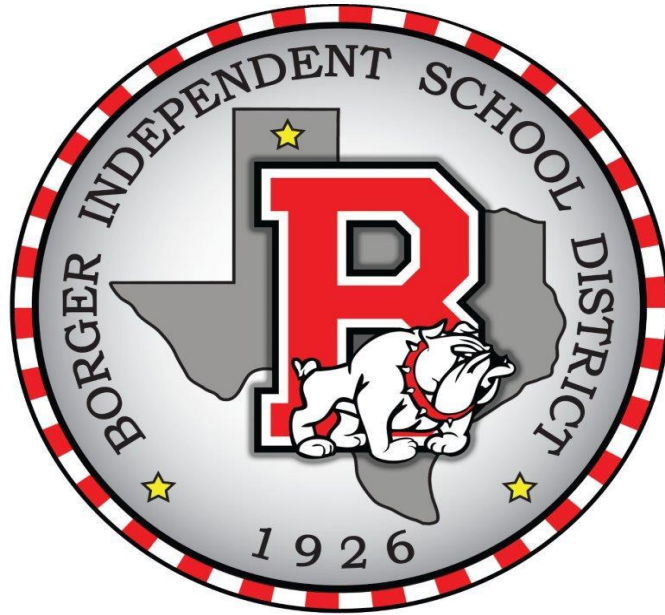


# BORGER ISD

Excellence Begins Now



## Substitute Teacher Handbook

Revised 9/2017

806-273-1016

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## **BORGER INDEPENDENT SCHOOL DISTRICT**

The Borger Independent School District strives to staff our classrooms with teachers of the highest quality and professional commitment. When a classroom teacher must be absent from their classroom, we also strive to provide our students and schools with substitute teachers who are of the highest quality. It takes a very versatile person to adapt from one classroom teaching assignment to another, while providing the students of Borger I.S.D. with quality classroom instruction.

This handbook coupled with assistance from the District Administrative Staff, the Campus Administrative Staff and the classroom teachers, will help provide you with some guidance and direction as you enter our classrooms and begin working with our students.

We trust you with the safety and education of our students. You are a valued employee of Borger I.S.D. and you are expected to give our students your best effort every day and act in a professional manner at all times. We are looking forward to working with you this year.

## **ADMINISTRATION**

Chance Welch .....Superintendent

Tony McCarthy .....Assistant Superintendent for Administrative Services

Amy Blansett .....Assistant Superintendent of Curriculum and Instruction

Faye Hooper .....Business Manager

Patti Brown .....Director, Special Education

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

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

Brandon Harris .....Principal, Borger Intermediate School

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

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

Daniel Kotara .....Principal, 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 7-8

1321 South Florida

273-1037

### **Borger Intermediate School**

grades 5-6

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, the substitute will be added to the **AESOP** system and a User ID and Password will be issued. The User I.D. and Password will provide the substitute access to the web-based system. If you have difficulty, please call the personnel office.

Borger I.S.D. Substitute Teachers are required to be **ACTIVE** substitutes in our system. The definition of an **ACTIVE** substitute refers to the number of jobs that a substitute successfully completes within a thirty school day period. The expectation is that an **ACTIVE** Substitute must successfully complete at least three substitute assignments within thirty school days. Failure to successfully complete three job assignments in a thirty-day period may result in the substitute being removed from the Approved Substitute List.

Substitutes may also be removed from the Approved Substitute List as the result of complaints generated by the Campus Administration Team. The Campus Administrative Team may request that a substitute not be allowed to return to their campus. The request to remove a substitute from a

campuses' Approved Substitute List will be sent to the Assistant Superintendent for Administrative Services for review.

### ***REQUIREMENTS FOR SERVICES***

A completed **online application** with Borger Independent School District. Attendance at a Substitute Teacher Training Class which includes a workplace questionnaire, completion of the Texas D.P.S./F.B.I. fingerprint based criminal history background check and successfully completing the Borger I.S.D. onboarding process. A high school diploma or a GED is required, college hours preferred. You must have a current/active e-mail address.

### ***PAYMENT FOR SERVICES***

A substitute who holds a Texas Educators Certification (Texas Certified Teacher) will receive \$77.00 per day (\$82.00 per day after ten consecutive days for one assignment). After completion of 30 consecutive days in any one assignment, the Texas Certified Teacher serving as a substitute will be paid \$144.00 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 \$72.00 per day.

Paychecks will be issued on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on Saturday or Sunday or during a holiday period, you will receive payment on the closest workday before the 15<sup>th</sup>. 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 numbers. 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, the substitute should notify the Personnel Office. The Personnel Office will document the complaint from the substitute and work to resolve the complaint. The substitute may be referred to the Campus Administrative Team for a resolution of the complaint.

## **GUIDELINES FOR SUBSTITUTE TEACHERS**

All employees who work for Borger I.S.D. are expected to adopt a professional and ethical approach to their work. While working as a Substitute Teacher, you are reminded to **keep all student information confidential, avoid making comparisons between campuses, principals, teachers, or students, and refrain from making negative comments about students. If you have a complaint, contact the Personnel Office.**

- As a substitute teacher, I understand that I am subject to a code of ethics like that which binds the teachers and administrators. I understand that I am assuming classroom teaching responsibilities and I expect to be held accountable for classroom instruction.
- I will keep confidential matters “confidential”.
- As a substitute teacher, I agree to serve with the same commitment to high standards as the classroom teacher.
- I agree to approach my work with open-mindedness, a willingness to be trained, and to bring a genuine interest in providing quality instruction to every student.
- I agree to maintain a professional attitude and to provide quality classroom instruction to every student. I believe that my relationships and interactions with students, parents, teachers, administrators and the community should always be professional.
- I understand that when I accept an assignment, I should successfully complete at assignment unless an emergency arises.
- I understand that canceling assignments without good cause, not showing up accepted assignments, chronic tardiness to assignments or unprofessional behavior, may lead to my removal from the Active Substitute List.

- I understand that I will be removed from the Active Substitute List if I have not accepted and successfully completed three substitute assignments within any thirty-school day period.
- I understand that good communication with teachers, campus staff, campus administrators and the HR Staff is essential for success in this position.

### **COMPUTERS**

Substitutes are **not** allowed on a teacher's computer unless the teacher has given specific instructions that requires the Substitute Teacher to be on the classroom teacher's computer. Substitutes should not use a teacher's computer to search for jobs in **AESOP**.

### **Tobacco Use**

State law and District policy, does 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, to smoke or to use a tobacco product.

### **Cell phone Use**

We do not allow the use of cell phones or texting during scheduled school hours unless there is a student safety issue or an emergency.

### **Visitors**

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

## **CONFIDENTIALITY STATEMENT**

### **PROFESSIONAL ETHICS**

The substitute has a professional obligation to the classroom teacher, the classroom, to the school and to Borger I.S.D. Extreme caution should be used in expressing personal reactions and opinions about what the substitute teacher observes and hears in a classroom or school. All concerns should be directed to a campus administrator or the Personnel Office. All information about students 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 electronic 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 badge with a lanyard may be provided by the school.

3. Substitute teachers will need to check all classroom visitors for a visitor's badge that displays the correct picture, name and date. If a visitor does not have a badge, the substitute teacher should ask the visitor to return 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. Your home morning schedule should be arranged so that from 7:00 A.M. to 9:00 A.M., you are able to leave your home on a very short notice. Substitutes are notified a day in advance when possible. However, a substitute is subject to be called during the day when the need arises.

If, after the substitute teacher has accepted a job, and an emergency arises which calls for a change of the substitute's plans, the substitute should call the assigned campus School Secretary immediately. When a substitute is on duty, he/she should continue his/her assignment until officially released by a member of the Campus Administrative Team or School Secretary. It is the responsibility of the Campus Administrative Team or School Secretary to release the substitute teacher.

The substitute teacher should report for duty at the designated time on AESOP. If you are unable to fulfill your assignment, please call the appropriate **School Secretary**.

It is an advantage for the substitute to arrive early in order to have an opportunity to become familiar with the school's 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.
- Review the teacher's lesson plans, teaching materials, building routine and procedures, and disaster drill regulations.
- Consult a member of the Campus Administrative Team, School Secretary or an assigned teacher if there are questions about the day's activities.
- Fulfill the classroom 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 in the manner designated by the Campus Administrative Team. Names and dates of absentees and tardies should be listed.
- All unusual requests from parents and students should be referred to a campus administrator or school 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 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, except when requested by the classroom teacher. Written work assigned in the lesson plans should be gathered, but graded only at the request of the classroom teacher. Written work which has been assigned by the substitute teacher and is not in the lesson plans from the classroom teacher should be graded and left for the teacher to examine.

Homework should be assigned only if classroom 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. Always seek assistance from other teachers or campus administrators for instructional questions.

Any money that has been collected should be deposited in the office that day, along with accurate documentation of the source of the money.

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

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

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

### ***BEFORE LEAVING FOR THE DAY***

Before leaving for the day, the substitute should report to the School Secretary for 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 and you need assistance use the classroom phone to contact the office and request a campus administrator. At no time, should corporal punishment be administered.

### ***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/SCHOOL SECRETARY.**

### ***THE RESPONSIBILITIES OF THE SCHOOL OFFICE***

When the substitute teacher arrives at the school, the Principal/School Secretary should make a special effort to welcome and orient the substitute to the 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.

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 Instructional Liaison or a teacher who can assist with additional information.

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

### ***THE RESPONSIBILITIES OF THE CLASSROOM 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 the absence often causes a 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 Principal or School Secretary.

The teacher, who is absent, 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
- Disaster drill and fire drill regulations
- Lunchroom procedures
- Teaching materials
- Any classroom reporting forms should be in an easily accessible location
- Seating chart

- Students who may assist the Substitute should be listed

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

### ***RESPONSIBILITIES IN SPECIAL EDUCATION***

Substitutes who work with special needs students 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 Instructional Assistant concerning the routine and schedules of individual students.

## ***BORGER INDEPENDENT SCHOOL DISTRICT***

### ***DRESS CODE GUIDELINES***

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, Borger I.S.D. 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. (jeans with holes or bleached areas are unacceptable)
7. Friday is casual jean day.
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, when substituting in a special needs classroom or in the gym for P.E., the teacher's attire may be more casual. Casual jeans may be worn when on field trips or when doing special projects, please remember that jeans with holes or bleached areas are unacceptable. Illnesses or injuries may require that loose fitting clothing be worn. 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 Principal will determine when an employee's appearance is not acceptable 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 Assistant Superintendent.

**We hope that you will enjoy being a part of the Borger Independent School District, because we appreciate your service to our district.**

## Borger Independent School District

### Substitute Teacher Training Information

**Please bring the following items when you return:**

1. 2 forms of ID
2. **One** of the following: college transcript, HS transcript/diploma, GED
3. On-Boarding Payroll paperwork
4. Application

If you have fingerprinted for a Texas school district, please bring the above items to our office beginning the Friday after training; 9am-11am or 1:30pm-3:30pm.

If you have not fingerprinted, please return the above items after you have printed. M-F 9am-11am or 1:30pm-3:30pm.

If the times do not work for you, please call our office to schedule an appointment.

We will **notify** you when you are able to search for jobs in AESOP.

jobulator.com (Is a service that you may choose to subscribe to, there is a subscription fee associated with this service. You are responsible for the subscription fee if you choose this service. This service is optional)

**INSURANCE:** After you have worked your first day you will receive an e-mail from [noreply@benefitshub.com](mailto:noreply@benefitshub.com). Follow the instruction on declining or applying insurance.



**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.

