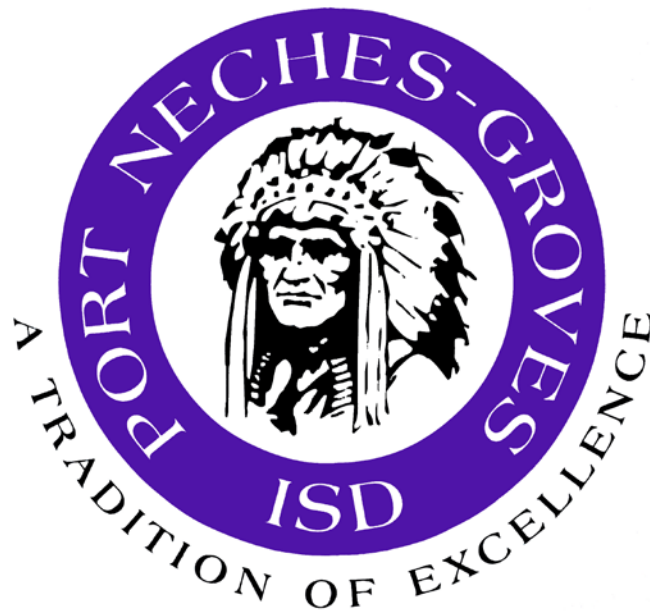


Port Neches-Groves ISD



Substitute Teacher Handbook

Revised June 3, 2015

2016-17
PN-G Personnel

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**Port Neches-Groves
Independent School District**
620 Avenue C
Port Neches, Texas 77651
Phone (409) 722-4244 Fax (409) 729-4817
Dr. Rodney Cavness, Superintendent

Welcome!

Welcome to the Reservation! You, as a substitute, play a vital role in our school system. When teachers have to be absent, it is reassuring to call on individuals who are capable, willing, and versatile enough to substitute in a variety of assignments.

This handbook, along with assistance from school principals and classroom teachers, will enable you to assist us in meeting the educational needs of our students.

Mission Statement

Port Neches-Groves Independent School District is committed to excellence in education. The combined efforts of the staff, students, parents, and community will provide a learning environment that ensures opportunities for all students to pursue lifelong learning and responsible, productive citizenship.

Qualifications

To be a substitute in Port Neches-Groves ISD, you must be at least 18 years of age, have a high school diploma or a GED, attend a **mandatory** substitute orientation in-service and complete all required documents. The District is required to conduct a criminal background/fingerprinting verification. Your ‘fast pass’ for fingerprinting will be emailed to you from the personnel office. It is your responsibility to make an appointment and pay for your fingerprinting. **You will not be cleared to work until this process is complete.**

The Substitute List

The applicant must receive official approval from the office of the Assistant Superintendent for Administrative Services to be placed on the substitute list. Official approval will be given when all necessary transcripts, certificates and forms have been returned to that office. **Only those substitutes who are on the official list are eligible for substitute teaching.**

Substitute teacher applicants are processed twice a year – summer and winter – before school starts then before the second semester begins. Approved substitutes will receive an email through the on-line application system. A list of eligible substitutes will be sent to building principals.

Substitutes must supply the following documents:

- Substitute Application
- Criminal History Authorization/Fingerprint Verification
- I-9 Form
- I-9 Documents (valid driver’s license and social security card)
- W-4 Form
- Reasonable Assurance Letter
- Substitute Direct Deposit Form (mandatory)
- Substitute Teacher/Staff Computer Use Requirement Form
- Drug Free Schools and Workplace Requirements Form
- Public Information Access Form
- Statement of Job Not Covered by Social Security
- High School/GED Certificate OR College Transcripts showing an Associate’s Degree or higher

School Hours

*The typical working day is as follows:

High School.....7:30 a.m. to 3:30 p.m.
Middle Schools.....7:45 a.m. to 3:45 p.m.
Elementary Schools.....7:30 a.m. to 3:30 p.m.

***NOTE: Start and end times for substitutes based on position requirements.**

Pay Information

- Substitutes are paid on the 25th of each month based upon the payroll schedule. (Payroll schedule is found on the PNG website under Departments, Business Office, Payroll.)
- Substitutes work on an as needed basis. As a substitute, you sign a letter of assurance and are ineligible to collect unemployment benefits as a result of working sporadically. You are also ineligible to collect unemployment during regularly scheduled breaks in the school year or during the summer months.

It is the desire of the Port Neches-Groves Independent School District to have substitute teachers who hold Texas Teaching Certificates.

Non-certified substitute teachers are used when certified substitutes are unavailable. In pursuit of this aim, three classifications of substitute teachers are maintained.

Pay Schedule and Pay Periods

*Class I = College Degree: TX Certified Teacher

*Class II = College Degree: Not TX Certified Teacher

*Class III = High School Graduate

(Must provide appropriate documentation of degree/certification.)

1. Class I and II substitute teachers are paid **\$80.00** per day. If a Class I or II substitute completes ten (10) consecutive days of teaching for the same teacher, and remains on the same assignment, then this substitute goes on a schedule of **\$85.00** per day.

A **Class I** substitute teacher, who completes twenty (20) consecutive days of teaching for the same teacher and continues on the same assignment, is eligible to receive \$140 per day.

A **Class II** substitute teacher, who completes twenty (20) consecutive days of teaching for the same teacher and continues on the same assignment, is eligible to receive \$130 per day

2. Class III substitutes are paid **\$65.00** per day. If a Class III substitute completes ten (10) consecutive days of teaching for the same teacher and remains on the same assignment, then this substitute is paid **\$70.00** per day.

3. A Registered Nurse who substitutes for a campus nurse will be paid **\$80.00** per day. If a substitute Registered Nurse completes ten (10) consecutive days of substituting for the same nurse and remains on the same assignment, then this substitute is paid **\$85.00** per day

4. A Licensed Vocational Nurse who substitutes for a campus nurse will be paid **\$65.00** per day. If the LVN substitute completes ten (10) or more consecutive days of substituting for the same nurse and remains on the same assignment, then this substitute is paid **\$70.00** per day.

5. Substitutes for clerks, secretaries and teacher aides will be paid **\$65.00** per day. If a substitute aide, clerk or secretary completes ten (10) consecutive days of substituting on the same assignment, then this substitute is paid **\$70.00** per day.

For payroll purposes a half-day will be defined as any portion of the period from 7:45 a.m. through lunch period or from the end of the lunch period through the end of the school day. A substitute will receive full pay for a major portion of a school day.

Workday

For payroll purposes a half-day will be defined as any portion of the period from 7:45 a.m. through 11:30 a.m. or from 11:30 a.m. through the end of the school day. A substitute will receive full pay for a major portion of a school day.

Pay periods for substitutes are on a monthly schedule as are all other personnel.

Removal From Service

The Port Neches-Groves Independent School District reserves the right to remove an individual from its substitute list as it deems appropriate.

Equal Employment Opportunity

Policy DAA

The Port Neches-Groves ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the basis listed above should either contact the Superintendent or Assistant Superintendent.

Disclaimer Statement

This handbook is a general guide, and the provisions of this handbook do not constitute an employment agreement or a guarantee to continued employment. The Port Neches-Groves ISD reserves the right to change or add any provision herein when deemed in the best interest of the District.

General Information

Substitutes should make any change in address or telephone number on their original application through the on-line application system. If an approved substitute wishes to be removed from the list, either temporarily or permanently, they are to call 722-4244 Ext. 1725 or email bromero@pngisd.org.

Contact Phone Numbers

<u>Port Neches-Groves High School</u>	(409)729-7644
1401 Merriman, Port Neches	
<u>Groves Middle School</u>	(409)962-0225
5201 Wilson, Groves	
<u>Port Neches Middle School</u>	(409)722-8115
749 Central, Port Neches	
<u>Groves Elementary School</u>	(409)962-1531
3909 Cleveland, Groves	
<u>Port Neches Elementary School</u>	(409)722-2262
2101 Llano, Port Neches	
<u>Ridgewood Elementary School</u>	(409)722-7641
2820 Merriman, Port Neches	
<u>Taft Elementary School</u>	(409)962-2262
2500 Taft, Port Arthur	
<u>Van Buren Elementary School</u>	(409)962-6511
6400 Van Buren	
<u>Woodcrest Elementary School</u>	(409)724-2309
1522 Heisler, Port Neches	
<u>Alternative Education Center</u>	(409)724-2309
1810 Port Neches Avenue, Port Neches	
<u>West Groves Education Center</u>	(409)962-8446
5840 W. Jefferson, Groves	

Calling the Substitute

1. When it is necessary for a teacher to be absent from school, the principal, or person designated by the principal, will then consult the substitute list and call the substitute deemed best qualified to fill the position.
2. Should a teacher ask you to substitute teach for him/her please ask that teacher to contact their building administrator, who will then make and/or confirm the assignment. All substitute arrangements must go through building administrators in order for the substitute to be paid.
3. The substitute teacher should arrange their schedules from 6 a.m. to 9 a.m. in order to be able to leave home on very short notice. However, a substitute is subject to call at any time during the day as the need arises.

Substitute Duties and Responsibilities

Daily Routine

The substitute should report to the principal's office, sign in and receive any special instructions. Upon arriving at the assigned classroom, the substitute teacher should observe the following guidelines:

- Locate lesson plans, seating charts and any materials/equipment to be used during the day. Ask the principal or designee for help, if needed.
- Become familiar with the teacher's daily schedule; note the times elementary students are due in the cafeteria, gym, etc.
- Check the room for lighting, seating arrangements and temperature.
- Start the day with students firmly and concisely. The substitute's first words and actions usually set the tone of the class.
- Adhere to lesson plans as closely as possible in order to cover prescribed topics. It is not permissible to allow students "free time."
- Keep students on task at all times. If additional work beyond the scope of the lesson plan is assigned, it should be graded and left for the regular teacher to examine unless otherwise specified by the teacher.
- Use discretion in issuing restroom passes during the day in order to avoid chain-reaction requests from students. In any case, only one student may be released from class at a given time.
- Refer any unusual requests from parents or students to the principal. Do not permit any student to leave the campus without checking out through the principal's office.

- Consult the principal or an assigned teacher if there are any questions about the duties or activities. Fulfill the regular teacher's entire program such as hall duty, bus duty, playground duty, etc. The substitute should clear this matter with the principal. He shall make the final determination. If necessary, a long term substitute teacher should also attend faculty meetings or grade level meetings in the place of the regular teacher.
- A substitute has an obligation to the regular teacher. When the regular teacher is absent for a prolonged period of time, the substitute should establish a regular means of contact with the regular teacher in order to provide the most meaningful program of instruction possible.
- The substitute is obligated to keep information about students confidential. Be very discreet in your comments concerning the school, its staff, pupils or parents. Constructive criticism can be valuable to the schools and will be accepted in that light. No doubt there will be times when, as a substitute teacher, you will feel the duty to "report". However, the time to report is immediately; the place is at the school; and the principal should be the one to receive the report.
- Clip a written report of the day's activities to the lesson plan book at the end of the day. Leave the classroom in the same condition in which it was found; lock all doors.
- Remain on duty until released by the principal; check out in the office before leaving for the day.

Attendance Accounting: In the elementary schools, attendance is taken at 9:30 a.m. After checking the class roll, the substitute should send the absentee report to the office. The substitute should not make entries on the attendance roster or gradebook unless directed to do so by the principal. Leave a note for the teacher instead.

Discipline

1. The substitute teacher is expected to maintain a level of discipline in the classroom that is conducive to learning. A well-organized and skillfully conducted class will have fewer discipline problems. Your physical bearing and tone of voice affect the reaction of a class to you. A positive attitude will do much to win the respect of your students. The points below offer some sound and proven advice:
 - a. Start your day in the manner in which you wish to continue.
 - b. Know what lessons you will present and the methods you will use.
 - c. Observe prescheduled routine.
 - d. Avoid threats, yet be forceful.
 - e. Strive for consistency and fairness.
 - f. Stand when presenting a lesson.
 - g. Correction should be constructive.
 - h. Speak loudly enough to be heard but softly enough to command attention.
 - i. Reprimands should be private whenever possible.
 - j. Contact an assistant principal if you need help.

2. When individual students cause behavior problems that are disruptive and cannot be handled by the substitute, these students should be sent to the office with a referral form explaining the circumstances. **The substitute should not leave the classroom unattended.**
3. Under no circumstance should the substitute teacher administer corporal punishment to students.
4. Substitutes should not use restraint as a disciplining technique. Restraint may only be used in an emergency and within the guidelines in Board Policy FOF (Legal).

Suggestions for Getting and Keeping Order

1. Develop a plan for behavior management. A substitute teacher should have a plan and procedure for handling behavior and maintaining discipline before he/she enters the classroom. Specific techniques for discipline and behavior management are discussed in a later section of this handbook. Whatever system or strategies you decide to employ, discuss the rules and consequences with your students at the beginning of the class. It is essential that you:
 - a. Have clearly defined rules
 - b. Let your students know what your rules are.
 - c. Explain the consequences for disobeying or breaking the rules.
 - d. Follow through with implementing the consequences that you establish.
2. Avoid any use of:
 - a. Sarcasm.
 - b. Profanity.
 - c. Physical punishment.
 - d. Yelling/screaming at students.

Emergency Drills

The substitute is expected to be familiar with emergency drill procedures. It is the responsibility of the substitute teacher to confer with the principal if the procedures are not known or not understood.

In case of tornadoes, students are to stay inside the school building away from windows. Teachers are to move their students into the halls of other areas only when absolutely necessary or when directed by an administrator. Pupils in outlying buildings should get under tables or find cover according to the instructions of the teacher or administrator.

Emergency Cancellations and Closings

Should road and/or weather conditions be such that school operations are threatened, the following procedures shall be followed:

- The Superintendent shall be responsible for issuing a decision regarding a closing. In his absence, an Assistant Superintendent shall make such determination.
- The decision to close shall be made no later than 6:00 a.m. the day of the closing.
- Building principals or designee will establish a method of communicating with employees in their buildings.
- Media sources to be used to publicize a school closing follow:

RADIO

KLVI	560 AM
KZOL	92.5 FM
KYKR	95.1 FM
KAYD	101.7 FM
KKMY	104.5 FM

TELEVISION

KBMT	Channel 12
KFDM	Channel 6
KBTV	Channel 4

Student Illness or Accident

1. If a child becomes ill while at school or has an accident, the child should be sent to the office of the school nurse. In the case of a serious accident or injury, send for the school nurse and a school administrator immediately.
2. Under no circumstance should a substitute teacher administer medicine to a student. All medicine brought to school by students should be taken to the nurse and administered by him/her as needed.

Professional Ethics

1. Substitute teachers have a professional obligation even though they are not regular classroom teachers. Caution should be used in expressing personal opinions and reactions about any subject.
2. Under no circumstances should a substitute criticize a regular teacher or a student in the presence of other teachers or students.
3. Substitute teachers should consider confidential any personal information concerning students that may be found in gradebooks, folders, papers, etc. They should also make certain that students do not gain access to such information while they are substituting.
4. The substitute must make certain that maintaining discipline in a classroom does not involve criticizing, embarrassing, or belittling any students in any manner.
5. Dress professionally - dressy casual or as deemed for the position you are filling (i.e., Shop, PE, etc. that may allow for more casual dress).
6. The substitute teacher should dignify his profession by maintaining an attitude of cooperation with associates, respecting the authority of those in administrative positions and by maintaining high standards of loyalty and service.
7. The school exists for the student. The first obligation of the teacher is therefore to the student.
8. Be prompt and businesslike in making and keeping agreements to work.
9. A substitute must avoid comparing one school with another, or comparing the children in one neighborhood with those in another neighborhood.
10. Concerns, comments and/or questions should be directed to the building principal.

Elementary and Secondary School Practices

The following practices are expected of the substitute in the schools of the Port Neches-Groves Independent School District:

1. Be punctual in every capacity (arriving to and from lunch and conference periods, checking rolls, etc.)
2. Stand at the door during every class change, observing both the hallway and classroom (secondary schools only).
3. Check the room when first entering, after each class change and before leaving. The room should be neat, clean and orderly when leaving for the day.
4. Protect and safeguard all personal items, equipment and other school property.
5. Practice good energy conservation. Turn off lights and all electrical equipment before leaving the room any time.

6. Keep an orderly classroom. Desks should be arranged away from the walls, windows and chalktrays at all times.
7. Receive and dismiss students in a formal and orderly manner.
8. Teacher grade book, lesson plan book, seating charts, textbook records, and attendance roll sheets are very valuable documents. Know where they are at all times and protect them.
9. Use good judgment, discretion and caution in issuing hall and restroom passes and passes to the office.
10. Enforce all school regulations and rules without apology.
11. Report any unusual happenings to the principal immediately.
12. Accompany students to the cafeteria and to the restrooms.
13. Become familiar with the teacher's daily schedule and routine which includes amount of time for each subject, time to arrive in the cafeteria, physical education time, restroom time and dismissal time (elementary schools).
14. Tobacco use in any form is prohibited on all school campuses.
15. Cell phone use is prohibited on all school campuses. Please ensure that your phone is turned off.
16. Other duties as may be assigned by the principal.

Responsibilities of the School and Regular Teacher to the Substitute

Responsibilities of the School

1. Schedules should be available for both the regular school activities and whatever special events or activities that might arise.
2. The school should create an atmosphere of helpfulness, understanding and respect toward the substitute teacher.

Responsibilities of the Regular Teacher

The regular teacher should make lesson plans, class rolls, seating charts and any special instructions accessible to the substitute teacher.

Use of Classroom/Teacher Computer

The substitute teacher should only use school and/or school network computers as indicated in the regular teacher's lesson plans. Under no circumstances should a substitute teacher use the school computer/network for email or other personal use.

Action Time – General Instructions

- A. Be in the classroom before your students begin to arrive.
 - 1. With younger students, you may wish to greet them individually. Elementary students are to be picked up before class starts. Please check with the office staff to see where students are to be picked up.
 - 2. Secondary students should be directed to take their seats.
- B. Put your name on the chalkboard.
- C. Stand front and center. Get your students' attention with a statement such as, "Let me have your attention, please."
- D. Introduce yourself. Explain:
 - 1. Who you are.
 - 2. Why you are there.
 - 3. When the regular teacher is expected to return, if you know.
- E. Take roll. This can be done in a variety of ways. Examples are:
 - 1. Call the roll.
 - 2. Use the seating chart if the teacher has left one for you.
 - 3. Pass a sign-in sheet around the room.
 - 4. Count heads, compare with the total number on class roll and ask the class to identify who is absent.
 - 5. Give worksheet or pop test. Have students put their name on the top and use papers to check against class roll.
- F. Explain your rules and behavior expectations to your class. Explain the reasons for your rules. Help them understand that their purpose is not punishment but to help you keep order and to make it easier for them to do their work.
- G. Explain the assignment or activity you want the student to do. Make sure students know:
 - 1. What they are to do.
 - 2. How to do it.
 - 3. What they are to do when they finish.
- H. Call students by name. Move around the room. Maintain eye contact with the class members.

- I. Write assignments on the chalkboard. Go over them orally.
- J. Use a variety of ways to reinforce instruction. Keep in mind the statement, “I hear and I forget. I see and I remember. I do and I understand.”

Ending the Lesson

Wrapping It Up

- A. Summarize the main points.
- B. Give homework assignments if appropriate.
- C. Have students do necessary housekeeping chores. Be specific as to what and how you want things done. Example:
 - 1. “Put your dictionaries on the right hand side of your desks. The last student in each row should collect the dictionaries and give them to me.”
 - 2. “Gather up all scrap paper at your work table and drop it in the trash on your way out.”
 - 3. “Everyone please push your chair back under your desk, then row one may leave.”
- D. As students leave the room, say something pleasant to each student, if possible.

After the Teaching’s Done – Things to Do

- A. Make a report of the day’s activities for the regular teacher’s use.
- B. At the end of the instructional day, prepare a summary of the day for the regular teacher.
 - 1. Names of children who were absent.
 - 2. Activities that were implemented.
 - 3. Specific areas that gave students difficulty.
 - 4. Questions that were asked for which you either did not have the answer or think needs further discussion by the teacher.
 - 5. Problems that occurred which you feel the teacher should be made aware of.
 - 6. Name and/or description of any students who were behavior problems.
 - 7. Names of students who were particularly helpful.
 - 8. What, if anything, you did regarding grading work.
- C. Prepare the classroom for tomorrow.
 - 1. Stack up papers or workbooks either in alphabetical order or by periods or subjects for the regular classroom teacher to look over and return to the students at a later date.
 - 2. Tidy up the room.
 - 3. Return class roll and teacher lesson plans to the place where you found them.
 - 4. Put away supplies and materials.
 - 5. Return any borrowed equipment such as a tape recorder to the media center.
 - 6. Return keys and any other items that were obtained from the office.

Being a substitute is not an easy job, but it can be a rewarding one. Being prepared, organized and caring can make your experience as a substitute teacher a positive one for both you and the students that you teach.