

**LEVELLAND INDEPENDENT SCHOOL  
DISTRICT**

**Substitute Teacher Orientation Packet**

**2011-2012**

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**SPECIAL NOTE: Substitute teachers are responsible for obtaining a copy of the Campus Handbook(s) and a copy of the Campus Crisis Management Plan.**

LISD School Board is ....

# ALL-IN

## PRIDE

**P**reparation for college, career readiness and being productive citizens

- \* improvement of student scores
- \* improvement of counseling services
- \* involvement in community

**R**espect for the education process, teachers, and discipline

- \* understanding the value of education and discipline
- \* enforcement of the student code of conduct
- \* importance of character and self worth

**I**ntegrity of LISD shown through consistent actions

- \* communication district wide and with community
- \* demonstration of character on and off campus

**D**ependability of the educational process at LISD

- \* developing & maintaining exemplary programs
- \* maintaining a safe environment
- \* responsibility to ensure highest level of education
- \* fiduciary and custodial responsibility of public funds

**E**ffort to establish and promote district wide pride

- \* through continuity from L.A.B.C. through L.H.S. and A.C.E.
- \* district wide parent involvement

**LEVELLAND INDEPENDENT SCHOOL DISTRICT**  
Substitute Teacher Handbook Receipt/Orientation Sign-off Sheet  
2011-2012

Name (print) \_\_\_\_\_

I hereby acknowledge receipt and orientation of my personal copy of the Levelland ISD Substitute Teacher Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. As an employee of the Levelland ISD I understand that the receipt and orientation of this handbook covers, but is not limited to, the following conditions of employment:

1. Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District.
2. All District employees shall be expected to adhere to the standards of conduct set out in the "Code of Ethics and Standard Practices for Texas Educators" (Board policy DH-Exhibit).
3. Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities (Board policy DH and GKA).
4. The District prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution (Board policies DH and DHE) 41 U.S.C. 702(a)(1)(A); 28TAC 169.2.

5. [This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201)]
6. The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.
7. I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have access to the District's electronic communications system. Through this system, I will be able to communicate with other schools, colleges, organizations, and people around the world through the internet and other electronic information systems/networks. I will have access to hundreds of databases, libraries, and computer services all over the world. I understand that with this opportunity comes responsibility. I am aware that my computer is not private and that the District will monitor my activity on the computer system.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

8. I understand that I have an obligation to inform my campus principal or supervisor of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Deputy Superintendent if I have any questions, concerns, or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Receipt & Orientation

**Note:** This handbook includes two copies of this sign-off form. Please sign and date both copies. *Return the white copy to The Director of Administrative Services and keep the other copy in your handbook.*

## GENERAL INFORMATION/REQUESTS

1. Our secretaries need substitutes who are willing to work on a regular basis on the days that are marked on the availability sheet. If at all possible, please try to be available when you are called. If you do not want to work, call Sherry Alexander, secretary to the superintendent, at the central administrative office and take your name off the list.  
**\*\* Substitutes who habitually refuse to work on the days they mark available may be taken off the substitute teaching list.**
2. Phone Sherry Alexander with any change in personal information (name, address, etc.) or to be removed from the availability list.
3. Cell phones are to be turned off in the school building.

## ARRIVING AT SCHOOL

Veteran substitute teachers recommend that you familiarize yourself with the district/campus before taking your first assignment. The length of your workday depends on the assignment to which you are substituting. **All substitutes should coordinate arrival and departure times with the respective campus administrator or designee and remain on campus until the end of the instructional day in accordance with the respective grade level.**

When you arrive at the school, check in at the office. The principal or secretary will:

1. Give you necessary instructions and issue you a nametag.
2. See that you are taken to the classroom and helped to locate needed materials.
3. Explain any unusual procedures for the day.
4. Introduce you to a nearby teacher, preferably one of the same grade/subject who may be of assistance.
5. Be on call to help in case of emergency or unforeseen problems.

Suggestions:

1. Report to the main office and sign the substitute teacher sign-in form.
2. Check the teacher's mailbox.
3. Locate the lesson plan book and study the plans carefully.
4. Assemble needed materials (books, papers, maps, etc.).
5. Check to see if needed seatwork has been provided. If not, plan and arrange it.
6. Check the duty schedule.
7. Locate the seating chart (if there is one).
8. Take attendance as appropriate with the campus procedures.
9. Find the place where the teacher meets his/her students at the beginning of school.
10. Be prompt in arriving and beginning class. This will help command respect.
11. Follow the teacher's plan as closely as possible.
12. Report immediately to the principal if an accident or problem occurs that is serious enough to need attention.
13. Be understanding and considerate of your students. Students should not call you by your first name.
14. Do not give students candy or any other food item.

## **BOARD POLICY DPB (LOCAL)**

### **PERSONNEL POSITIONS:**

#### **SUBSTITUTE, TEMPORARY, and PART-TIME POSITIONS**

**SUBSTITUTE TEACHERS** At the beginning of each school year, the Superintendent or a designee, in cooperation with principals, shall compile a list of qualified substitute teachers available for the school year. This list shall be approved by the Superintendent and distributed to all principals. The list shall indicate each individual's qualifications. Principals shall request and receive specific authorization from the Superintendent or designee before employing and substitute not on the approved list.

**APPLICATION** Persons wishing to substitute teach in the District shall make application through usual channels. [See Board Policy DC]

**DOCUMENTATION** Approved substitutes shall have on file in the District:

1. The District's application form;
2. A record of highest education attained, including high school diploma, GED certificate, or transcript for all college work, and/or Texas certificates; and
3. An income tax withholding form.

**QUALIFICATIONS** The District shall attempt to hire certified teachers as substitutes whenever possible.

**SELECTION** Principals shall give first consideration to the most qualified teachers on the approved substitute list and shall make an effort to place substitutes in their field of interest or the field in which they are best qualified.

**PAY** The rates for substitute pay shall be set by the Board and recorded in Board minutes. [See page 16]

**PERFORMANCE RESPONSIBILITIES.** A substitute shall be subject to all duties of a regular classroom teacher, with the exception of administering corporal punishment.

**DATE ISSUED:** 04/14/97  
**UPDATE 55**  
**DPB (LOCAL)-X**

**ADOPTED:** 07/10/97

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ  
(LEGAL)

PEIMS

The District shall participate in the Public Education Information Management System (PEIMS) and through that system shall provide information required for the administration of the Foundation School Program and of other appropriate provisions of the Education Code. The PEIMS data standards, established by the Commissioner of Education, shall be used by the District to submit information. Education Code 42.006; 19 TAC 61.1025

CHILDREN'S  
INTERNET  
PROTECTION ACT

Under the Children's Internet Protection Act (CIPA), the District must, as a prerequisite to receiving universal service discount rates, implement certain Internet safety measures and submit certification to the Federal Communications Commission (FCC). 47 U.S.C. 254 [See UNIVERSAL SERVICE DISCOUNTS, below, for details]

Districts that do not receive universal service discounts but do receive certain federal funds under the Elementary and Secondary Education Act (ESEA) must, as a prerequisite to receiving these funds, implement certain Internet safety measures and submit certification to the Department of Education (DOE). 20 U.S.C. 6777 [See ESEA FUNDING, below, for details]

DEFINITIONS

"Harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

47 U.S.C. 254(h)(7)(G); 20 U.S.C. 6777(e)(6)

"Technology protection measure" means a specific technology that blocks or filters Internet access. 47 U.S.C. 254(h)(7)

UNIVERSAL SERVICE  
DISCOUNTS

An elementary or secondary school having computers with Internet access may not receive universal service discount rates unless the District implements an Internet safety policy, submits certifications to the FCC, and ensures the use of computers with Internet access in accordance with the certifications. 47 U.S.C. 254(h)(5)(A), (I); 47 CFR 54.520

"Universal service" means telecommunications services including Internet access, Internet services, and internal connection services

and other services that are identified by the FCC as eligible for federal universal service support mechanisms. 47 U.S.C. 254(c)(3), (h)(5)(A)(ii)

INTERNET SAFETY  
POLICY

The District shall adopt and implement an Internet safety policy that addresses:

1. Access by minors to inappropriate matter on the Internet and the World Wide Web;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access, including "hacking," and other unlawful activities by minors on-line;
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
5. Measures designed to restrict minors' access to materials harmful to minors.

47 U.S.C. 254(I)

PUBLIC  
HEARING

The District shall provide reasonable public notice and hold at least one public hearing or meeting to address the proposed Internet safety policy. 47 U.S.C. 254(h)(5)(A), (I)(1)

'INAPPROPRIATE  
FOR MINORS'

A determination regarding what matter is inappropriate for minors shall be made by the Board or designee. 47 U.S.C. 254(I)(2)

TECHNOLOGY  
PROTECTION  
MEASURE

In accordance with the appropriate certification, the District shall operate a technology protection measure that protects minors against access to visual depictions that are obscene, child pornography, or harmful to minors; and protects adults against access to visual depictions that are obscene or child pornography. 47 U.S.C. 254(h)(5)(B), (C)

MONITORED USE

In accordance with the appropriate certification, the District shall monitor the on-line activities of minors. 47 U.S.C. 254(h)(5)(B)

CERTIFICATIONS  
TO THE FCC

To be eligible for universal service discount rates, the District shall certify to the FCC, in the manner prescribed at 47 CFR 54.520, that:

1. An Internet safety policy has been adopted and implemented.
2. With respect to use by minors, the District is enforcing the Internet safety policy and operating a technology protection " measure during any use of the computers.

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ  
(LEGAL)

3. With respect to use by adults, the District is enforcing an Internet safety policy and operating a technology protection measure during any use of the computers, except that an administrator, supervisor, or other person authorized by the District may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

47 U.S.C. 254(h)(5); 47 CFR 54.520

ESEA FUNDING

Federal funds made available under Title II, Part D of the ESEA for an elementary or secondary school that does not receive universal service discount rates may not be used to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet unless the District:

1. Has in place a policy of Internet safety for minors that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and enforces the operation of the technology protection measure during any use by minors of its computers with Internet access; and
2. Has in place a policy of Internet safety that includes the operation of a technology protection measure that protects against access to visual depictions that are obscene or child pornography; and enforces the operation of the technology protection measure during any use of its computers with Internet access.

The District may disable the technology protection measure to enable access to bona fide research or for another lawful purpose.

CERTIFICATION TO  
DOE

The District shall certify its compliance with these requirements to the Department of Education as part of the annual application process for each program funding year under the ESEA.

20 U.S.C. 6777

STATE FUNDING

A public school that provides a computer used to access the Internet is not eligible for a loan or grant under Subchapter C, Chapter 57, Utilities Code (Telecommunications Infrastructure Fund), unless the school adopts and implements an Internet safety policy under Chapter 32, Subchapter D, of the Education Code or under the federal Children's Internet Protection Act (CIPA). Education Code 32.152

"Internet safety policy" in Chapter 32, Subchapter D, of the Education Code means a policy that addresses:

1. Measures designed to restrict access by minors to obscene material on the Internet;
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
3. Unauthorized access and other unlawful activities by minors online; and
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Obscene" has the meaning assigned by Section 43.21 of the Penal Code.

Education Code 32.151

TRANSFER OF  
EQUIPMENT TO  
STUDENTS

The District may transfer to a student enrolled in the District:

1. Any data processing equipment donated to the District, including equipment donated by a private donor, a state eleemosynary institution, or a state agency under Government Code 2175.126;
2. Any equipment purchased by the District; and
3. Any surplus or salvage equipment owned by the District.

Education Code 32. 102(a)

Before transferring data processing equipment to a student, the District must:

1. Adopt rules governing transfers, including provisions for technical assistance to the student by the District;
2. Determine that the transfer serves a public purpose and benefits the District; and
3. Remove from the equipment any offensive, confidential, or proprietary information, as determined by the District.

Education Code 32. 104

DONATIONS

The District may accept:

1. Donations of data processing equipment for transfer to students; and
2. Gifts, grants, or donations of money or services to purchase, refurbish, or repair data processing equipment.

Education Code 32. 102(b)

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ  
(LEGAL)

USE OF PUBLIC  
FUNDS

The District may spend public funds to:

1. Purchase, refurbish, or repair any data processing equipment transferred to a student; and
2. Store, transport, or transfer data processing equipment under this policy.

Education Code 32.105

ELIGIBILITY

A student is eligible to receive data processing equipment under this policy only if the student does not otherwise have home access to data processing equipment, as determined by the District. The District shall give preference to educationally disadvantaged students. Education Code 32.103

RETURN OF  
EQUIPMENT

Except as provided below, a student who receives data processing equipment from the District under this policy shall return the equipment to the District not later than the earliest of:

1. Five years after the date the student receives the equipment;
2. The date the student graduates;
3. The date the student transfers to another district; or
4. The date the student withdraws from school.

If, at the time the student is required to return the equipment, the District determines that the equipment has no marketable value, the student is not required to return the equipment.

Education Code 32.106

UNIFORM  
ELECTRONIC  
TRANSACTIONS ACT

The District may agree with other parties to conduct transactions by electronic means. Any such agreement or transaction must be done in accordance with the Uniform Electronic Transactions Act. Business and Commerce Code 43

## **CODE OF ETHICS**

1. I realize that as a substitute teacher, my relationships with public school administrators, teachers, and students should be on a professional basis.
2. I understand that classroom teacher-pupil relationships are professional relationships, and that I must respect their professional confidence. What I observe in my classroom visits is not material for community conversation.
3. I realize that my classroom visits are for the purpose of furthering my own understanding of the educational process. I enter the classroom as a guest and as an apprentice, not as a critic teacher.
4. I understand that I should avoid comparison of teacher and schools in which I have visited or taught. I must be concerned with educational issues-personalities are irrelevant to such considerations.
5. I understand that my future success as a teacher will depend as much on ethical behavior as it will on academic achievement.
6. I understand, further, that my inability to live by this Code of Ethics will raise serious questions in the minds of the faculty as to my suitability for the profession and may result in my disqualification; regardless of the distinction I may have academically.

## **CONFIDENTIALITY**

The legal basis for confidentiality comes from two federally enacted laws. The first is the Family Education Rights and Privacy Act (FERPA), which is also known as the Buckley Amendment. The second is the Individuals with Disabilities Act (IDEA) which was passed in 1992 and reauthorized in 1997. Both of these federal laws apply to all schools.

Consider for all Conversations:

1. What is discussed?
2. Where it takes place.
3. Who is listening?
4. Why the discussion took place.

Quick suggestions to remember:

1. Do not leave modification sheets lying visible on top of your desk.
2. Never open a grade book where a parent can see the grades of other students.
3. Do not talk about a specific child/student where other children/students can hear the conversation.
4. If you were the topic of conversation, what would you want said and to whom would you want the conversation repeated?

## DIRECTORY INFORMATION

### **Board of Trustees:**

David Etheredge  
1818 Cotton Ave.  
Res. Phone 897-0478  
Bus. Phone 894-9611 ext. 2319

Rusty Gibson  
3122 Atlanta Rd.  
Res. Phone 894-7380  
Cell Phone 891-8167

Missy Himango  
11 Paxton Place  
Res. Phone 894-2405  
Cell Phone 789-6467

Joyce Johnson  
408 Ave M  
Bus. Phone 894-1804  
Cell Phone 577-2354

Tania Moody  
P.O. Box 967  
Cell Phone 891-1562  
Bus. Phone 894-3134

F.E. Shaheen  
2122 Mustang  
Cell Phone 893-5412  
Bus. Phone 894-8855

Glen Smith  
1850 N. US Hwy. 385  
894-5080

### **Central Office: 894-9628**

Mark Holcomb, Superintendent  
Kelly Baggett, Assistant Superintendent (ext. 239)  
Jerry Beard, Director of Instructional Services (ext. 218)  
Heidi Blair, Director of Curriculum (ext. 215)  
Kathy Hutchinson, Director of Special Education (894-6858)  
Louise Pendleton, Director of Technology (894-3312)  
Nick Williams, Chief Financial Officer (ext. 205)

**Campus Directory:**

Early Childhood Center Donna Pugh Sky Tucker Jessica Coronado Nikki Martinez	894-6959 or 894-2683 Principal Assistant Principal Secretary Head Start Secretary
Capitol Elementary Karl Race Jamie Anthony Christi Rendon	894-3323 or 2515 Principal Secretary Office Assistant
South Elementary Rodney Caddell Daisy Van Zandt Liz Pruitt	894-6255 or 894-9381 Principal Secretary Office Assistant
Intermediate (4-5) Sid Gerber Raemi Thompson Annette Bautista Debbie Blackshear	894-3060 or 894-6454 Principal Assistant Principal Secretary Office Assistant
Middle School (6-8) Kenny Berry Ezra Chambers Karen Thacker Cindy Albright Joanna Runkles	894-7086 or 894-6355 Principal Assistant Principal Secretary PEIMS Clerk Instructional Specialist
High School (9-12) Ray Vasquez Jeffrey Perez Primo Lara Amanda Sims Stacey Brown Priscilla Armes Tammy Black Glenda Goode Linda Hensley	894-8515 Principal Assistant Principal Assistant Principal Counselor Counselor Secretary/Registrar Secretary PEIMS Clerk Administrative Aide
Cactus Academic Center (alternative Ed.) Gary Bridges Susan Smith Renata Duran	894-9119 Principal Counselor PEIMS/Secretary

## **DRESS CODE**

The dress and grooming of the District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

## **DUTIES and RESPONSIBILITIES of SUBSTITUTE TEACHERS**

1. You should expect to perform the duties assigned to the regular teacher (in addition to teaching the class).
2. You should follow the lesson plans of the regular teacher. Report to the principal if lesson plans are not complete or not available.
3. You should check student assignments as appropriate for correct, complete and incomplete student work.
4. You should leave for the teacher any discipline infractions.
5. You are expected to have firm but friendly control of the class.
6. You should refer serious disciplinary infractions to the principal or assistant principal.
7. You should keep a careful record of attendance.
8. You should confer only with the principal concerning any problems you have in adjusting to a particular classroom unless the principal designates another teacher to help you.
9. Remember – all information about students is confidential information and should be treated as such by you.
10. You should refer first-aid concerns to the main office personnel.
11. You are in a unique position to interpret the educational program to the community, either favorably or unfavorably. It is not expected that there will be complete agreement on the part of everyone as to the value of various techniques and procedures. However, it is expected that you will be discreet in what you say about other teachers. If you do not agree with or understand why a certain procedure is followed, the principal will be glad to talk with you about it and explain the circumstances and conditions involved.

## **FINGERPRINTING (Senate Bill 9)**

All substitute teachers are required to be fingerprinted prior to employment with the District. The fee for fingerprinting is \$50.20 and is not covered by the State of Texas. Individuals desiring to substitute for LISD must pay the fee as required by law.

## **MEDICATION POLICY**

A student who must take prescription medicine during the school day must, upon arriving at school with the medicine, bring a written request from his/her parent/guardian and the medicine, in its original, properly labeled container, to the principal's office for keeping and administering by the principal or authorized District employee.

## PAY SCHEDULE (Board approved 7-10-2008 & revised 12-08-2009)

General Qualifications		Criminal History Check & Fingerprinting Minimum 18 yrs. of age for grades Pre-K-6 <sup>th</sup> Minimum 21 yrs. of age for grades 7 <sup>th</sup> -12 <sup>th</sup>
Pay Grade 1	\$55.00/day	High school degree or GED
Pay Grade 2	\$60.00/day	Minimum of 15 college hours or five years of acceptable LISD substitute experience
Pay Grade 3	\$70.00/day	Minimum of 60 college hours or eight years of acceptable LISD substitute experience
Pay Grade 4	\$80.00/day	Certified teacher or person with a minimum of a bachelor's degree.

Substituting for more than five consecutive days in pay grades 1 - 4 for the same professional will increase the daily rate by \$5.00/day.

<u>Certified Teacher</u> <b><u>(Long-Term = 30 or more school days)</u></b> <b><u>*Assistant Superintendent will be responsible for decision to pay long-term assignment based on principal recommendation and in writing.</u></b>	\$150.00/day after the 1 <sup>st</sup> five days.	<ol style="list-style-type: none"> <li>1. Responsible for all duties assigned to the teacher for whom substituting.</li> <li>2. Prepare lesson plans.</li> <li>3. Grade all assignments and report grades as directed by campus administration.</li> <li>4. Conduct parent conferences as needed.</li> <li>5. Write and follow student IEP's.</li> </ol>
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In cases where a substitute is used for a teaching assistant in a specialized area (such as special education or computer lab), the substitute will be paid the rate normally paid for substituting for a regular classroom.

## SAFETY PROCEDURES

Student safety on campus or at school related event is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to insure school safety. Parents will be contacted when the conduct of a student endangers the safety of themselves, staff, or other students.

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. The drills will be in accordance with campus **Crisis Management Plans** and will be both announced and unannounced. All students and staff are expected to follow all instructions as directed by those authorities conducting the drill.

**Levelland ISD experience cannot move the substitute more than one (1) pay grade without qualifying college hours.**