

# Haltom High School Substitute Teacher Hand Book

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 must read this supplement and this employee handbook.

Administrator of Substitute Teacher: David Smith, Assistant Principal

Substitute Coordinator: Mirna Castillo

# Duty Day

The duty day for Substitute Teachers is as follows.

## **Full day assignments.**

7 am – 3pm

## **½ day assignments**

7am – 11am (morning)

11am – 3pm (afternoon)

Student Schedule: 7:30 am – 2:40 pm.

*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

- All substitute teachers (ST) are expected to be dressed in an appropriate and professional manner.
- Avid 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](mailto:crespin.cortez@birdvilleschools.net)

## Classroom Management

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.

1. 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.
2. 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.
3. Follow campus procedure for redirect and discipline.
  - a. 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.

- b. If you feel that you cannot continue the learning process because of the disruption and you need assistance, call 6000 and ask for assistance.
  - i. 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.
- c. 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.
- d. 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.
- e. 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 in class

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,

## Social media and students contact

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