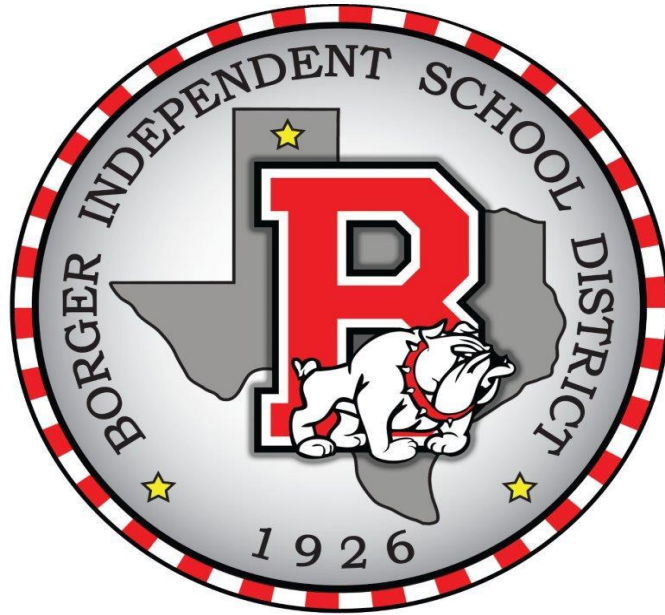


BORGER ISD

Excellence Begins Now



Substitute Teacher Handbook

Revised 8/2016

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Together Everyone



Achieves More

**TO THE SUBSTITUTE TEACHER OF
BORGER INDEPENDENT SCHOOL DISTRICT**

The Borger School District has made every effort to staff the Borger classrooms with teachers of outstanding ability and dedication. When, because of illness or other factors, a classroom teacher must be absent from the teaching responsibilities, it is indeed reassuring to know that there is an equally dedicated substitute teacher who is willing and able to handle the instructional program. Having been chosen as a substitute is an honor, as it takes a certain talent to handle such an important task. It takes a versatile person to adapt to one grade level one day and another the next week.

With the aid of the administrative staff, the building principal, and the classroom teacher, this handbook will help you to greet any classroom with confidence.

We trust that you feel a real sense of satisfaction as you view the contributions you make to the program of the Borger Independent School District.

ADMINISTRATION

Chance WelchSuperintendent

Tony McCarthyAssistant Superintendent for Administrative Services

Amy BlansettAssistant Superintendent of Curriculum and Instruction

Faye HooperBusiness Manager

Patti BrownDirector, Special Education

Matt Ammerman.....Principal, Borger High School

Michael Cano.....Principal, Borger Middle School

Brandon HarrisPrincipal, Borger Intermediate School

Randal Hatfield.....Principal, Crockett Elementary School

Teresa Bodey.....Principal, Gateway Elementary School

Daniel KotaraPrincipal, Paul Belton Elementary School

Jayson Hataway.....Director, North Star Academy

CAMPUSES

Borger High School

grades 9-12

600 West First Street

273-1029

Borger Middle School

grades 6-8

1321 South Florida

273-1037

Borger Intermediate School

grade 5

1321 South Florida

273-4342

Crockett Elementary School

grades 3-4

400 Kaye Street

273-1054

Gateway Elementary School

grades 1-2

401 Tristram

273-1044

Paul Belton Elementary School

Pre- K, Kindergarten
800 North McGee
273-1059

NORTH STAR ACADEMY

ODYSSEY/DAEP
1225 Sterling Street
273-1096

THE SUBSTITUTE LIST

The Borger Independent School District maintains a current list of qualified substitutes in the Assistant Superintendent for Administrative Services office. Borger ISD uses an automated substitute system. The **AESOP** system allows a substitute to be proactive in searching for jobs in advance through internet access or by telephone.

Each campus has the ability to prioritize the order in which substitutes are called. The district cannot guarantee an assignment or the frequency of assignments.

Once a substitute has been approved, that person will be added to the **AESOP** system and a user ID and password will be issued. These will provide access to the web-based system. If you have difficulty, please call the personnel office.

REQUIREMENTS FOR SERVICES

A completed **online** application with Borger Independent School District. Attendance at a Substitute training class. A clear criminal history check with DPS approved fingerprints and approval of the school board. A high school diploma, GED, or college hours. You must also have a current e-mail address(preferred).

PAYMENT FOR SERVICES

A Texas CERTIFIED substitute teacher will receive \$75.00 per day (\$80.00 per day after ten consecutive days for one assignment). After completion of 30 consecutive days in any one assignment, the Texas certified substitute will be paid \$140.00 per day retroactive to the first day. After completion of 30 consecutive days, the substitute is allowed 1 absence every 30 days of consecutive service in the same placement. Administration reserves the right to make adjustments to a certified substitute's compensation due to placement or assignment.

A non-certified substitute will receive \$70.00 per day.

Paychecks will be issued on the 15th of each month. If the 15th falls on Saturday or Sunday or during a holiday period, you will receive payment on the closest workday before the 15th. Pay begins on the first day of the month and ends on the last day of the month. All employees will be paid through electronic submission to a financial institution of his/her choice. All pay stubs will be e-mailed only.

NOTICE OF CHANGE OF ADDRESS OR TELEPHONE NUMBER

The substitute teacher should notify the Personnel office of any changes in address or telephone number. Notification should be given to the Personnel Office to be removed from the list either permanently or temporarily. When a substitute moves, a new address should be given in order that the Internal Revenue Form W-2 can be mailed to the former substitute.

COMPLAINTS

When a substitute has a complaint regarding an assignment, or a specific situation, an appointment should be made with the school principal for discussion.

**PROFESSIONAL ETHICS AND CODE FOR
SUBSTITUTE TEACHERS**

The importance of all persons who work within the school district adopting a professional and ethical approach to their work cannot be over emphasized. This entails, **keeping all privileged information confidential, avoiding making comparisons between the different campuses, principals, teachers, or students, and refraining from negative comments about any student.**

- As a substitute teacher, I realize that I am subject to a code of ethics similar to that which binds the professional. I, like them, in assuming certain responsibilities, expect to be accountable for those responsibilities. I will keep confidential matters “confidential”.
**** See page 7-8
- As a substitute teacher, I agree to serve with the same high standards as the regular teacher.
- I promise to take to my work an attitude of open-mindedness, to be willing to be trained for it, to bring to it an interest and attention.
- I believe that my attitude toward substitute teaching should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, to the students, and to the community.
- I will not accept an assignment and then cancel an assignment unless it is an emergency.
- I understand that accepting an assignment and canceling an assignment without good cause, not showing for an assignment or chronic tardiness to assignments may lead to my removal from the active substitute pool.
- I understand that good communication with teachers, campus staff, campus administrators and HR staff is essential for success in this position.
- I accept this Code for Substitute Teacher as my code, to be followed carefully and cheerfully.

COMPUTERS

Substitutes are **not** allowed on a teacher’s computer unless the teacher leaves an assignment with specific instructions that requires him/her to be on their computer. Substitutes should not be on a teacher’s computer to search for jobs in **AESOP**.

Tobacco Use

We do not allow use of any tobacco product (including electronic/vaporizing devices) on school property, indoors or outdoors, at any time by any person. This prohibition includes any tobacco use in a school-owned vehicle. Because you are a role model for students, we also prohibit you from using any tobacco product in the presence of students when you are serving in any school-related capacity. If you are a tobacco user, you must leave school property-with the permission of your supervisor-in order to smoke or otherwise use a tobacco product.

Cell phone Use

We do not allow **any** use of cell phone during school hours. This includes texting.

Visitors

A substitute **is not** allowed to have visitors during the school day.

CONFIDENTIALITY STATEMENT

PROFESSIONAL ETHICS

The substitute has a professional obligation to the regular teacher, the classroom, and the school. Extreme caution should be used in expressing personal reactions and opinions about what the substitute sees and hears in the classroom and the school in which he/she teaches. All information about the pupils must be treated as confidential.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. These education records are official and confidential documents that are protected by one of the nation's strongest privacy protection laws. FERPA applies to public schools and state or local education agencies that receive federal education funds, and it protects both paper and computerized records.

Also known as the Buckley Amendment, FERPA defines education records as **all records** that schools or education agencies maintain about students. Under FERPA an education record includes:

- The date and place of birth
- Parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;

- Grades and test scores
- Academic specializations and activities,
- Official letters regarding a student's status in school;
- Special education records; disciplinary records; medical and health records;
- Documentation of attendance, schools attended
- Awards conferred and degrees earned; and
- Personal information

RAPTOR SYSTEM ID BADGE

1. When arriving on a campus, substitute teachers will need to acquire a substitute badge at the front office of the school using the raptor system. The badge will include a picture, date, and assignment. To obtain a substitute badge, a driver's license will be needed on the first assignment at each school.
2. For long-term substitute teachers, a campus identification with a lanyard will need to be provided by the school.
3. Substitute teachers will need to check classroom visitors for a visitor badge with a correct picture and date. If a visitor does not have a badge, the substitute teacher will need to send the visitor to the office to check-in and obtain a badge.

THE SUBSTITUTE TEACHER'S RESPONSIBILITIES

The substitute teacher when called to substitute should note the following: day and date; assignment; school; the subject; and the name of the absent teacher. Home schedules should be arranged from 7:00 a.m. to 9:00 a.m. to enable the substitute to leave home on a very short notice. Substitutes are notified a day in advance when possible. However, a substitute is subject to call during the day as the need arises.

If, after the substitute has been notified, an emergency arises which calls for a change of plans, the substitute should call the principal's secretary. When a substitute is on duty, he/she should continue

his/her assignment until officially released by the principal. It is the responsibility of the principal/secretary to release the substitute teacher.

The substitute teacher should be on duty at the designated time on AESOP. If unable to fulfill your assignment, please call the appropriate **campus** secretary.

It is the substitute's advantage to arrive early in order to have an opportunity to become familiar with the school procedures for the day.

Substitutes should:

- Report directly to the office for instructions regarding classroom assignment, extra duty assignments, and the length of the assignment.
- Obtain the daily bell schedule and other schedules.
- Request the room to be unlocked if needed.
- Check the teacher's mailbox for notices that may need to be sent home.
- Review the teacher's lesson plans, teaching materials, building routine and procedures, and disaster drill regulations.
- Consult the principal/secretary or an assigned teacher if there are questions about the day's activities.
- Fulfill the regular teacher's entire program, such as hall duty, bus duty, playground duty, etc.
- Check the room conditions: note the lighting, temperature, and seating arrangements
- **Walk around the classroom while students are working, make yourself visible.**
- The class roll should be checked at the time and the manner designated by the building principal/teacher. Names and dates of absentees and tardies should be listed.
- All unusual requests from parents and pupils should be referred to the principal/secretary. Examples include: request to be dismissed early and to be absent from the classroom for some activity. Students should never be released from the building during the school hours without office permission.

- Follow lesson plans to insure continuity in the instructional program. ***Do not alter from the teacher's lesson plans for that day.***
- ***Be prepared to change assignments upon arrival.***
- ***If you accepted a full day assignment, and the teacher you are substituting for does not have classes every period, be prepared to sub in another classroom to complete a full day.***
- ***Early Release Days – substitute teachers will only work in the AM.***

The substitute teacher should not assign written work and leave it to be graded, except by request of the regular teacher. Written work assigned in the lesson plans should be gathered, but graded only at the request of the regular teacher. Written work which is beyond the lesson plans for the regular teacher should be graded and left for the teacher to examine.

Homework should be assigned only if the regular teacher requests it.

When the assignment is for a long-term period, the substitute should take the responsibility for instructional planning, making appropriate assignments, grading papers, keeping records, and taking over special duties of the regular teacher. He/she should attend In-service/ faculty meetings and assume other extra duties of the regular teacher.

Any money collected should be deposited in the office with adequate records, before leaving the building on the day of collection.

New textbooks, workbooks, or library books, should be issued only by the regular teacher unless the teacher requests the substitute to do so.

A short summary of the activities completed during the regular teacher's absence should be prepared for the teacher and placed in her lesson plan book.

Keep copies of all notices and bulletins received and leave them in the lesson plan book for the regular teacher.

BEFORE LEAVING FOR THE DAY

Before leaving for the day, the substitute should report to the school secretary for possible further instructions and/or assignments.

ACCIDENT AND ILLNESS

All accidents to students (or substitutes) on the grounds, in the school building, on the way to or from school, or occurring at any other place while the student is under the supervision of the school, shall be reported at the earliest possible time to the principal's office.

The principal's office should be notified when a child is ill. Medicine of any kind is **NEVER** given in the classroom. All medication is kept in the nurse's office and dispensed there.

DISCIPLINE

If you follow the three F's –FRIENDLY, FAIR AND FIRM – there should be little problems with discipline.

If students are kept busy with worthwhile material, discipline problems generally will not develop. If the substitute is knowledgeable regarding the subject being taught and presents it in an appropriate manner, students will be more attentive.

Naturally, there are exceptions and occasionally problems do arise. If a discipline problem occurs which cannot be handled; consult the principal. At no time should corporal punishment be administered. This is the responsibility of the principal.

STUDENT RELEASES

If a person not connected with the school seeks information about a student or permission to take the student from the room, refer that person directly to the principal. The principal will decide whether or not the student should be excused and notify the substitute of the decision. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT BE RELEASED WITHOUT PERMISSION FROM THE PRINCIPAL/SECRETARY.**

THE RESPONSIBILITIES OF THE SCHOOL OFFICE

When the substitute teacher arrives at the school, the principal/secretary should make a special effort to welcome and orient the substitute to school procedures and layout.

A Substitute Information folder with information about school routine, attendance records, schedules, special class groupings, disaster drills, and procedures unique to that particular school should be available. (This folder may be on the teacher's desk.)

See that lesson plans, grade books, and supplies are available.

Discuss unusual guidance problems with the substitute.

Notify the substitute of special programs for the day.

Point out the lunchroom and the services available, area when special duties are to be performed, restroom facilities, and teacher's lounge.

Introduce the substitute to the department chairman or a teacher who can assist with additional information.

Explain the rules of student conduct and the manner of handling special discipline cases.

THE RESPONSIBILITIES OF THE REGULAR TEACHER

If at all possible, the principal should be notified of the prospective absence the day preceding the absence. Notification on the morning of the day of absence often causes delay in obtaining a suitable substitute. If it is not possible to notify the previous day, the request should be made before 7:00 a.m., if possible. Please use the automated substitute system, **AESOP** and contact the appropriate campus principal or secretary.

The absent teacher must notify the campus secretary of his/her anticipated return before the close of the school day so that the substitute may be released or retained.

The classroom teacher will provide a Substitute Information folder to include the following:

- Daily schedule and routines
- Bell schedules
- Class rolls
- Lesson plans
- Teacher editions and guides
- Disaster drill and fire drill regulations
- Lunchroom procedures
- Teaching materials and reporting forms are to be in an easily accessible place
- Seating chart

HELPERS IN CLASSROOM

Monitors and class helpers should know what assistance they can give a substitute teacher. A list of pupils who can be depended on for reliable aide would be most helpful.

Teachers recognize the substitute as an important factor in the educational program. From the beginning of the year (and especially whenever an absence is anticipated) the regular teacher should do everything possible to prepare the children for work with the substitute teacher. Such planning should emphasize helpfulness, respect, consideration, good manners, and behavior.

RESPONSIBILITIES IN SPECIAL EDUCATION

The substitute teacher should follow the guidelines as stated under The Substitute Teacher's Responsibilities.

The special education substitute should check with the principal regarding ARD decisions on health problems, discipline, and teaching strategies.

If applicable, the substitute teacher should consult with the classroom aide concerning routing and schedules of individual students.

BORGER INDEPENDENT SCHOOL DISTRICT
DRESS CODE GUIDELINES

Employees should remember that parents and community may judge the entire BISD organization by the appearance of the employees. We are professionals and are expected to be role models for our students. The general rule to follow is to dress conservatively during all school hours or school functions.

It is the belief of the staff of BISD that professional dress and appearance will affect student attitude and performance. In order to encourage positive modeling, the school district has developed the following guidelines for substitutes. These guidelines are not all-inclusive, and substitutes are expected to use good judgment and moderation in dress and grooming.

1. Conservative dress styles are to be worn.
2. Shorts (above-the-knee length) may be worn only when they are part of a conservative coordinated outfit.
3. Very short shorts, cut-offs, short mini-skirts, and tight pants are unacceptable.
4. See-through blouses, tank tops, printed T-shirts (not T-shirts by craft), tops which do not cover the midriff, T-shirts similar to night shirts are unacceptable.
5. Blouses or dresses with extreme cuts on top or bottom are not appropriate.
6. "Dress jeans" are acceptable (not denim). (jeans with holes or bleached are unacceptable)
7. Friday is casual jean day. (jeans with holes or bleached are unacceptable)
8. Fleece warm-ups/wind suits are inappropriate for school.
9. Appropriate footwear should be worn.
10. Only ear piercings should be visible.

EXCEPTIONS:

The above are general guidelines. However, the Special Ed. classroom and P.E. teacher's attire may be more casual depending on the activity. Casual jeans (jeans with holes or bleached are unacceptable) may be worn when on field trips or when doing special projects. Illnesses or injuries may require that loose clothing be worn. Furthermore, extreme weather conditions may dictate exceptions to these guidelines.

It is the responsibility of the employee to dress within the guidelines of the dress code. The building principal will determine when an employee's appearance is not in accordance with these guidelines and will counsel with the employee concerning this matter. The employee may be asked to go home to change clothes. Conflicts which cannot be resolved at the campus level will be referred to the Superintendent.

We hope you as a substitute teacher; enjoy being a part of the Borger Independent School District because we appreciate your service to our district.

This Book Belongs To:

Borger Independent School District

NOTES: _____

BORGER ISD IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Borger ISD not to discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer, Tony McCarthy, 200 East Ninth, Borger, TX, 79007, (806) 273-1006 and/or Section 504/ADA Coordinator, Amy Blansett, 200 East Ninth, Borger, TX 79007, (806) 273-1016.

Es la póliza de Borger ISD de no discriminar por motivos de raza, edad, religión, color, origen nacional, sexo o impedimento en sus programas, servicios o actividades según requerido por el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. Preguntas con respecto al cumplimiento y/o procedimientos de queja pueden ser dirigidas al oficial del Título IX , Tony McCarthy, 200 East Ninth, Borger, TX, 79007, (806) 273-1006 y/o al Coordinador de la Sección 504/ADA del distrito escolar, Amy Blansett, 200 East Ninth, Borger, TX 79007, (806) 273-1016.

