

Haltom High School

Substitute teacher expectations and instructions.

Welcome

- First we at Haltom High welcome you to our campus. Because we have exceptional students and faculty members, we want your day with us to be exceptional as well.
- In the next few slides you will be introduced to some basic information that will help you along the way.
- Because of safety, I ask that you read and follow all of the expectations.

- POC
- Administrator of Substitute Teacher: David Smith, Assistant Principal. david.w.smith@birdvilleschools.net
- Substitute Coordinator: Mirna Castillo
mirna.castillo@birdvilleschools.net

- This handbook is an extension of the employee handbook, not a replacement.
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- As employees of BISD you are responsible to follow the same guidelines and policies of permanent employees.
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- All Substitute Teachers are required to read and understand the instructions found in the substitute handbook.

Duty Day

Full day assignments.

7 am – 3pm

½ day assignments

7am – 11am (morning)

11am – 3pm (afternoon)

Student Schedule: 7:30 am – 2:40 pm.

Expectations for attendance/reporting

- *It is essential for the safety of our students that substitute teachers are on time for their assignment each day.*
- *Substitutes are only assigned conference periods when this can be accommodated.*
- *Although you may have accepted a specific assignment, decisions about sub placement is made based on the needs of the campus and students. Therefore, your schedule may change.*
- *If you think you may be late, you must contact the main office at 817-547-6000 to let Mirna Castillo know*

- As soon as class starts- The classroom door should be closed and locked. This is a safety issue and must be followed.

Dress code

- Dress Code
- All substitute teachers (ST) are expected to be dressed in an appropriate and professional manner.
- Avoid wearing clothes with holes, even if in style at the time.
- Dresses shorter than mid-thigh, low cut clothing, or sheer garments are not appropriate.
- T-Shirts with depicting things that are not allowed on school, alcohol for instance, are not appropriate.
- Please dress in a way that set high standards for our students.
- Jeans with spirit t-shirts is perfectly acceptable on jean days and spirit day.

Substituting for an Inclusion Teacher

- Inclusion Substitute Expectations: Although there will usually a pre4rminent teacher in the class, you still have a role to play in the success of student learning.
- **Facilitate** the class while the general education teacher is giving instructions. Walk among the students and check on their progress. Please make sure they are focused on the task at hand.
- **Support** student work time by sitting with the students who are struggling whether it be at a group table or one-on-one.

Fire drills and emergencies

- When substitutes accept a job at Haltom High they are accepting the role of the permanent staff member. For this reason, all substitutes need to familiarize themselves with emergency procedure, monitor and direct students during emergencies, and follow the instructions of campus staff during emergencies. This includes campus emergency drills.
- The administrator over emergency procedure is Mr. Crespin Cortez. crespin.cortez@birdvilleschools.net

Classroom Management

- Part 1
- The safety of the students and the quality of the education that they deserve and expect requires that substitutes are active monitoring and teaching. Here are some things to think about.

Classroom Management

- You should never be sitting behind the desk for prolonged periods. Please move around the room assisting students, monitoring both behavior and learning, and enforcing the teacher's expectation.
- Make sure that you follow the teacher's direction for the work. The district has guidelines for pacing so it is important that students do not fall behind while a teacher is out.

Classroom Management

- Follow campus procedure for redirect and discipline.
 - If a student is disruptive but you are able to maintain classroom structure and correct the disruption through relationship building and classroom management, correct the situation and leave a note for the teacher.
 - If you feel that you cannot continue the learning process because of the disruption and you need assistance, call 6000 and ask for assistance.
 - Do not put a student in the hall unsupervised and do not send a student to the office. If you *must* remove a student and you have already called for assistance, you may put the student in the hall while you stand at the door monitoring the student.
 - The best approach to classroom management, is to build a relationship, set expectations early, and then keep students engaged and on task. Speak to the students **respectfully** and remind them that their permanent teacher expects the best of them.
 - Classroom management starts the moment students walk through the door. Do not allow a window of opportunity for student to feel that there is an absence of management or that it is a free day. This is an invitation for discipline issues and disrespectful interaction.
 - Referrals: Referrals should only be written by the permanent teacher or **long term subs** filling a job that lasts longer than 5 school days. Otherwise, leave notes for the teacher about the behavior. See bullet item (b).

Humor and communication with students

- Humor is one of the best relationship tools at a teacher's disposal. It can break tension and create trust between students and staff.
- Inappropriate, sarcastic, or disrespectful humor however has the opposite effect.
- Please be mindful of the fact that you have not had a chance to build a relationship with students over a course of time. Choose humor carefully and never use insulting humor in class.

Appropriate Conversations

- Remember that you speak for both the campus and community.
- Always speak about both in a positive manner when speaking with students or staff members.
- Promote and celebrate what we do and avoid negative thoughts about policy, staff,
- It is perfectly fine to talk to students about your family, pets, or similar types of positive information. However, avoid conversations about things like divorce, problems you may be experiencing, skipping school when you were a student, or similar negative conversations.
- Never, even jokingly, speak negatively about the students lives.

Social Media

- Substitutes should never have contact with a BISD student off campus through technology or social media unless they already have a personal and appropriate relationship with the student or the student's family.

Drawing

- Remind Mirna to add you to the drawing
- Tell her code ISAYBUFFALO
- You will be entered to win prizes just for viewing this slide.