade) 7:45a.m. – 4:02 p.m.

Junior High (6<sup>th</sup> – 8<sup>th</sup> Grade) 7:50 a.m. – 4:07 p.m.

High School (9<sup>th</sup> – 12<sup>th</sup> Grade) 7:55 a.m. – 4:12 p.m.

## **D. Campus Emergency Procedures**

The substitute should familiarize himself/herself with the alarm system used to indicate fire or other emergency and be prepared to properly direct the students in these situations. An Emergency Quick Reference Guide is provided in each classroom on each campus. **School safety protocol will be presented by the Fisd Chief of Police at the training.**

## **E. Classroom Management**

The following suggestions may be helpful to you regarding classroom management:

- Look for disciplinary procedures posted in the classroom. Most classes have their procedures outlined and clearly visible. Should discipline problems occur, follow these procedures.
- NEVER administer corporal punishment or physical contact of any kind.
- If there are no disciplinary procedures posted in the classroom, check with the team leader.
- Be friendly but firm and consistent.
- Be sure students understand what is expected of them.
- Show respect for each student. Sarcastic or belittling remarks are not acceptable.
- Show enthusiasm and confidence. Students are quick to notice these characteristics and this often sets the mood for student behavior.
- Learn as many students' names as quickly as possible. A seating chart may be available for your use.
- Organize little details so that movement is minimal (e.g. have students pass papers to front of each row; ask students to place homework or test papers on corner of their desk and pick them up; do not permit wandering, pencil sharpening, etc.).
- Leave the teacher a note about student behavior, positive and/or negative.

## **F. Suggestions for Good Discipline**

All substitute teachers are expected to assume responsibility for the discipline in their groups and to assist in the correction of all other irregularities that may occur. Substitute teachers are charged with the responsibility of informing students on proper building procedures and rules of conduct. They are equally obligated to correct students for misconduct in the building or on the school grounds. Every reasonable effort should be made by teachers 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 or school. Exclusions from the class or study halls by the teacher in charge are to be referred to the principal. The removal of a student from class or school may be affected by the principal after consultation with the teacher.

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

1. Disruptions of educational process.
2. Failure of the student to comply with the normal routine of the classroom.
3. Insubordination.

#### 4. Repeated truancy from the class.

The removal of a student from class should only be initiated after all other attempts to correct or discipline the student have failed. Substitute teachers should at all times exhibit to their pupils 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 speech should be uttered. Substitute teachers should maintain effective order and control at all times and will be supported in the use of reasonable punishment to accomplish this objective. Substitute teachers should avoid corporal punishment to enforce authority or compel obedience when good order can be preserved by milder means. 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 substitute teacher strike a pupil.

### **G. Public Relations**

Farmersville Independent School District operates under the policies established by the Board of Trustees. Certain procedures and guidelines to those policies may vary from campus to campus; however, uniform policy compliance is expected.

Because substitutes are exposed to these differences as they move from campus to campus, they often have the opportunity to compare administrators, teachers, schools, and even students. They also have the opportunity to create good or bad impressions as they react to the differences of the individual campuses and engage in conversation with other members of the Farmersville community.

Rather than to negatively criticize any school, administrator, teacher, or student, and possibly create a false impression or misunderstanding, substitutes are urged to offer whatever suggestions they might have for improving our schools to the various campus principals in Farmersville ISD.

It is considered unethical and unprofessional for a substitute, or any school employee, to negatively criticize schools, school staff, or students while engaged in conversation with those outside the schools, but positive suggestions about the betterment of our schools are always welcome from substitutes.

By eliminating negative criticism and by offering positive suggestions, a substitute can help establish good school-community relationships for both the entire school system and the individual schools in which the substitute works.

## **H. Professional Responsibilities**

Your professional responsibilities as a substitute teacher involve many aspects:

- Provide honest feedback to the regular teacher.
- Maintain a professional attitude toward your work.
- Plan to spend the entire time working with and for the students. You are expected to carry out the program outlined by the regular teacher and are not employed simply to maintain order.

## **I. Conclusion**

Being a substitute is not easy. It requires the ability to spontaneously walk into any classroom setting and carry out the daily activities, as would the regularly assigned teacher. In addition to being ready on a moment's notice, substitute teachers are also required to demonstrate quality in their teaching and professionalism in the way they relate to students, parents, and district employees. We hope the suggestions and ideas presented in this handbook will help you in this challenge. We also hope that you will realize you are an integral part of our school district. We appreciate you and your commitment to the students of Farmersville ISD.

# Substitute Handbook Receipt 2019-2020

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Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Farmersville ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform FISSD of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting FISSD if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to Barbara Drayer at the administration office.