



Substitute Teacher Handbook

2014-2015

**2000 North 23rd Street
McAllen, Texas 78501**

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TO: MISD Substitute Teachers

FROM: John J. Cavazos and Aurora V. Zamora
Directors for Human Resources

DATE: August 30, 2014

SUBJECT: Substitute Teacher Handbook

The purpose of this handbook is to provide information that will help answer questions and pave the way to a successful year of substitute teaching. This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of employees in any way. Rather, it should be viewed as a guide.

You are very important to the McAllen Independent School District and are recognized as an essential part of the educational process. Substitute teachers are encouraged to strive to master your skills, knowledge, competence, and lesson delivery. When your work as a substitute teacher reflects your expertise and mastery of each classroom setting, your ability to work usually increases.

The McAllen Independent School District is an equal opportunity employer and does not discriminate against any applicant/employee on the basis of race, color, religion, gender, national origin, age, or disability.

Welcome to substitute teaching with McAllen ISD. All McAllen ISD substitutes are expected to review this handbook.

DISTRICT GOALS

- Goal 1: Rigorous and relevant instructional programs
- Goal 2: Resources to protect the instructional core
- Goal 3: Support systems to ensure students, teacher, and principal achievements
- Goal 4: Services and products to meet campus needs
- Goal 5: Board of Trustees/superintendent maintain focus on student achievement

McALLEN INDEPENDENT SCHOOL DISTRICT

Vision

The McAllen Independent School District (MISD) is a multicultural community in which students are enthusiastically and actively engaged in the learning process. Students demonstrate academic excellence in a safe, nurturing and challenging environment enhanced by technology and the contribution of the total community.

McALLEN INDEPENDENT SCHOOL DISTRICT

Mission

- The mission of the McAllen Independent School District (MISD) is to educate all students to become lifelong learners and productive citizens in a global society through a program of educational excellence utilizing technology actively involving parents and the community.

Critical Success Factors

1. Effective Leadership
2. Highly Qualified Staff
3. High Academic Standards/Goals
4. Comprehensive Research-Based Curriculum
5. Parental and Community Involvement
6. Effective Utilization of Resources
7. Effective Communication
8. Innovative Technology
9. State-of-the-Art Facilities
10. Positive School Climate
11. Staff Development

Campus Directory

School Schedule

Bell

High Schools	Address	Phone	Principal	Sign in	Start
McAllen High School	2021 La Vista	632-3100	Albert Canales	7:45	8:15
Memorial High School	101 E. Hackberry	632-5201	Rosa M. Larson	7:45	8:15
James “Nikki” Rowe High School	2101 N. Ware Rd.	632-5100	Paz Elizondo	7:45	8:15
Lamar Academy	1009 N. 10 th St.	632-3222	Cindy Peña	7:45	8:15
I & G Center	1619 Galveston	971-4393	Efrain Amaya	7:45	8:15
Achieve Early College High School	3200 West Pecan Blvd.	872-1653	Rosalba De Hoyos	7:45	8:00
Middle Schools					
Dorothea Brown Middle School	2700 S. Ware Rd.	632-8700	Alfredo Gutierrez	7:45	8:00
Dr. Rodney D. Cathey Middle School	1800 N. Cynthia	971-4300	Melvin L. Benford	7:45	8:00
Alonzo De Leon Middle School	4201 N. 29 th	632-8800	Philip Grossweiler	7:45	8:00
Michael E. Fossum Middle School	7800 N. Ware Rd	971-1105	Monica Kaufman	7:45	8:00
Abraham Lincoln Middle School	1601 N. 27 th	971-4200	Pedro Alvarez	7:45	8:00
Homer J. Morris Middle School	1400 Trenton	618-7300	Brian McClenny	7:45	8:00
William B. Travis Middle School	600 Houston	971-4242	Stanley Crounse	7:45	8:00
Elementary Schools					
Francisca Alvarez Elementary School	2606 Gumwood	971-4471	Juan Montes	7:45	7:50
James Bonham Elementary School	2400 Jordan	971-4440	Olga Snelling	7:45	7:50
Dr. Carlos Castañeda Elementary School	4100 N. 34 th	632-8882	Maru Falletich	7:45	7:50
Jose De Escandon Elementary School	2901 Colbath	971-4511	Carlos Mora	7:45	7:50
Victor Fields Elementary School	500 Dallas	971-4344	Rosey Solis-Guerra	7:45	7:50
Reynaldo G. Garza Elementary School	6300 N. 29 th	971-4554	Dr. Cynthia Noel	7:45	7:50

Leonelo H. Gonzalez Elementary School	201 E. Martin	971-4577	Christina Hernandez	7:45	7:50
Lucile M. Hendricks Elementary School	3900 Goldcrest	971-1145	Sandra Salinas	7:45	7:50
Sam Houston Elementary School	3221 Olga	971-4484	Debra Loya Thomas	7:45	7:50
Andrew Jackson Elementary School	501 Harvey	971-4277	Sylvia Ibarra	7:45	7:50
Christa McAuliffe Elementary School	3000 Daffodil	971-4400	Sandra Pitchford	7:45	7:50
Ben Milam Elementary School	3800 N. Main	971-4333	Linda McGurk	7:45	7:50
Jose Antonio Navarro Elementary School	2100 Hackberry	971-4455	Leticia Infante	7:45	7:50
Dr. Pablo Perez Elementary School	7801 N. Main	971-1125	Laura Crounse	7:45	7:50
Sam Rayburn Elementary School	7000 N. Main	971-4363	Nancy Dillard	7:45	7:50
Theodore Roosevelt Elementary School	4801 S. 26 th	971-4424	Diane Hinojosa	7:45	7:50
Blanca E. Sanchez Elementary School	2901 Incarnate Word	971-1100	Cynthia Rodriguez	7:45	7:50
Juan Seguin Elementary School	2200 N. 29 th	971-4565	Gerardo Gonzalez	7:45	7:50
Thigpen/Zavala Elementary School	2500 Galveston	971-4377	Sonia Casas	7:45	7:50
Woodrow Wilson Elementary School	1200 Hackberry	971-4525	Kristine Garza	7:45	7:50

2014-2015 School Calendar

<http://www.mcallenisd.org/wp-content/uploads/2014/06/MISD-Calendar-Letter-14-15-.pdf>

EMPLOYEE STANDARDS OF CONDUCT

Each District employee, including substitute teachers, shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards.

Employees and substitutes shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

The following policies pertain to employee standards and employee relations:

- [DH](#)(Local)
- [DHE](#) (Local)
- [DIA](#) (Local)

RESPONSIBILITIES OF A SUBSTITUTE TEACHER

District Expectations

ETHICS

A substitute teacher is expected to observe the code of ethics of the regular faculty. The records and information to which the substitute teacher has access should be handled with utmost discretion. Professionalism is expected. Guard against making unfavorable and unprofessional comparisons about schools, classes, students, or educational personnel. If differences in opinion as to methods and aims do exist and could prove beneficial to our system, please inform the

principal of the building. However, carrying stories from school to school or school to community is not advisable nor condoned.

INFORMATION

Any outsider seeking information should be directed to the office. Do not give anyone permission to take a child from the room without the principal's permission.

ARRIVAL

Be sure to check the SFE system before leaving home for a job to make sure the job still exists. Elementary substitutes are to report twenty (20) minutes before classes begin and secondary substitutes are to report fifteen (15) minutes before classes begin. This also includes half day assignments. Half day assignments entered on the SFE system by the employee may have specific starting and ending times. However, in order to establish guidelines, the schedule includes standard starting times for a p.m. assignment. Half day assignments will be for a minimum of three hours and forty-five minutes.

Substitute teachers at the secondary level are expected to report for the first hour and to remain in the building for the last hour, even if the absent teacher has a prep period at the beginning or end of the day. Generally, there is the preparation of materials, written reports, and other tasks to be accomplished during that time. Also, in the case of a last minute or emergency absence, you may be asked to substitute during the conference period. Departure time depends on the Teacher/Aide schedule for that day.

UNIVERSAL PRECAUTIONS

Substitute teachers are asked to practice universal precautions to prevent the transmission of bloodborne diseases in the workplace. If you have blood-to-blood contact with another person's blood or other bodily fluid containing blood during the course of your workday, please file a post-exposure report with the school nurse by the end of the day.

TERMINATION OF EMPLOYMENT

If you wish to terminate your availability at any time, please contact the Human Resource Office. The district reserves the right to terminate a substitute teacher at any time for reasons deemed appropriate by the district.

REPORTING CASES OF CHILD ABUSE/NEGLECT

All substitute teachers are reminded that we are obligated to report any and all suspected cases of child abuse/neglect. If, during the course of your substitute teaching, you identify any student that you suspect, either through your visual observance, through comments you may hear by fellow students or if the student him – or herself advises you that he/she has been abused or neglected, we must report that information to child protective services. Substitute teachers should also notify the principal's office of any suspected abuse/neglect. It is not the responsibility of the school district to prove abuse or neglect. That responsibility lies with the child protective services following their investigation of any and all complaints. We are obligated however, to report our suspicion of abuse/neglect to protective services. They then are

obligated to follow up with an immediate investigation within twenty-four hours. The contact number for the Department of Regulation Service is 1-800-252-5400.

ASSIGNMENT EXTENSION

Substitutes must check with the office at the close of the school day to see whether they are to report the following day. It is best for all concerned that the substitute continues with the assignment until the return of the regular classroom teacher.

SUGGESTIONS FOR WHEN LESSON PLANS ARE NOT AVAILABLE

There will be times when you will be faced with very sketchy lesson plans or with no plans at all. Similarly there may be occasions when the proposed materials may be too difficult to cover adequately without preparation. Following are some suggestions for handling this situation.

1. Check with the office to see if the regular teacher has left instructions there. At the secondary schools, check with the department head if there are no plans left in the room.
2. Try to maintain continuity of lessons by referring back to the last completed day in the lesson plan book if one is available. Try to provide a reasonable follow-up to the previous lesson.
3. Younger students are sometimes upset by a departure from regular routines. Try to maintain their regular schedule as much as possible but let them know that some things will be done differently that day. Ask for their cooperation and help them to understand that you need to organize your work lessons in your own way.
4. Accumulate your own materials (a "survival kit") including materials such as educational games, word puzzles, creative writing exercises, additional reading, math worksheets and other general assignments.

LOCK DOWNS

Check with the office as to the procedure and code.

FIRE DRILLS/BOMB THREATS

Check with the office as to exit routes and procedures.

I. RESPONSIBILITIES

A. RIGHTS AND RESPONSIBILITIES OF STUDENTS

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others in order to enhance the District's educational purpose and the program designed to achieve that purpose. Students shall exercise their rights responsibly, in compliance with the rules established for the orderly conduct of the district's educational mission. Students who violate the rights of others or who violate District or school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community.

II. STUDENT CODE OF CONDUCT

The district has disciplinary authority over a student:

1. During the regular school day and while going to and from school on district transportation;
2. While participating in any activity during the school day on school grounds or within 300 ft. of school property, or while attending a school-sponsored or school-related activity on or off school property;
3. For any school-related misconduct, regardless of time or location, including retaliation against a school employee; or
4. Who engages in conduct punishable as a felony, as provided by Education Code 37.006.

The following Board Policies pertain to student rights and responsibilities and student discipline.

[FN \(Local\)](#)

[FNCA \(Local\)](#)

[FNF \(Local\)](#)

[FO \(Local\)](#)

SPECIFIC DUTIES

Substitute teachers should assume the same responsibilities as the regular teacher for supervision of students in the building, on the playground, or on field trip. The duty list should be consulted to see if the teacher for whom you are substituting is assigned to the cafeteria, hall or other duty. Consult the office for any change from normal procedure for that particular day. You should make certain that the following necessary tasks are accomplished during the day:

CONFERENCE/LUNCH PERIODS

Each Principal shall make every effort to endure one conference period and one duty-free lunch period. You may be required to give up on conference period to assist at the campus.

Procedure For Registration As A Substitute Teacher

1. **APPLICATION:** Complete substitute teacher application on-line.
2. **CERTIFICATION:** It is required that substitutes possess either a valid teaching certificate or a “Substitute Teacher Certification” certificate. No one can substitute without a valid Teaching Certificate or a Substitute Teaching Certificate.

3. **COMPLETE FILE:** In order for your file to be considered complete, it is also necessary for you to provide the following materials:
 - A. If applicable, college teaching credentials and/or letters of evaluation regarding past teaching or substitute teaching experience
 - B. Original college transcripts
 - C. Copy of “Substitute Teacher Certification”
 - D. Substitute Teacher Profile Form
 - E. Reasonable Assurance Letter
 - F. Fingerprinting as per Senate Bill 9
 - G. Reference Forms (3)

4. **PAYROLL FORMS:** All new hires must complete the necessary payroll/personnel forms, including W4 forms, to indicate exemptions and status so that the correct amount of federal, state and Social Security taxes can be withheld. A copy of your Social Security Card and Driver’s License is also required.

Substitute Assignments

Substitute assignments are made through the SmartFind Express System (SFE), which utilizes a computer located in the Human Resources Office with data/voice capabilities. SFE is accessed by the public telephone system and information is entered using the touch-tone key pad and voice messages.

Phone Numbers: SFE: (956) 632-8480 Helpdesk: (956) 632-8490

SFE enables McAllen Independent School District to offer broader opportunities for substitutes, while still allowing each school to choose the substitutes with whom they have worked well in the past. The system permits a substitute teacher to:

- Indicate his/her availability in half-day increments by the day of the week
- Temporarily change his/her phone number (this is similar to call forwarding but you must remember to change the number back to your regular phone number when you leave the temporary location)

This is how SFE works:

1. A teacher or principal calls SFE via the public telephone system.
2. An absence is reported and receives a job number.
3. SFE searches its listings and finds the appropriate substitute for the assignment.
4. During the morning or evening call-out period, SFE places a call to the substitute teacher.
5. The substitute teacher enters his/her telephone number and Personal Identification Number on the key pad of a tone generating phone. A narrator gives the details of the assignment.

6. The substitute accepts or declines the assignment. If accepted, the substitute receives the job number to use when reporting for the assignment.
7. On any day, after 12:30 p.m., the substitute teacher may call the SFE system in order to hear and to accept or decline any available jobs. If calling prior to 12:30 p.m., you will hear open jobs for that day only (if open jobs exist).

Whenever possible, requests for specific substitute teachers by principals and teachers are honored. If the teacher or school does not specify a particular substitute, SFE will select an appropriately qualified substitute. SFE calls substitute teachers on a rotation basis.

Preferred Substitute List

Principals are able to select between five and fifteen substitutes and identify them as “preferred substitutes” FOR THEIR CAMPUS. These substitutes are selected by the Principal based on the performance record of the substitute. Generally, these substitutes have demonstrated some degree of expertise and mastery in the classroom. When a teacher enters an absence and does not specify a substitutes by name and phone numbers, and there is not a preferred substitute available, then the system selects by identifying the most qualified substitute for the particular position.

General Substitute Pool

Individuals are selected randomly by the system to fill a position. The system goes to the pool of substitutes when it does not have a substitute identified by name or telephone number.

No assurance can be given regarding the regularity or length of assignments. All requests for substitutes must be made through the SFE system.

It is an expectation that substitute teachers will accept calls for assignments. If you accept a long term assignment with another school district, please let us know by calling the system, so that you will not be called needlessly. We understand that substitute teachers often need to make themselves, available to more than one district.

If you find that you need to cancel an assignment, you must first call SFE (632-8480) to cancel. Be sure to wait for the system to say “Job Number XXXXX has been canceled.” (If you do not wait for the system to say this, the job has not been canceled.) After canceling with the system you must then call the campus to report your cancellation.

SCHOOL CLOSING: Whenever the schools are closed due to bad weather, an announcement will be issued to the media. Substitutes should not report to the school and will not be paid for the day. You will not be notified by the system.

EARLY DISMISSAL: Whenever the schools are dismissed early due to bad weather or an emergency situation, substitutes may be excused as soon as all students and/or buses have left the building. Substitutes will be paid for their assignment as originally scheduled.

SUBSTITUTE HELP DESK HOURS OF OPERATION: If you need more information or have a particular concern, you may contact the SFE operator in the Human Resources office between 8:00 a.m. and 5:00 p.m. at 632-8490.

TEACHER RETIREMENT SYSTEM:

Retired school personnel who are participating in the Teacher Retirement System (TRS) should contact TRS for guidelines/guidance when contemplating working as a substitute teacher.

**McAllen Independent School District
Substitute Quick Reference Card**

System Phone Number: 632-8480

Helpdesk Phone Number: 632-8490

ID Number _____

PIN Number _____

System Calling Times

Week Day	Today's Jobs	Future Jobs
Weekdays	5:30 a.m. 12:00 p.m.	6:00 p.m. – 10:00 p.m.
Saturday	None	None
Sunday	None	06:00 p.m. – 10:00 p.m.
Holidays	None	06:00 p.m. – 10:00 p.m.

Decline/Cancellation Reasons

Number Description

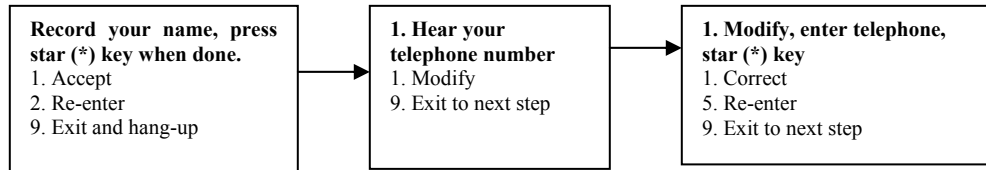
1. Accepted another job
2. Medical
3. Out of town
4. Personal
5. Jury Duty

Substitute Call-in Registration

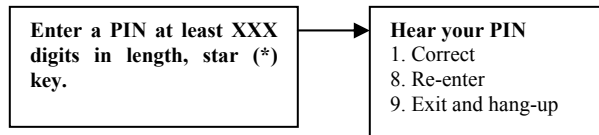
Enter your Access ID, followed by star (*) key.

Enter your PIN, followed by star (*) key. If you do not have a PIN, enter your Access ID followed by the star (*) key.

Name does not exist



PIN is not valid

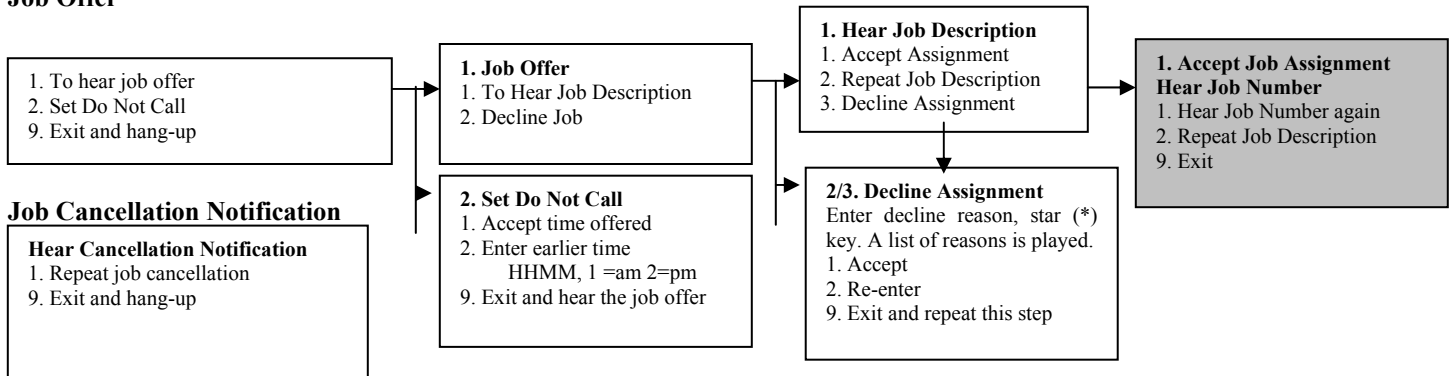


System Call-Out (for Job Offers and Cancellation Notifications)

Enter your Access ID, followed by star (*) key. Enter your PIN, followed by the star (*) key, *or*

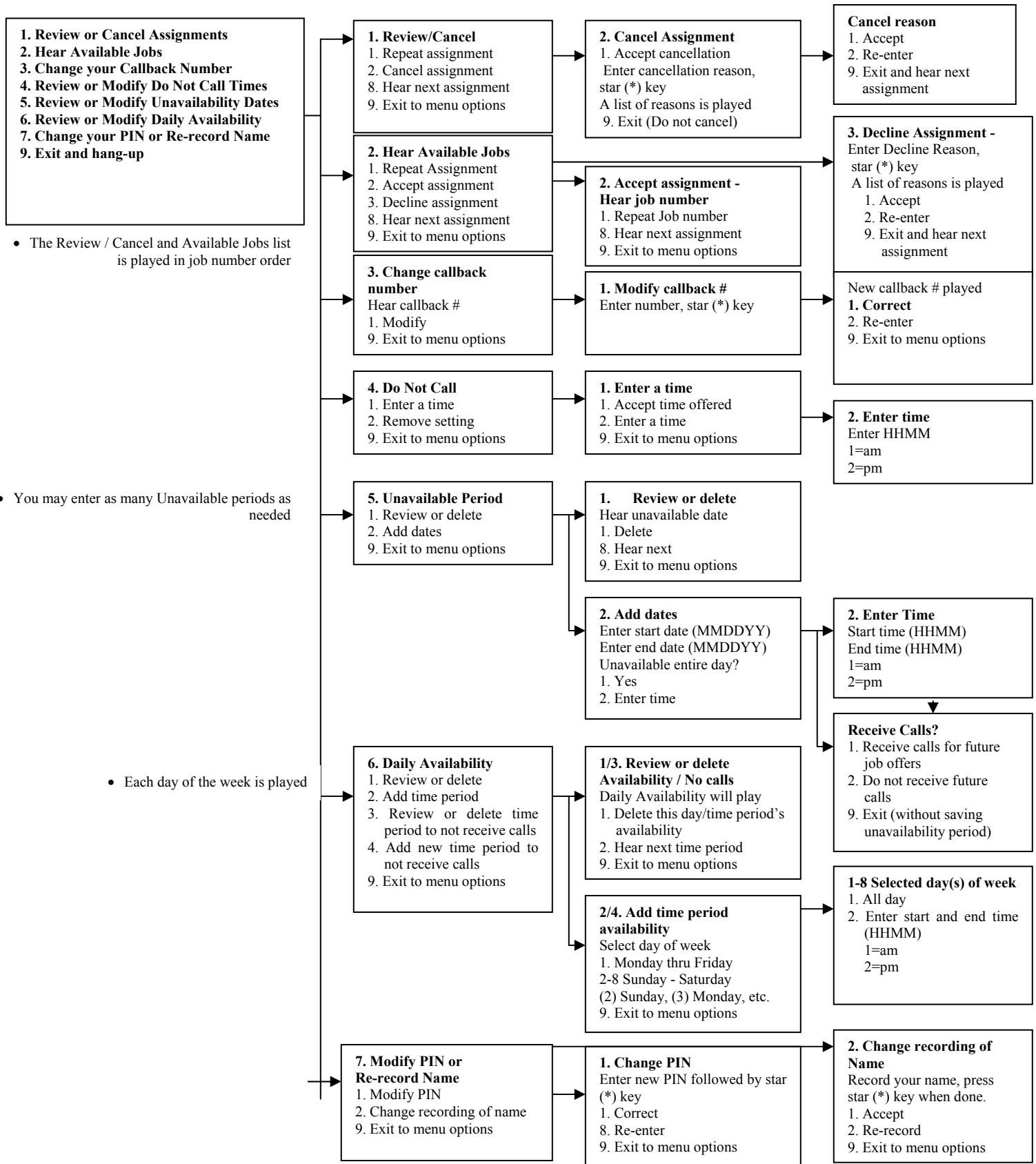
Enter the star (*) key to make the system wait for 2 minutes to enter your Access ID. After 2 minutes, the system will hang-up.

Job Offer



Substitute Call-in:

Enter Access ID, followed by the star (*) key, Enter PIN, followed by the star (*)key, then listen to announcements.



McALLEN INDEPENDENT SCHOOL DISTRICT

Substitute Browser Access

Browser Access Instructions

Web Browser URL <https://sfe.mcallenisd.net/logOnInitAction.do>

Help Desk Phone Number: **632-8490**

Sign In

Open your web browser and access the SmartFindExpress Sign In page. Review the messages above the Sign In. Enter your Access ID and PIN. Review additional announcements on your home page, if any.

Profile Link

Choose the Profile link to view and update your information.

Profile Tab

- **Change your Callback Number**

Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code only if required for the system to call you from the district office

- **Add Temporary Do Not Call setting**

Enter a time in HH:MM am or pm format for the system to resume calling
(The maximum is 24 hours from the current time)

Schedule Tab

- **Create a New Availability Schedule**

- o Select *New* button

- o Select *Save* button

- o Select days of the week for the schedule by leaving boxes checked by that day

- o Select the times you are available to work or do not want to be called. (Choose only one option)

- Check box for all day or

- Enter a start and end time range in HH:MM am or pm format

- o Select *Save* button

- o To Exit without saving changes, select the *Return to List* button

- **Modify your Availability Schedule**

- o Choose day or days of the week you want to delete by checking the boxes by that day

- o Select the *Delete* button

- o Select the *New* button to add a new day of week or time. Follow the steps for "Creating a New Availability Schedule" as outlined above.

- **Delete an Availability Schedule**

- o Select day(s) of the week you want to delete by checking the boxes by that day

- o Select the *Delete* button

Classifications and Locations Tab

- Review classifications and locations you have chosen for possible assignments

Unavailability Dates Tab

- **Create Unavailability Schedule**

- o Select the *New* button

- o Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon

- o Select the *All Day* check box or enter the time range in HH:MM am or pm format

- o Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time

- o Select *Save* button

- **Delete Unavailability Schedule**

- o Place a checkmark in the desired date range box

- o Select the *Delete* button

Available Jobs Link

Choose the Available Jobs link to view and accept assignments.

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location
- You are specified for the job

Follow these steps

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
 - o Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
 - o Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
 - o Select the *Return to List* button to return to the job listing

Review Assignments

Choose the Review Assignments link to review past, present and future assignments or to cancel an assignment

Follow these steps

- Select format for Assignment display. List or Calendar view
- Search for assignments
 - o Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon. Leaving dates blank will return all data
 - o Enter a specific job number (date range will not be used)
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
 - o Select the *Return to List* button to review other jobs assigned to you
 - o Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull-down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment that has already started.

General Guidelines for Substitute Teachers

Acceptance of a substitute assignment

Once you have accepted a job assignment, you should realize that many **people are counting on you** to keep your assignment. The teacher who requested you as his or her substitute will plan accordingly.

Punctuality

It is important that you **be on time** for your assignment. A bell schedule is provided for your information. You should arrive early enough to allow plenty of time to orient yourself to classroom responsibilities.

Blocked Subs

Any substitute who has been blocked from at least three (3) campuses will not be permitted to remain as a substitute teacher.

A substitute teacher may be blocked and not permitted to substitute at anytime due to good cause or if it serves in the best interest of the District. Three (3) blocks will result in a District-wide block for at least the remainder of the current school year. A request by a Campus Principal to block a substitute teacher will be honored by the Human Resources Dept. Any questions refer back to campus.

Classroom Responsibilities

- **Do not** leave students alone in the classroom
- Review fire drill procedures
- Complete reports as requested and on time i.e., attendance reports/lunch reports
- Review lesson plans prior to the beginning of the school day
- **Follow the lesson plans**
- Use teaching materials specified in the lesson plans **only**
- Note students who have to leave the classroom to receive instruction elsewhere or who must leave the classroom for any other reason
- Perform all duties assigned to the regular classroom teacher for which you are assigned
- Follow the same workday schedule as the teachers on that campus
- Maintain confidentiality of student information
- Leave a brief note for the teacher describing what you accomplished for the day(s) you substituted

Nurse's Schedule

Review the nurse's schedule and guidelines related to medication and situations related to medical emergencies. If the nurse is absent, find out who will be the contact person.

Inclement Weather/Emergency Evacuation

Ask for specific instructions related to inclement weather, reports, and duties. Consult the school administrator (exit plans are posted in all rooms).

Parking

Park in designated spaces. If you do not know where to park, ask the administrative staff upon your arrival or inquire prior to your assignment.

Sexual Harassment

MISD prohibits employees from engaging in conduct that constitutes sexual harassment of other employees or of students. (See Board Policy DIA)

POSSESSION OF FIREARMS

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors or call the MISD Police Department.

TOBACCO FREE WORKPLACE

The use of any form of tobacco by an employee or students inside or on any district-owned property is strictly forbidden. Employees and students who violate this policy will be disciplined appropriately.

DRUG ABUSE PREVENTION

McAllen ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the work place. The District has adopted a drug-free awareness program to inform employees about the dangers of drug use and abuse in the workplace. Employees who use 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 District's policy on drug abuse and drug-free schools is as follows:

Drug-Free Schools and Drug-Free Workplace

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 school-related activities during or outside of usual working hours.

1. 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.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee’s use shall not be considered to have violated this policy.

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. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug conviction the employee incurs for a violation in a workplace no later than five days after such conviction.

Within 30 calendar days of the Superintendent’s receiving notice from any source of a conviction for any drug violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment or referral for prosecution or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee.

[This notice complies with notice requirements imposed by the Federal Drug-Free Workplace Act {20 U.S.C. 3471, 1221-3(a)(1) and 34 CFR 85.630}; 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]; and notice requirements imposed by the Texas Workers’ Compensation Commission rules at 28 TAC 169.2]

Substitute Teacher Hints/Suggestions (From, To and For Substitutes)

1. Maintain a substitute packet/materials.
2. If there is no seating chart, make one.
3. Do your best to follow the lesson plans.
4. Be enthusiastic.
5. Be respectful.
6. Be professional.
7. Never leave your class unattended.
8. Know/meet the teacher next door.
9. Send only one student to the restroom at a time.
10. Call students by name.
11. Do not let students start any name calling.
12. Stand in the hall/doorway between classes.
13. Have a couple of extra pens/pencils for those students who have “forgotten”.
14. Ask a student for his ID or something of value when he or she wants to borrow a pen/pencil.
15. Identify several “trustworthy” students to help you.
16. Never let a class go early to lunch or to the next class unless instructed to do so.
17. Never let a student have a pen without an ink cartridge.
18. Don’t make statements lightly – students will remember.
19. Make your expectations and rules very clear.
20. Make sure students return items which should remain in the classroom.
21. Don’t let any student have a knife or weapon. Have them give it to you and/or contact the office for help.
22. Do not grab a student.
23. Don’t let students wear hats in the classroom.
24. Walk around the room.
25. Don’t let students manipulate you by protesting or saying, “we never do that”.
26. Be assertive.
27. Use common sense.
28. Ask another teacher for help.
29. It is better not to argue. Instead say, “I know this may not be the way Ms. Sanchez does it, but this is the procedure for today”.
30. Give feedback to the teacher – positive and negative.
31. Correct the student’s work for the day, if possible.
32. Be neat in your appearance. Look professional.
33. Find out who you can go to with a problem.
34. Do not discuss the teacher’s class with other people.
35. Do not let students use a phone in the classroom.
36. If a student shows up to class on time, with pen, pencil, paper, folder, books, notebook, etc., sits in their assigned seat and appears to be keen on being ready for class to start, you probably have identified a student that you might go to for help.

McAllen Independent School District Classroom Teacher's Report

Feedback Concerning Substitute Teacher Performance

Substitute Teacher's Name: _____ Date(s) substituted: _____

School: _____ Grade/Subject: _____

The McAllen Independent School District recognizes that substitute teaching plays a significant role in the instructional program. The observations of the classroom teacher perform an integral role in assisting the Human Resources Office in the selection of substitute teachers who contribute to a program of quality instruction and educational continuity. Please complete this report and return it to the school office upon your return to the classroom.

Directions: Check appropriate responses. Comments are encouraged. Negative responses ("no") must be accompanied by explanatory comments.

CONDITIONS OF INSTRUCTIONS	YES	NO
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- | | | |
|---|-------|-------|
| 1. Adequate lesson plans, materials and information were provided | _____ | _____ |
| 2. Students were oriented to classroom procedures during my absence | _____ | _____ |

PERFORMANCE OF SUBSTITUTE	YES	NO
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- | | | |
|--|-------|-------|
| 1. Records were accurately completed | _____ | _____ |
| 2. Lesson plans were implemented | _____ | _____ |
| 3. Effective classroom control was maintained | _____ | _____ |
| 4. Students reflect a positive response | _____ | _____ |
| 5. Anecdotal report of classroom activity was provided | _____ | _____ |
| 6. Behavior ethical to the standards of the teaching profession appears to have been exhibited | _____ | _____ |
| 7. Classroom materials, etc., were left in order at the close of the school day | _____ | _____ |
| 8. I would recommend return of this substitute | _____ | _____ |

COMMENTS: _____

Please return this form to _____
_____ _____
Classroom Teacher's Signature Date

Sample
Substitute Teacher Report

Substitute: _____

Date: _____

Phone Number: _____

Grade/Subject: _____

Substituted for: _____

School: _____

Notes regarding lesson plans:

I also taught:

Notes regarding behavior:

Student Assistants:

Students who were absent:

Messages for the permanent teacher:

Please let me know of any areas you feel I can improve to be a better substitute for you.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Substitute Handbook Acknowledgement

Name

ID

<http://mws.mcallenisd.net/employment/>
<http://www.mcallenisd.org/>
McAllen ISD Board Policy Manual

I hereby acknowledge that I have been informed/made aware of the McAllen ISD Substitute Handbook, the McAllen ISD Website and MISD Board Policies. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in the document.

The information in the MISD handbook is subject to change. I understand that the changes in district policies may supersede, modify, or eliminate the information summarized in the booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

Signature

Date

Note: Please sign and date a copy and keep it for your records. Sign and date a second copy and return it to the Human Resources Department.