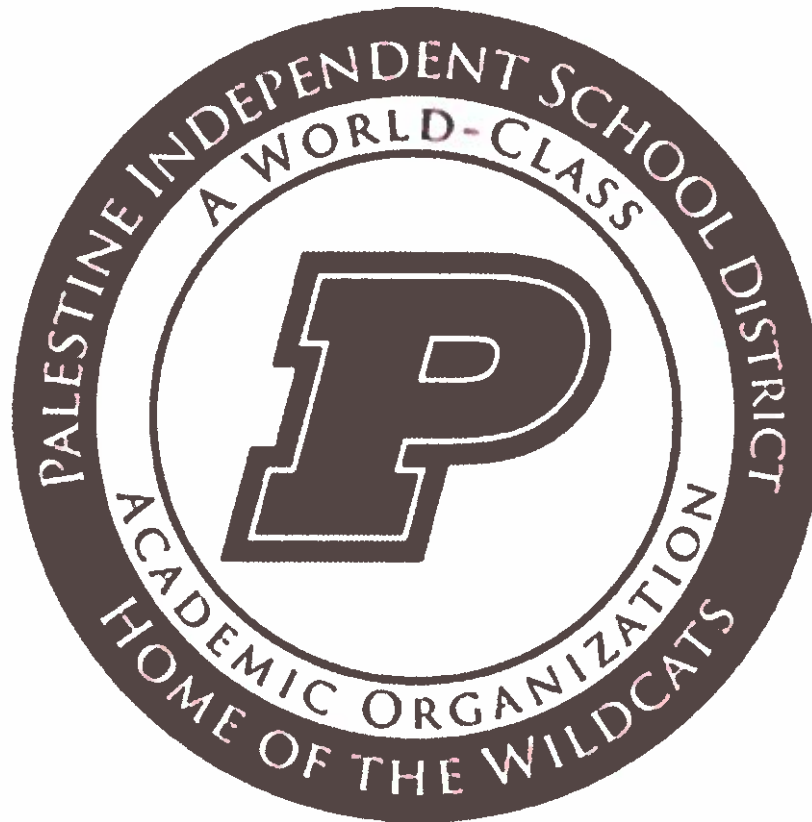
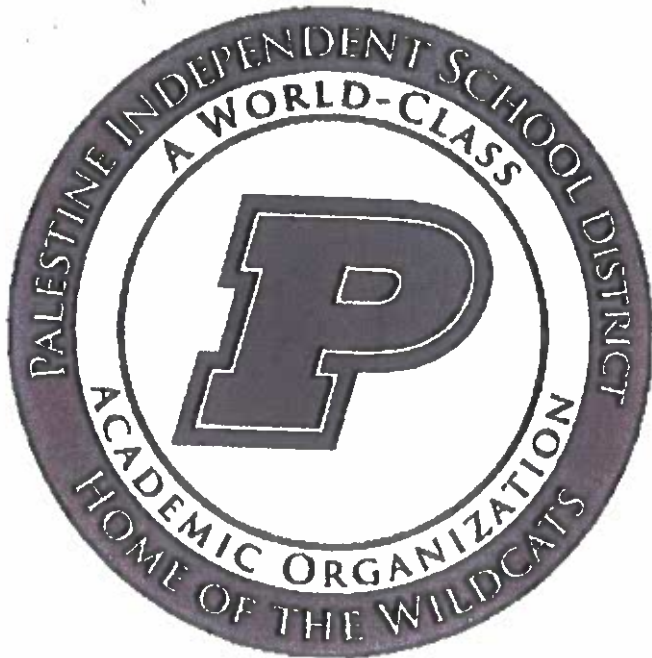


# Palestine Independent School District



## Substitute Teacher Handbook

2021-2022



**Dear Substitute Teacher:**

On behalf of the Palestine Independent School district, we welcome you. The services that substitute teachers provide to the students of Palestine are highly valued. We depend on you to provide continuity to the instructional program in the absence of the classroom teacher.

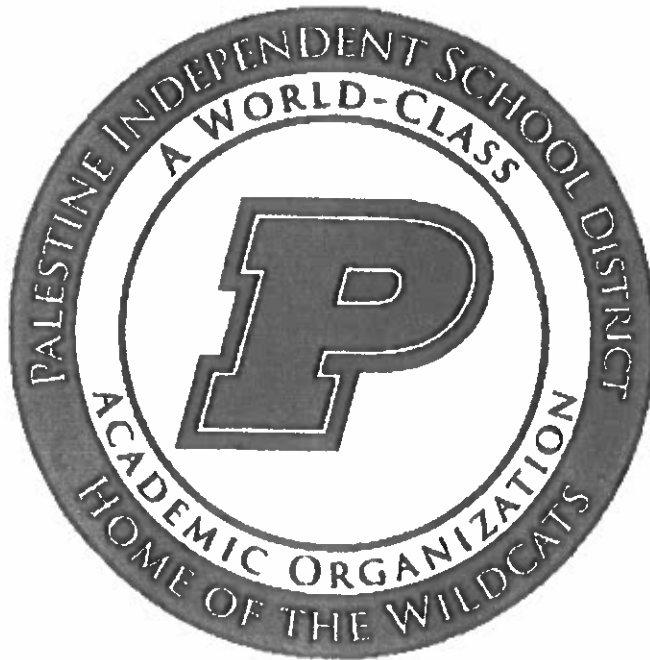
As you join us in educating the young people who will be assigned to your care, every effort will be made to provide support and assistance. Because you will be in many different classrooms and teaching many different grade levels, it is important that you have a clear understanding of how to handle various situations as they relate to PISD policies and procedures. You may view the PISD Employee Handbook at:

<http://www.palestineschools.org/home> Select the staff heading and employee handbook

Please take the opportunity to familiarize yourself with the PISD Substitute Handbook. Inside you will find many useful resources including:

- District mission statement
- Campus and district contact information and directions
- Substitute responsibilities and guidelines
- Payroll information
- District calendar
- Tips for effective classroom management

Please know that the purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. For more information, you may confer with the campus principal or call the appropriate district office. We look forward to working with you.



## **Mission Statement**

To foster relationships that:

Excite

Engage

And Empower

Our students and community to achieve

Excellence

**... A World Class Academic Organization**

# General Information

## Substitute Office Contact Information

Office Hours: 8:00 – 4:30 Monday – Thursday *during school year*  
8:00 – 4:00 Friday – *during the school year*  
7:30 – 4:45 Monday–Thursday *during summer break*

Telephone: 903-731-8061  
Fax: 1-877-766-4983

*Congratulations! You've decided to work as a substitute educator. Substitute work is an important educational component in our schools. It is a rare educator who never needs a substitute for either personal or professional reasons. Principals, teachers, parents, and students value a good substitute educator. Research has shown that a student spends over one full year with a substitute educator by the time the student graduates from high school. Skilled substitute educators can have a significant, positive impact on the quality of education while the permanent educator is unavailable.*

*As you join us in educating the young people who will be assigned to your care, every effort will be made to provide support and assistance. Because you will be in many different classrooms and teaching many different grade levels, it is important that you have a clear understanding of how to handle various situations as they relate to PISD policies and procedures.*

*Whether this is your first time as a substitute in a classroom or you are a seasoned "pro" there are always things to learn and ways to do the job more efficiently and more affectively. With your training and this handbook it is our hope your substitute journey will be exciting and rewarding.*

## **Contact Person of Palestine ISD Campuses**

Washington Early Childhood Center – (903) 731-8030  
**Kim Kellar**

Northside Primary – (903) 731-8020  
**Cynthia Coman**

Southside Elementary – (903) 731-8023  
**Cheryl Walding**

Story Intermediate – (903) 731-8015  
**Debra Smith**

Palestine Junior High - (903) 731-8008  
**Leslie Hernandez**

Palestine High School – (903) 731-8005  
**Sherry Commander**

## **Work Day Start and End Times**

<b>Campus</b>	<b>Start Time</b>	<b>End Time</b>
Washington Early Childhood Center	7:45	3:00
Northside Primary	7:45	3:10
Southside Elementary	7:45	3:10
Story Intermediate	7:55	3:35
Palestine Junior High School	8:00	3:40
Palestine High School	8:00	3:40

## Payroll Information

### **Pay Rate for Substitute Teaching:**

High School Diploma      \$65.00 per day

College Degree              \$75.00 per day

Degree/Certified          \$85.00 per day

### **Pay Day**

Pay Day is the 25<sup>th</sup> day of each month. If the 25<sup>th</sup> falls on a Saturday/Sunday, payday is on Friday. Your check will be mailed after this time. If the 25<sup>th</sup> day of the month is on the weekend or during a school holiday, you pick up your check the last day of the work week prior to the 25<sup>th</sup>.

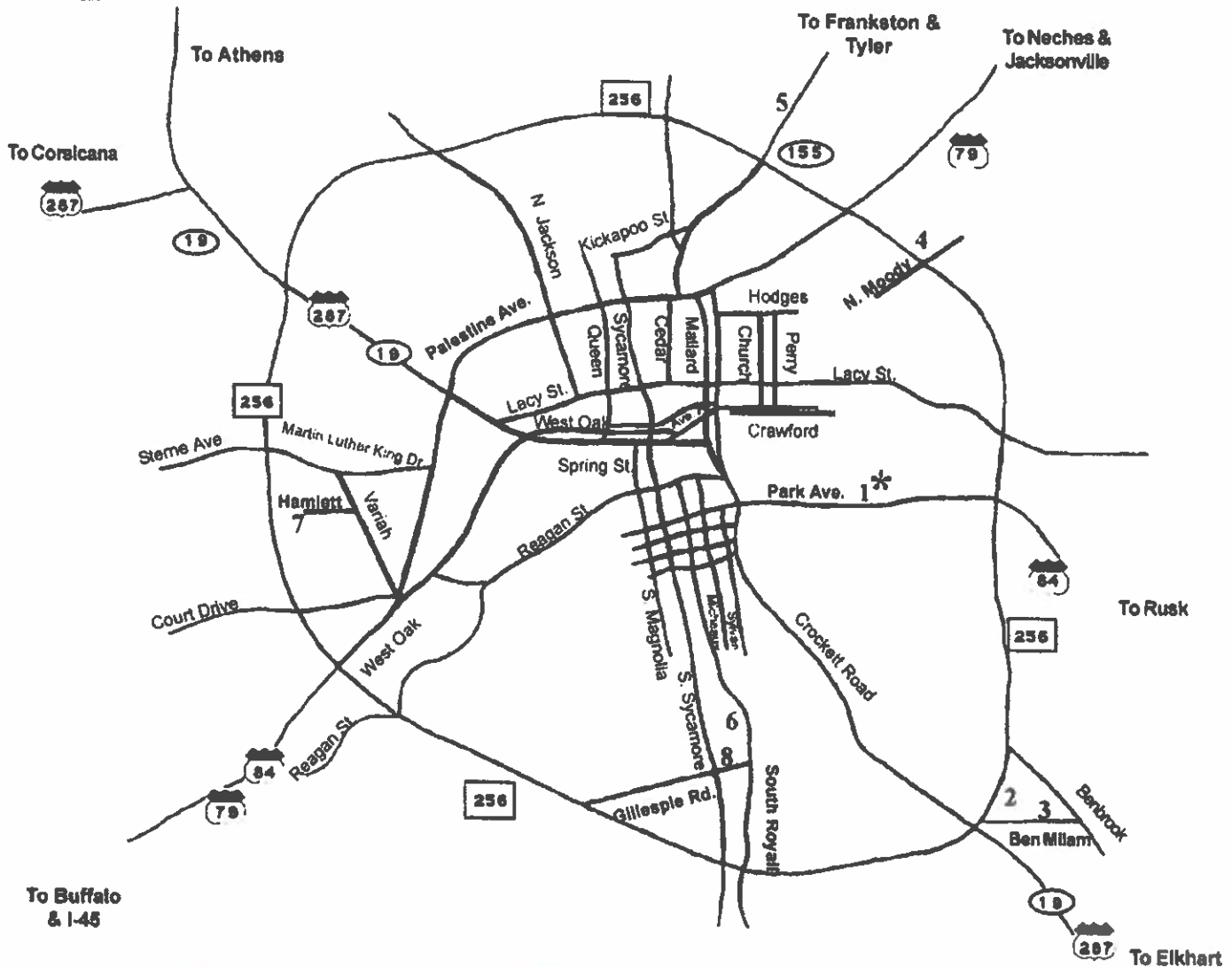
### **The Schedule of Pay Dates for the 2019-2020 School year follows:**

September 24, 2021	February 25, 2022
October 25, 2021	March 25, 2022
November 19, 2021	April 25, 2022
December 17, 2021	May 25, 2022
January 21, 2022	June 24, 2022



# ***Palestine Independent School District***

1007 East Park Avenue \* Palestine, Texas 75801  
Office 903-731-8000 \* Fax 903-729-5588



(1) **Administration Building**  
1007 East Park Avenue  
903-731-8000

(2) **Palestine High School**  
1600 South Loop 256  
903-731-8005

(3) **Palestine Middle School**  
233 Ben Milam Dr.  
903-731-8008

(4) **A. M. Story Intermediate**  
5300 North Loop 256  
903-731-8015

(5) **Northside Primary**  
2509 Highway 155 North  
903-731-8020

(6) **Southside Elementary**  
201 East Gillespie Road  
903-731-8023

(7) **Washington Early Childhood Center**  
1020 W. Hamlet  
903-731-8030

(8) **Transportation/Maint.**  
1301 South Royal Street  
903-731-8038



# PALESTINE



INDEPENDENT SCHOOL DISTRICT

# 2021

### SCHOOL HOURS

Washington 7:45-3:10  
 Northside 7:45-3:10  
 Southside 7:45-3:10  
 Story 7:55-3:35  
 Junior High 7:55-3:45  
 High School 7:55-3:45

### July 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Aug 3-6..... Online PD  
 Aug 9-11..... PD/Workdays  
 Aug 12..... 1st Day/Grading  
 Period Begins  
 Aug 20..... Student Early Release

### September 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sept 6..... Labor Day Holiday  
 Sept 24..... Grading Period Ends  
 Sept 27..... Grading Period Begins

### October 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct 8..... Staff PD/Parent Conference/  
 Student Holiday  
 Oct 11..... School Holiday

### November 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Nov 5..... Grading Period Ends  
 Nov 8..... Staff PD/Student Holiday  
 Nov 9..... Grading Period Begins  
 Nov 22-23..... Online PD  
 Nov 22-26..... Thanksgiving Break

### December 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec 7-10..... State Testing  
 Dec 17..... Student Early Release  
 Grading Period Ends  
 Dec 20-31..... Christmas Break

### January 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 3..... Staff PD/Student Holiday  
 Jan 4..... Grading Period Begins  
 Jan 17..... MLK Day Holiday

### February 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb 10..... Grading Period Ends  
 Feb 11..... Staff PD/Student Holiday  
 Feb 14..... Grading Period Begins

### March 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 14-18..... Spring Break  
 March 31..... Grading Period Ends

### April 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 1..... Staff PD/Student Holiday  
 April 4..... Grading Period Begins  
 April 5-8..... State Testing  
 April 15..... School Holiday  
 April 29..... Student Early Release/  
 Parent Conference

### May 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 3-6..... State Testing  
 May 10-13..... State Testing  
 May 20..... Student Early Release  
 May 20..... Grading Period Ends  
 May 20..... Graduation  
 May 23..... Camp Wildcat Begins  
 May 30..... Memorial Day Holiday

### June 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 20-24..... State Testing  
 June 30..... Camp Wildcat Ends

# 2022



## **SUBSTITUTING AFTER TEXAS SCHOOL DISTRICT RETIREMENT**

A **SUBSTITUTE** for TRS purposes is a person who serves on a temporary basis in the place of a **current** employee. The position filled by the retiree cannot be vacant and be considered a substitute position. The reason the position is vacant or the length of time the position is expected to be vacant does not change the outcome: a **retiree cannot be considered as a substitute when serving in a vacant position.** ([www.trs.state.tx.us](http://www.trs.state.tx.us))

**TRS Guidelines are very clear.**

- 1. Retirees who retired *before January 1, 2005* may sub in a vacancy with no penalty to the retiree or the school district.**
- 2. Retirees who retired *after January 1, 2005* but *before January 1, 2011* may sub in a vacancy **IF** the district agrees to pay the penalty levied by TRS.**
- 3. Retirees who retired *after January 1, 2011* **MAY** sub in a vacancy however **THEY WILL LOSE THEIR MONTHLY TRS ANNUITY PAYMENT.****

Retirees are urged to contact the PISD payroll supervisor before accepting ANY substitute assignments in a vacant position.

- Palestine ISD cannot and does not make any guarantees regarding the employee's continued right to receive retirement benefits.
- The employee is responsible for their own investigation and understanding of the law, guidelines, rules, and regulations regarding employment after retirement and is not relying on any statements made by the District or the District representatives regarding the effect of employment on the employee's retirement benefits.
- If it is determined the District must report the employment of the retiree to TRS the employee understands the requirement and agrees to take no legal action against the District, its Board of Trustees, Superintendent, or any employee or agent of the District for any loss or reduction in the employees' retirement benefits.
- It is always recommended that the retiree checks with **TRS** to learn the affect that substituting will have on a **TRS annuity.**

## **Reporting to Substitute Assignments**

1. Report to Principal's secretary upon arrival to receive any information pertaining to the class assignment and keys.
2. Sign-in on the appropriate sheet for substitute teachers.
3. Review lesson plans, seating charts, any instructions provided by the classroom teacher prior to the beginning of the first class you are assigned.
4. Follow the procedures provided for reporting attendance, giving instructions and assignments, collecting students' work, and releasing and dismissing students.
5. Report to any duties for which the classroom teacher has responsibility.
6. Sign-out at the time you leave the campus.

## **Evaluation Report**

Upon arrival and signing –in at the office, you will pick up the form. At the end of the day, please complete the form and leave it with your notes for the classroom teacher.

Because you, as a substitute, play a vital role in the education of our students, this performance report will assist us in developing an effective substitute program.

If there is a situation which causes concerns, you may be required to discuss the concern with the campus principal. The reports will be returned to the personnel office. If there is a concern that could be detrimental to the education of students, you will be required to conference with the Assistant Superintendent. We will work to resolve the situation. If a concern or problem persists and performance reports indicate ineffective teaching or disruption to the education of students, the substitute will be removed from employment in PISD. A general guideline for removal from our substitute list will be 3 reports which indicate that a substitute has been involved in situations that are not conducive to student learning. Your cooperation in this will be greatly appreciated.

## **Standards of Conduct**

All individuals serving as a substitute for the district shall comply with all Palestine ISD Board Policies, including, but not limited to, "Standards of Conduct". A printed copy of these policies is available at every campus office and on-line at [www.palestineisd.org](http://www.palestineisd.org).

As stated in Policy:

- The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.
- The educator shall not use institutional or professional privilege for personal or partisan advantage.
- The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in the recognition or appreciation of service.
- The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Palestine ISD has a strict policy regarding photographing or videotaping students, employee, parents, classes, etc. REFRAIN from taking any photograph or recording classes, students, parents, educators, etc. at any time.
- The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
- The educator shall not deliberately or knowingly misrepresent facts regarding a student.
- The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex disability, national origin. religion, or family status.
- The educator shall not engage in physical mistreatment of a student.
- The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.
- The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

## **TOBACCO USAGE**

The use of any form of tobacco by a substitute teacher or substitute aide inside or on any district-owned property is strictly forbidden. Substitutes who violate this policy will be disciplined appropriately.

## **DRUG-FREE SCHOOLS & DRUG-FREE WORKPLACE**

PALESTINE ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Anyone who uses or are under the influence of alcohol or illegal drugs, as defined by the Texas Controlled Substance Act, during working hours may be dismissed. The following is a brief explanation of the PISD policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at a school related activity during or outside of usual working hours.

- Any controlled substance or dangerous drug as defined by law, including but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug or herb.

## **COMPUTER USAGE**

### **PISD's Acceptable Use Policy**

Prohibits use of computers by any employee without a login!  
Under no circumstances should you log in under a student's or teacher's log in.

Generally, substitutes do not have access to the district's technology, with the exception of some long-term assignments. Using PISD technology for personal reasons may result in removal from the PISD Substitute System.

### **SOCIAL MEDIA, ETC.**

Today's teenagers have grown up with technology in a way no other generation has before them. Surrounded by laptops, internet friendly gadgets and the internet they have instant access to the local area and the world. Substitutes are to conduct themselves in a professional manner at all times, therefore eliminating the possibility of having their actions or behavior posted on a social media website or sent via Instagram, Instant Messaging, YouTube, Facebook, Twitter, or cell phone texting. Inappropriate or adverse pictures or information on a social network may result in removal from the District Substitute system.

## **CRIMINAL HISTORY/FINGERPRINT PROCESS**

Palestine ISD will conduct background and criminal history checks in compliance with Senate Bill 9 prior to employment and reserves the right to randomly request criminal history reports throughout the employment period.

Title 19 of the Texas Administrative Code, §249.14 requires school district to notify the State Board of Educator Certification (SBEC) of any reported criminal history, which includes arrests, indictments, prosecutions, convictions or other dispositions by the criminal justice system.

Palestine ISD agents are not allowed to discuss any information obtained from a State name/date of birth search with anyone, including the person for whom the search was performed.

Palestine ISD agents are not allowed to discuss the results of information obtained through fingerprinting from the nationwide criminal history database with anyone who IS NOT approved by DPS to receive the information. PISD may disclose the results of the fingerprint information to the person for whom the fingerprint search was performed.

Once the substitute applicant has been fingerprinted PISD will be notified of any new information received in the database as long as the substitute is an active employee with PISD.

Any adverse notification from DPS and the FACT Clearinghouse may result in immediate removal from the substitute system.

The cost of the fingerprint process varies, based on the applicant's credentials however PISD will not pay any of the Fees associated with the process.

The Substitute Services office will upload the applicants information as soon as possible following the orientation meeting. Applicants will then be sent their FASTPASS, either by email or US mail, and are to follow the instructions at the top of the FASTPASS to schedule their fingerprints. Five to seven (5 to 7) days after the fingerprint process has been completed the substitute applicant is to schedule an appointment with the Substitute Services office to return the FASTPASS receipt and finalize the substitute employment process.

**NOTE:** Results from ANY Criminal History reports are not printed and therefore are not retained by the District. Substitutes who officially resign their position with the District will have their status changed in the FACT Clearinghouse to avoid any notification to the District.

## **PISD Faculty Dress Code**

Dress has an effect on student's respect for a teacher, and respect is what a teacher must have if learning is to take place. Research reveals that the clothing worn by teachers affects the work, attitude and discipline of students. **Your respect begins with your appearance.**

### **Dress and Grooming for Ladies**

#### **Shirts, tops, blouses:**

- \*Must have sleeves and cover the shoulders
- \*Must be long enough to cover the midriff from being exposed when hands are raised in the air
- \*Must not be sheer so that undergarments are exposed
- \*Must not be a crew-neck or athletic type T-shirt. Knit tops are acceptable

#### **Dresses, skirts, skorts:**

- \*Must be below the knee in length

#### **Pants:**

- \*Must be below the knee in length
- \*Must not be excessively tight-fitting

#### **Shoes:**

Sandal type shoes are acceptable; however, thong type shoes are not acceptable

#### **Wind suits, Athletic wear:**

- \*Are not acceptable

#### **Jewelry:**

- \*Other than ear piercing jewelry, no other body piercing objects are acceptable

### **Dress and Grooming for Men**

#### **Shirts:**

- \*Must be tucked in and worn with a belt
- \*Must have sleeves
- \*Crew-neck or athletic type T-shirts are not acceptable. Collared shirts are acceptable

#### **Pants:**

- \*Are to be worn with a belt

#### **Shoes:**

- \*Sandals/thongs are not appropriate

#### **Wind suits, Athletic wear:**

- \*Are not acceptable

#### **Facial hair:**

- \*Must be neatly groomed

## PROFESSIONAL ETHICS

- A substitute shall be subject to all duties of a regular classroom teacher or assistant. The school exists for the students. The first obligation of the teacher and assistant is to the students.
- The substitute must maintain the confidentiality of all student records in accordance with FERPA (Family Educational Rights and Privacy Act).
- The substitute must **NEVER** make comments or statements that could be regarded as derogatory in any way, regardless the intent they were made. What you see as funny might be hurtful to others.
- The substitute must refrain from any comment or action that can be considered demeaning toward another race or culture. The substitute must be diligent and aware of the diversity of our students and staff at all times.
- The substitute will use extra caution in expressing personal opinions and reactions about any subject.
- The substitute is not to transport *any* student in a personal vehicle, other than their own child, to or from school or any school-related activity.
- Under no circumstances will a substitute criticize a teacher or a student in the presence of other teachers, assistants, parents, volunteers, or students.
- The substitute must avoid comparing one school with another or comparing the children on one campus with those on another campus.
- The substitute will be prompt and professional in making and keeping his/her agreement to work.
- **It is not appropriate for substitutes to provide students with personal information or receive personal information from students. This may result in removal from the substitute system.** This includes but is not limited to e-mail, web site, phone numbers, address, as well as personal materials such as photos and videos.



## ACTIVE SUPERVISION - STUDENT DISCIPLINE

Substitutes are responsible for the control of the classes, not disciplining students. The campus administrator and neighboring teachers will assist with problems out of the control of the substitute. It is **normal** for students to "test" the substitute however do not let students get out of control. The students and the district expect you to be in charge of the room. A few techniques for classroom discipline include, but are not limited to, the following:

- ✓ **ARRIVAL** – **BE ON TIME** and allow yourself the opportunity to be acquainted with the school's procedures, the teacher's lesson plans, the room layout, etc.
- ✓ **FOCUS** – Be sure you have the attention of everyone in the room before you begin the lesson.
- ✓ **DIRECT INSTRUCTION** – Begin each class by telling the students exactly what will be occurring during their class time.
- ✓ **ROUTINE** – Present the material the teacher asked you to cover. If you are unsure of the directions of the teacher, ask another teacher. Your job is to deliver the teachers' instructions to the student.
- ✓ **MONITOR** – **Stand and do not sit.** You cannot circulate the room if you are sitting.
- ✓ **MODEL** – Values and behaviors are caught, not taught.
- ✓ **NON-VERBAL CUING** – Facial expressions, body posture, hand placement often says more than words.
- ✓ **ENVIRONMENTAL CONTROL** – Do not let the classroom be too cold or too warm for the students.
- ✓ **LOW-PROFILE INTERVENTION** – Students are most often sent to the office due to a confrontational escalation. Do not argue or try to get louder than the student. **KEEP YOUR COOL** at all times and behave as an adult.
- ✓ **I-MESSAGES** – "I need you to...", "I want you to...", "I expect you to..."
- ✓ **FOLLOW THE RULES** – Just as you are not a "baby sitter" you are also not the permanent teacher. Follow the classroom rules set by the teacher and/or campus. **DO NOT** deviate from those rules, even in the event you do not agree. That is not your call.
- ✓ **BE PREPARED** – Have a back-up plan in the event the students complete their assignment early.
- ✓ **DO NOT** – make promises regarding discipline. You cannot know how the discipline will be handled by the teacher or the principal.
- ✓ **DO NOT** – offer private transportation or provide private transportation for any reason.
- ✓ **NEVER, NEVER, NEVER touch a child. You are to have a HANDS OFF approach at all times.**