

# **Substitute Teacher Handbook**



# Corrigan-Camden Independent School District 2022-2023

## Forward

Welcome to the **Bulldog Nation Team** at Corrigan-Camden Independent School District as a Substitute Teacher. We sincerely hope that you will find substitute teaching in the district a rewarding and enjoyable experience as we work together to help students learn.

Classroom instruction is no less important because of the absence of the regular teacher. Therefore, it is necessary for the substitute to recognize the vital part he/she must play in continuing the classroom work in the interest of every child in the school district. A normal program should be strictly adhered to whenever possible. We realize that the work of the substitute is difficult, and we want to give every assistance in simplifying the perplexing problems that confront the substitute.

Duties of the classroom teacher cannot be fully defined by rules and regulations. Thus, this booklet does not encompass the entire scope of duty of the substitute, nor does it address every question, which will confront the substitute. Success is dependent upon responsible, professional, decision-making governed by good judgment. It is important to remember that the welfare of all students should be of utmost importance at all times

Corrigan-Camden express our sincere appreciation to our substitutes for your contribution each year to the educational program of the Corrigan-Camden Independent School District.

*Diana Locke*

Diana Locke, HR Director Corrigan-Camden ISD



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## **Administrative Directory**

Richard Cooper	Superintendent
Diana Locke	Director of Human Resource/Special Programs
DeAnna Prunes	Director of Curriculum and Instruction
Cindy Owens	Business Manager
Debbie Hueske	Director of Child Nutrition
Jamie Kemper	Operations
Brett Ratliff	Boys Athletic Director
Ryan Hall	Girls Athletic Coordinator
Lisa Sebaugh	Director of Special Education
Susan Torrez	Communications Director
Paula Martin	Elementary Principal
Jared Slaton	Elementary Assistant Principal
Tina Slaten	Junior High School Principal
Jeremy Durham	Junior High School Dean of Students
Melissa Rabano	High School Associate Principal
Ryan Hall	High School Dean of Students

# **Corrigan-Camden Independent School District 2022-2023**

## **Substituting in Corrigan-Camden ISD**

### **A Special Message for CCISD Substitute Teachers**

The State of Texas has implemented a fingerprint law known as Senate Bill 9 (SB-9). As of January 1, 2008, this law required that all new non-certified district employees be fingerprinted prior to being hired. Therefore, any new employee to CCISD must complete fingerprinting before working with the district. Follow the steps below to be processed to become eligible to substitute for Corrigan-Camden ISD during the upcoming school year!

Are interested in substituting for CCISD? Follow these easy steps to start:

1. Go to our website and complete the electronic application found on our website:  
[www.ccisdtx.com](http://www.ccisdtx.com)
2. For orientation you should have your application complete on line, uploaded your driver's license and social security card into application, bring a copy of your highest degree of education (HS diploma/GED/College transcripts).
3. Attend a substitute orientation and training on selected date at the CCISD Board room located at the High School Campus.
4. A Fastpass will be ordered and emailed to you for you to complete the fingerprinting process, if not done at another Texas District.
5. Take picture for ID Badge on day of orientation.
6. A district email account will be created for you to log in at the school on first time. You will then need to create an account in Eduhero. Notify [dlocke@ccisdtx.com](mailto:dlocke@ccisdtx.com) that you have created an account in order for the district to assign you the modules that you will need to take.

### **CCISD 2022-2023 Substitute Teacher Orientation Dates**

August 4, 2022	10:00 am	High School Campus
September 22, 2022	10:00 am	High School Campus
January 13, 2023	10:00 am	High School Campus

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When a campus calls, it is important that the substitute accept or decline the assignment personally. The substitute should ascertain the name of the school, the employee's name that is out and the grade or subject that they teach.

If, after the substitute has been called, an emergency arises and you cannot fulfill an assignment that was previously accepted, the substitute must call the principal or campus designee of the assigned school. When you do not personally contact the campus that you have already accepted a job with, you will be considered a "no-show", which puts the campus in a bind to find coverage, especially if it is at the last minute. While emergencies do arise, the school is reluctant to call substitutes who consistently refuse to work for reasons other than illness, death, or disaster.

The principal is charged with the responsibility of providing responsible teachers; consequently, the district cannot rely on substitutes who come only when it is convenient.

## **A substitute may be removed from the district's substitute roster if:**

- You do not accept at least 12 offered assignments per year
- Poor performance or misconduct
- Not timely returning a Letter of Reasonable Assurance and other required paperwork.
- Continued dropping of accepted jobs/no show.

At the end of the school year, working substitutes in good standing shall receive a Letter of Reasonable Assurance and required forms for the upcoming school year. Substitutes need to return these forms to continue to substitute for the district.

If a substitute does not work at least 12 offered assignments during the school year, they will not receive a Letter of Reasonable Assurance will have to go through the entire substitute hiring process again to be eligible to substitute for the district.

## **ARRIVAL AND DEPARTURE**

Due to more stringent laws on hours worked, substitute teachers are now required to clock in and out for their workday. When you arrive on campus, you must go to the office to complete your Health Questionnaire and get your temperature taken each morning. Then you will clock in for the day. You are required to remain on campus during the teacher's scheduled conference period. If you must leave for any reason, you must clock out and clock back in upon returning. At the end of the day, please return to the office to clock out. If you are substituting for a teacher at the Elementary, staff hours are 7:10 – 4:00 . If you are substituting for the Junior High or High School, staff hours are 7:25 – 4:25. Substitutes will be asked to work ½ day or whole day increments. You are expected to remain on campus the entire time you are scheduled to be there. Teachers and aides are often assigned duties in addition to their classroom position. Always check to see if you are substituting for a teacher or aide who has a duty assigned that day, such as morning duties, lunchroom duty, or afternoon duties. You may also be asked to work a different position than originally scheduled or cover another duty during a teacher's conference period. Be flexible. You will be issued a badge to access doors in the building. You must return this badge at the end of the day.

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## ATTENDANCE POLICY

In order for the school to accurately account for all students, teachers are expected to be extremely conscientious in checking class rolls and submitting them in a timely manner. This should be the first priority of each class period. An Attendance sheet will be provided for you to take attendance. Once you have marked the attendance sheet appropriately, you must sign the sheet with your name (not the teacher's name).

- If you are at the High School or the Junior High School, you will need to send the sheet to the office within 10 minutes of the beginning of each class period.
- At the Elementary School, you will take attendance when the attendance bell rings at 10:00 am. Once you take attendance, put the attendance sheet on the clip that hangs just outside of each classroom door.

## BULLYING

All employees are required to report student complaints of bullying to the campus principal.

## CARE OF ROOMS

Students should keep all paper/books off of the floor. Students should always clean up at the end each period, returning all supplies to the appropriate place. Students will keep halls adjacent to your room free from litter. Be sure your light is turned off and your door is locked whenever you leave your room for the day. If you share a room with another teacher, be sure to leave the room clean and ready for use by the next class. Do not allow students to sit on top of desks, lay on the floor, or to place their feet on chairs or walls.

Respect Teacher Privacy. Do not search through personal desks/cabinets or rearrange classrooms. Always leave the room the way you found it.

## CELL PHONES

Substitute teachers are allowed to have their phones with them; however, they are only to be used in case of an emergency or when you need assistance.

See the Student Handbooks at each campus or talk to campus administrators/teachers for specific rules regarding student cell phone use at each campus.

## CHAIN OF COMMAND

As teachers, you are responsible to the principal of your school; the principal, in turn, is responsible to the superintendent of the school district. The superintendent is responsible to the Board of Education. All business pertaining to the school will be conducted and handled through the proper channels. Under no circumstances are school matters to be taken directly to the superintendent or the Board of Education without first consulting the school principal. **All teachers should read the Student Handbooks, Code of Conduct, and the Board of Education Policies. They are part of the school policies, therefore it is important that all teachers**

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know and abide by them. These documents can be found on our Corrigan-Camden ISD website. (ccisdtx.com)

## **COMPUTER LABS/CLASSROOMS**

There will be no food or drink in the computer labs or classrooms.

## **CONFIDENTIALITY**

Student information should be kept with the strictest confidentiality. Students should never be allowed to look at a teacher's grade book whereby an individual may gain access to another student's grades. For this reason, grade books should not be left in the possession of a substitute teacher. Teachers' conversations concerning individual students should be conducted in the security of a room with the door closed. Often times parents and other visitors are just around the corner and may overhear a confidential conversation. You must sign the Confidentiality Statement for Teachers/Substitutes and abide by it.

## **C-CISD SECURE CAMPUSES AND BUILDINGS**

- All exterior doors to C-CISD Campus buildings will remain closed and locked during normal school hours.
- All classroom doors will remain closed and locked when students are present.

## **CRISIS MANAGEMENT**

**There** will be a crisis management binder in each classroom. Familiarize yourself with the location of the manual.

## **DISCIPLINE AND CONTROL**

Building relationships with your students is the first step to effective classroom management. Effective classroom management is vital to a productive classroom. When teachers lose the attention of their students, they lose the chance to teach them. Be sold on what you teach, and see to it that the entire period is devoted to the subject. Never leave your students unattended in your classroom. See that good order and conduct are maintained at all times in the building, on the grounds, and at all other places under authority of the school; and take corrective action immediately. Feel free to come to the office to talk over discipline problems. BE PROACTIVE. Do not allow small dilemmas to become big problems. Let's all communicate and intervene on a potential discipline problem as soon as possible. When you act reactively you have lost too much ground in stopping poor behavior. Establish a positive plan to help the student change inappropriate behavior immediately. Discover the root cause of the student's unacceptable behavior. If you are unsure of how to handle a situation, contact an administrator on campus

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## **DISCIPLINE MANAGEMENT PLAN**

Each teacher should have a poster on the classroom wall containing these components: 1. Classroom rules, 2. Consequences. Students should be directly referred to the principal when emergency removal is necessary. When it is necessary to refer students to the office, be sure that the offense warrants such action. Be sure to let the office know why the student was sent and what measures you have made to impose your own discipline program. Please use the correct Discipline Referral form and fill it out completely. If a student is sent to the office without a referral or an adult to relay information to the principal, the student may be returned to class. When a student is sent to the office, the principal will choose the appropriate action to be taken.

## **DRESS CODE**

The wearing apparel of employees should reflect professional standards at all times. In order to achieve the professional status desired by educators, it is essential that all involved dress accordingly on a consistent basis. Research has shown that there is a direct correlation between appropriate dress and how others perceive the individual as well as the organization. In addition, personal attire can be a useful tool in classroom management, in that it can project an image of respect and authority and can help to establish a sense of formality. In general, a business casual style is appropriate, and the following guidelines established by the district should be adhered to.

### **General Information**

- If there is any question as to whether an item is acceptable or not, it is probably not!
- Campus/department administrators will have complete and final judgement on all matters concerning interpretation of the employee dress code.
- Matters concerning appearance and dress not specifically covered in the guidelines, shall defer to the guidelines for students and/or shall be within the discretion of administrators (i.e. hairstyles/colors, tattoos, piercings, etc.)

### **Guidelines for Women**

#### **Acceptable**

- Collared or un-collared shirts - pullover or button style
- Sleeveless shirts, tops and dresses that are not excessively deep cut (underarm) or low cut
- Tunic style shirts that approach the length of a skirt must be worn with leggings
- Jackets, shirt-jackets, cardigans, and stylish denim jackets
- Cropped dress pants
- Capri pants that reach mid-calf
- Skirts/dresses of a modest length - falling at or just above the knee
- Leggings that are moderate in style worn with a regular length dress, skirt, or tunic
- Dress shoes, leather-like, suede, loafer style, etc.
- Boots
- Open-toed shoes and sandals that have a dress appearance

#### **Unacceptable**



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- Tank top style shirts
- Halter tops, form fitting shirts
- Spaghetti straps, cut out backs, or any style that reveals undergarments
- Skirts - or any clothes - that are too tight, too short, or too revealing
- Low-fitting/low-rise pants or “hip-hugger” style
- Sweat/workout pants, wind pants, and warm ups (Shorts only in PE/athletic classes - coaches are to be in professional dress while in the regular classroom)
- Beach sandals and flip-flops
- Tennis or athletic shoes - only acceptable on jean days

## **Guidelines for Men**

### **Acceptable**

- Men are permitted facial hair if neatly trimmed and moderate/short in style
- Hair should be of a modest length and should be neat and well-groomed
- Collared shirts - polo style, oxford style, or dress shirts
- Shirts may be long or short sleeved
- Sweaters including pullover, cardigan styles, and banded-bottom collared shirts that have an appearance of a sweater
- Tailored dress slacks or business casual (Dockers style) pants
- Dress or casual shoes - leather-like, suede or loafer
- Boots

### **Unacceptable**

- “Unshaven” appearance
- T-shirts, sweatshirts
- Cabana-style, smock-styled or shirts designed to be untucked
- Sweat/workout pants, wind pants, and warm ups (Shorts only in PE/athletics - coaches are to be in pants while in the regular classroom)
- Sandals
- Tennis or athletic shoes - acceptable only on jean days

## **Guidelines for Jeans**

Jeans are allowed to be worn on Thursday with a college shirt or with a spirit shirt. They should fit appropriately with no tears, holes or signs of distress or excessive wear.

## **FIRE/BAD WEATHER DRILLS**

- Teachers are responsible for an orderly exit from the building.
- Teachers are to go to the doors first and remain there until the last student has left the room. • All fire drills are to be carried out as if a fire exists.
- Unless otherwise notified, all movements from rooms to exits are to be in accordance with posted instruction.
- Make sure fire exit routes are marked on a building map and posted in your room.

## **HALL AND DOOR RESPONSIBILITY**

Teachers and aides are to be at their classroom doors or some other strategic place in the hall before school, during class breaks, and in the afternoon except for unusual circumstances.

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It is important for teachers to greet their students with a smile as they enter the classroom and to make sure they are prepared for your class (book, project, etc.). Students should be seated in their chairs until class is dismissed.

Do not allow students to wait at your door for the end of class, or for the bell to ring. It is also helpful for teachers to be visible during passing periods to encourage students to keep moving and not be tardy for their next class.

Teachers should actively enforce the school rules concerning hall conduct. The rules prohibit: ● Running ● Boisterous behavior and loud noise ●

Public Displays of Affection ●

Failure to adhere to dress code.

The first teacher to observe an infraction of improper hall conduct is responsible for taking corrective measures. These measures will range from pointing out the violation to the student and impressing upon the student the necessity of adhering to school rules to reporting the infraction or taking the violator to the principal's office.

Repetition of minor infractions, all major infractions and public displays of affection are to be reported to the principal. It is very frustrating to faculty members who try to enforce rules in the hall when other faculty members who are obviously observing misconduct do not assume responsibility for correcting it. Proper hall conduct can only be achieved if each faculty member assumes responsibility in this area.

### **Hall PASSES**

Passes will be given sparingly at the discretion of the teacher. A student who is to be in the halls during class time must have an authorized pass signed by a teacher or administrator.

### **LESSON PLANS**

Follow the teacher's lesson plans as closely as possible. Talk with the campus administrator or a neighboring teacher if something on the plan is unclear or there is something you are unsure about doing. Leave a detailed note for the teacher letting him/her know what you were able to accomplish for the day. Do not provide students with answers to assignments unless you are directed to do so by the teacher.

### **LIBRARY**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during posted hours with a teacher permit.

Schedule visits to the library for classes or groups of students in advance with the librarian. Please follow checkout procedures for books and equipment set by our librarian. Proper planning and advanced notice for use of A/V equipment will insure optimum and efficient utilization.

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## NURSE VISITS

Please make sure that any student you send to the nurse has a note from you stating why they need to see the nurse. The nurse will sign the note, and may write instructions for you when she sends the student back to class. Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures.

## Proposed PAY SCHEDULE

CCISD employees are paid once per month, on the 15<sup>th</sup> of each month or the last business day before if the 15<sup>th</sup> falls on a holiday/weekend. Substitutes will be paid using the following guidelines:

Assignment	
Bus Driver	\$20.30 one route/\$40.60 two routes a day
Campus Custodian	\$77 a day
District / Campus Clerical	\$77 a day
Food Service	\$51 a day
District-level Maintenance	\$77 a day
Instructional Paraprofessional	\$77 a day
Classroom Teacher	\$85 a day
Classroom Teacher– Certified	\$95 a day
Long Term Instructional Paraprofessional	\$82 a day
Long-Term Classroom Assignment ** Non Certified	\$90 a day
Long-Term Classroom Assignment **Certified	\$110 a day
Nurse	LVN \$85 / RN \$95 a day

\*\*Long-Term rates begin on day 10 of the assignment

## PERSONAL USE OF ELECTRONIC MEDIA

### Policy DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to

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disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

### **REPORTING SUSPECTED CHILD ABUSE**

*Policies DG, DH, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or disabled person.

Reports to Child Protective Services can be made to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

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## TIMECLOCK PLUS TIMEKEEPING PROCEDURES

**Official Time:** The TimeClock Plus electronic timekeeping system and associated work records are the official basis for recording hours worked. Handwritten timesheets are replaced by Timeclock Plus generated timesheets, based on the data in the timekeeping system.

In order to ensure consistency of treatment of employees, the data recorded in the Timeclock Plus system shall be considered the “official” record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official Time Clock Plus records.

In order for the electronic timekeeping system to work as intended, all non-exempt employees must participate.

### Daily Clock-In / Clock-Out

- It is a job requirement that employees “clock in” in the morning and “clock out” by the end of the workday at their place of employment. Under certain conditions, such as training courses or no computer available, the employee may clock in or clock out at a different location or be checked in manually by the Campus/Department Timekeeper Manager.
- Employees should not clock in earlier than 7 minutes before their scheduled starting time unless the employee has supervisor approval for early arrival. Employees are expected to clock in by their scheduled start time.
- Employees shall not clock out before their ending time, unless authorized to do so by their supervisor. If an employee that is paid on an annualized basis clocks out early, they shall use leave or time not worked will be docked from their pay.
- Employees are to clock out and back in for lunch breaks. Due to the nature of some departments, this break may be automatically deducted. Employees must take a lunch break.
- Employees must clock out and back in for any other breaks when they leave the premises.
- Employees should clock in/out at designated workstations for their departments.
- Employees should never work off the clock, even if they are asked to do so by their supervisor. If your supervisor asks you to work off the clock, please notify the Corrigan-Camden ISD Superintendent’s office.

## USE OF ELECTRONIC MEDIA WITH STUDENTS

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization.

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An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol.
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

**An employee who uses electronic media to communicate with students shall observe the following:**

- The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
- The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student and supervisor receives the same message; or
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.

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- The employee shall not communicate directly with any student between the hours of 7:00 p.m. and 7:00 a.m. unless in an emergency. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:  
Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]  
Copyright law [Policy CY]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

### VIDEOS

Show only curriculum related content films. Films should be used as an enrichment tool and not a substitute for your teaching. Do not show movies or videos for entertainment purposes or as a reward without first obtaining permission from the principal.

### VIDEO SURVEILLANCE

Many of our classrooms, hallways, outdoor spaces, and busses are equipped with video monitoring systems.

***Administrators have the right to change any of the policies/procedures listed above as they need to on their individual campuses. Always check with the campus administrator if you have a question or concern.***



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## Tips Hints Suggestions Resources for Substitute Teachers

### Hints & Suggestions for substitute teachers

#### It's a good idea to...

1. Be neat in your appearance.
2. Establish your rules and expectations very clearly at the beginning of the day.
3. Follow the lesson plans the teacher has left. Incorporate your own ideas if there is extra time.
4. Know the teacher next door. Introduce yourself so you can call on someone to answer questions about schedules or material for the class throughout the day.
5. Make a seating chart if the teacher has not left one. It is much easier to maintain discipline when you can call students by name.
6. Have a couple of extra pens or pencils with you for students who have "forgotten." Be sure to collect a student identification card, etc. for collateral.
7. Send only one student at a time when students need to go to the restroom or the library. When the first one returns, a second one may go.
8. Remind students that it is best that you have their correct names so the wrong student doesn't get in trouble and written about to the permanent teacher if a student doesn't respond when you call him/her by name.
9. Never let a class go early for lunch or the next class unless the teacher for whom you are substituting or the teacher next door says it is okay. Some schools have very strict rules about the number of students in the cafeteria/hallways at a time.
10. Be assertive to show your authority. Use statements such as: "I need you to start reading now." "I want everyone to pass their papers forward." "I don't need..." "I don't want..."
11. Do not let students manipulate you by protesting or saying, "We never do that!" Calmly tell them, "I understand, but today we will read aloud instead of silently."
12. Walk around the room. Don't just sit by the desk, especially during independent work, or a test. Students will be less likely to talk or cheat when you are close by them.
13. Have all classroom sets returned before the entire class leaves.

### Being A Prepared and Professional Substitute Teacher:

#### Prior to Entering the Classroom:

- If possible, arrive at least 20 minutes prior to the beginning of the class.
- Report to the principal or office to let them know you have arrived.

#### In the Classroom before School:

- Put your name on the board, then familiarize yourself with the room.
  - Read through lesson plans left by the permanent teacher and identify books, handouts, and papers. Throughout the Day
- Do your best to follow the lesson plans and carry out the assigned duties left by the permanent teacher.
- You may enter a classroom where you are unable to locate the lesson plans or necessary materials. In such a case, act quickly, calmly, and confidently. By utilizing materials and ideas in your SubPack, you can still have a productive day.



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## Before the Students Leave

- If the teacher has classroom sets (calculators, scissors, books, etc.), be sure to have them all returned before the students leave the room.
- Challenge students to recall, and list on the board, projects and topics they have studied that day. The “I understand” Technique There are two words that can stop most protests from any student and let you take control of the situation. These words are, “I understand.”
- If a student says, “But that’s not fair!” you can say, “I understand, however, that’s the way it is.”
- If a student says, “I hate you!” you can say, “I understand, however, I am the teacher today and you are expected to follow my directions.”
- If a student says, “This assignment is stupid,” you can say, “I understand, nevertheless you will need to have it completed for class tomorrow.”
- I understand: Two simple words that no one can argue with.

Being Prepared and professional substitute teacher

## Teaching with Concept Mapping

Concept mapping can be used to introduce a topic. It can also be used to evaluate what students have learned at the conclusion of a lesson. As an introductory exercise, concept mapping provides you with information regarding what the students already know. You won’t waste time covering the material they are already familiar with and can concentrate your efforts on presenting new information.

### Example of a Concept Map:

Concept mapping usually involves placing a word or idea in the middle of the board or on a piece of paper. Students then share what they know or associate with this concept. The information volunteered by the students is recorded with lines drawn to show how different concepts are related to one another.

Concept maps can either be developed by the entire class, in small groups, or on an individual basis.

# I AM BULLDOG NATION!



# **Corrigan-Camden Independent School District 2022-2023**

## **Corrigan-Camden ISD Substitute Teacher Training**

**Welcome!**

**This orientation training is designed to make your substitute teaching job easier.**

**Someone every CCISD substitute teacher should know:**

**Mr. Richard Cooper, Superintendent of Schools**

**Some things every CCISD substitute teacher should know:**

### **I am Bulldog Nation! Keys to Success:**

**• Classroom management • Teaching strategies • Professionalism • Special Education implications • Legal and educational issues • Fill-in activities**

**Classroom Management:** Classroom and behavior management skills are essential for success in the classroom. The effective substitute teacher can: • Get and keep students on task. • Maintain a high rate of positive teacher-to-student interaction and risk-free response opportunities. • Teach expectations. • Respond non-coercively. • Avoid being trapped.

**Teaching Strategies:** A substitute teacher is faced with the challenge of trying to implement lesson plans left by the permanent teacher that may be either incomplete or outside of the substitute's area of expertise. Some helpful strategies for presenting lesson plans include: • Brainstorming • K-W-L • Questioning • Concept mapping • Cooperative learning • Audio-visual materials

**The Professional Substitute Teacher:**

**Being a professional substitute teacher is a full-time job. Substitute teachers demonstrate professionalism in attitude, conduct, dress, and presentation. This is shown... • At home • Prior to entering the classroom • In the classroom • Throughout the day • At the end of the day.**

**Special Education Implications:**

**Over five million of our nation's children have been identified as having a specific weakness such as a learning disability, mental retardation, autism, or emotional disturbance that necessitates some type of special instruction. Substitute teachers, who work in special education settings, have the opportunity to improve the lives of children with disabilities.**

**Special Education Implications**

**In addition to classroom management skills and teaching strategies, substitute teachers working with children who have disabilities should: • Have an attitude of respect • Work with paraprofessionals • Be familiar with special education terms and laws • Continue instruction left**

## **Corrigan-Camden Independent School District 2022-2023**

**by the permanent teacher • Adapt lessons and activities • Know the students and meet all their needs.**

**The substitute teacher may encounter a variety of challenges during the course of a typical day. Prior to a teaching assignment, the substitute teacher should know... • Safe-schools policies/CCISD Emergency Operations Procedures • Legal aspects of the job • Child abuse reporting policies • Sexual harassment policies • Gifted and talented student programs • Multiculturalism dynamics • Alternative learning styles**

### **Fill-in Activities:**

**Substitute teachers are frequently faced with situations requiring them to fill unexpected time in the classroom. The effective use of fill-in activities allows the substitute teacher to maintain discipline and order in the classroom.**

**Fill-in activities are identified within the following categories... • Five-minute fillers • Early finishers • Short activities**

### **Resources provided by CCISD for Substitute Teachers:**

**Sub Pack • Classroom supplies • Rewards/motivators • Personal and professional items • Activity materials Websites Magazines Books Videos**

**As a Corrigan-Camden ISD substitute teacher, YOU make a difference!**

**I AM BULLDOG  
NATION!**

# **Corrigan-Camden Independent School District 2022-2023**

## **Responsibilities of the Principal to the Substitute**

- Inform the substitute as to where and how to sign in and out
- Direct the substitute to the teacher's classroom and locate lesson plans, grade book, and supplies (including keys) needed for the day
- Provide the substitute with a schedule of school activities for the day. Schedule should include beginning and ending time periods and lunchtime
  - Show the substitute how to report absences and tardiness; what to do in case of a fire drill, alert, or the like; how to use the intercom for emergencies
- Advise the substitute of the location and availability of rest room facilities, lunchroom services, teacher workroom/ lounge, and areas of special duties. (A map of the campus is most helpful)
- Advise the substitute as to whom to contact if assistance is needed. Review with the substitute the procedure for handling discipline cases
  - Discuss with the substitute any students with unusual guidance or discipline problems with whom he/she may be working
  - Visit the class to see everything is operating satisfactorily
  - Create an attitude of helpfulness, understanding, and respect toward the substitute teacher
- Provide a telephone number to be used after school hours in case of emergency, if the substitute is to return the next day

## **Responsibilities of the Substitute**

Provide a daily lesson plan book along with the following: General Responsibilities:

- Arrive promptly at the assigned time and location in order to assemble materials needed for the day and to receive necessary directions and instructions regarding classroom assignments and responsibilities.
- Report directly to the principal or designee giving name, assignment, and the name of the teacher you are substituting for.
  - Report to the office to sign in for the day.
- Before leaving school, report to the office to sign out, and inquire whether to return the following day.
  - Check the regular teacher's mailbox for notices or communications.
  - Perform any special duties the classroom teacher or aide may have.
  - Prevent students from leaving the room unless it is absolutely necessary.
- Check the class role at the time and in the manner designated by the building principal. Names, dates of absences, and tardies should be listed as instructed.
  - Let the principal know if a student needs medication. Only authorized district employees may administer medication.
- Notify the principal or designee before leaving the campus of any serious problems experienced during the day. This provides protection for the substitute, the school, and the district.
  - Attend in-service workshops conducted by the district for substitutes.

# **Corrigan-Camden Independent School District 2022-2023**

## **Responsibilities of the Classroom Teacher to the Substitute**

- Complete, legible lesson plan instructions indicating titles of books and pages to be covered.
  - Location of materials, supplies, and books.
- Any special instructions concerning the manner in which assignments are to be conducted.
  - Alternate lesson plans that substitute could use in an emergency.
- Classroom rules of conduct. • Schedule of the day with names of students who should be in attendance.
- Names of students who have permission to leave class during the day. The list should include the time of day they should be excused from class as well as the time they should return.
  - Names of reliable students who can be of assistance during the day.
- Name and location of a neighboring teacher or department chair that can be of assistance.
  - A copy of the campus faculty handbook or the following items:
    - Class period schedule and/or bell schedule
    - Method of pupil accounting • Seating charts, if practical
  - Information and instructions concerning the procedure for fire and disaster drills
    - Answer key for student assessments, test, etc., when needed.
- Additional information or assistance to the substitute by telephone, unless the nature of the absence makes it impractical.
- Notify the person in charge of calling substitutes in your building before 2:00 p.m. of the day prior to intent to return. This practice will enable the substitute to know before the end of the school day whether or not to return the following day.
  - Instruct the class to instill an atmosphere of goodwill, courtesy, respect, and cooperation toward a substitute teacher.
- Never criticize or express dissatisfaction with the work of the substitute in the presence of students. If, however, the substitute's work deserves criticism or involves the welfare of the school, such objection should be registered with the principal on an objective, professional basis.

## **Professional Ethics of the Substitute Teacher**

- Assume the same responsibilities as a regular teacher for students, equipment, and other assigned materials.
- Follow as closely as practical, the lesson plans provided by the teacher and maintain the regular routine of the class.
- Do not grade written assignments unless otherwise directed by the regular classroom teacher. Assignments should be left for the regular teacher to review and record. DO NOT WRITE IN THE TEACHER'S GRADE BOOK OR OTHER BOOKS OF RECORD. Homework should be assigned only if the regular teacher requests it as part of the lesson.
  - Leave a summary of work covered in each class and other information pertinent to the teacher. Visit with the principal concerning the advisability of contacting the regular teacher should the substitute assignment be for more than one day.

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- Maintain a level of discipline in the classroom, which is conducive to good learning. Firm and fair treatment of all students, combined with explicit explanations and directions will prevent many disciplinary problems. UNDER NO CIRCUMSTANCES SHOULD THE SUBSTITUTE ADMINISTER CORPORAL PUNISHMENT.
- Notify a neighboring teacher if assistance is needed from the principal's office. The neighboring teacher will observe the class during the time you are away. At no time should a class be unattended.
  - Document information on any student(s) who failed to follow classroom rules of conduct and/or failed to complete work assigned.
  - In cases of long-term assignments parent conferences may be helpful. However, substitutes must always consult with the Principal before arranging those parent conferences.

## Professional Ethics of the Substitute Teacher

The substitute is on the same professional level as the regular classroom teacher and should remain conscientious toward responsibilities.

The substitute shall endeavor to be cooperative and cheerful when beginning each assignment.

The substitute shall recognize the importance of the position of substitute teacher within the total education program.

Extreme discretion should be used in expressing personal opinions or reactions about what is seen and heard in the classroom and/or around the school.

When serving in an assignment, the substitute must remember that substituting is a position of public trust. Confidential information concerning individual students MUST NOT BE DISCUSSED.

Adaptability to each unique situation is a necessary characteristic of the substitute teacher.

Criticism and/or comparisons of individual campuses and teachers should be **avoided**. This practice creates negative attitudes toward the public school system.

The substitute should endeavor to exhibit a positive role in school and public relations.

**Senate Bill I:CH 38; Section 38.005 No tobacco products are allowed on school property. There are no designated smoking areas. Nor will smoking be allowed in parked vehicles while on school property**

# Corrigan-Camden Independent School District 2022-2023



## Notice to Employees

### Retirement System (TRS) of Texas after January 1, 2011

## Who Are Retired in the Teacher

When you choose to return to work, as an employee in the Corrigan-Camden Independent School District, it may affect the status of your annuity with TRS. Corrigan-Camden ISD provides this information for guidance only and any questions should be directed to TRS.

### Definition of Substitute

TRS states that a substitute is a person who serves on a temporary basis in the place of a current employee and that the substitutes pay does not exceed the rate of pay for substitute work established by the employer. There is no limit on the number of days a TRS retiree can serve as a substitute, although disabled retirees continue to be limited to 90 days of substitute service without loss of benefits.

### Definition of Vacancy

If a retiree is serving in a vacant position (no other person currently holds the position), the retiree is not a “substitute” for TRS return-to-work purposes. Vacancy positions can also include tutoring, testing or extra help. **If the position is vacant, different considerations apply. If a retiree is asked to serve in a vacant position, the retiree cannot be reported to TRS as a substitute. The retiree must be reported either as a one-half time employee or as a full-time employee.**

If a retiree has worked previously in the same school year in a substitute position, the work must be limited to one-half time to avoid loss of any annuity. To be reported as one-half time, the combination of the number of days of substitute service and the number of days of work on a one-half time basis (or VACANCY), in the same calendar month cannot exceed the number of days available that month for work on a one-half time basis. Work for any part of a day as a substitute or on a half-time basis will count as a full day.

### Combined One-Half Time Employment and Substitute Service

The combination of the number of days of substitute service and days of work on a one-half time basis in the same calendar month cannot exceed the number of days available that month for work on a one-half time basis. Work for any part of a day as a substitute or on a half-time basis will count as a full day

### One-Half Time Employment Only

Working one-half time means that the employee does not work more than one-half the time required for the full-time job for that particular month. Any additional duties worked by one-half time employees would be combined with actual time worked and would exceed one-half time. An example would be a 50% employee who also works on tutorials or

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other extra duties. **The two combined must not exceed one-half time to avoid loss of any annuity. Work for any part of a day as a substitute or on a half-time basis will count as a full day.**

Because the number of working days in each month is not always the same, the amount of time available to work may vary from month to month. Please check the payroll schedule for the number of working days in each month.

## Members Should Contact TRS Directly

Although TRS-covered employers are required to withhold TRS member contributions from compensation paid to TRS-eligible employees and submit the deposits and related reports to TRS, TRS reporting entities are not the agents of TRS.

Members should contact TRS toll-free at 1-800-223-878. Counselors trained to respond to member questions will answer the members' questions or will forward the calls to a specialist for assistance. Calls from the reporting entities are answered by TRS staff trained to respond to questions from such entities regarding employment eligible for membership reports, and other issues related to the contributions required from the employer. These different perspectives can result in confusion to the member when responses that are tailored to the needs of the reporting entity are shared with an individual member. If TRS receives a question from a member that requires additional information from the employer, TRS will contact the reporting entity directly to request the information.

## TRS Changes Definition of Substitute for Retirees

Article from TRS website <http://www.trs.state.tx.us/>

Effective September 1, 2016, the definition of substitute is changing for employment after retirement purposes in order to expand your opportunities to substitute. During the April 2016 TRS Board Meeting, the TRS Board of Trustees adopted a change to TRS Administrative Rule 31.1(b) relating to Definitions.

The current rule allows a retiree to substitute without limit in a position held by a current employee – provided the retiree is only working as a substitute. The change in the rule will allow retirees to also serve as a substitute in a vacant position or vacant positions, but for no more than 20 days in each vacant position. Note: If you combine substitute work and any other type of work – you are limited to working no more than one-half the work days in that calendar month.

But there are other requirements that you should know before deciding if you can substitute in a vacant position. This change will not be effective until September 1, 2016. The changes in the definition of a substitute for retirees:

- allow a retiree to serve as a substitute not only in the place of a current employee or a position held by more than one current employee but also in a vacant position for no more than 20 days;
- allow a retiree to serve in more than one vacant position during a school year for up to 20 days in each position;
- prohibit a retiree from serving in a position that was vacated by that retiree, i.e., the retiree cannot substitute in the position the retiree vacated at retirement;
- do not change the requirement that all retirees must observe a one full, calendar month break in all service with a TRS-covered employer after retirement;
- do not change the effect of revoking retirement by working as a substitute during the required one full, calendar month break in service (whether in the place of a current employee or if the position is vacant);
- do not change the requirement that a retiree who retired after January 1, 2011 must have a 12 full, consecutive calendar month break in service from all TRS-covered employers before working full-time (retirees may work as substitutes or as much as one-half time without having a 12 month break in service); and



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- do not change the effect of interrupting the 12 month break in service by working as a substitute, whether the position is held by a current employee or is vacant, and requiring the retiree to begin a new 12 full, consecutive calendar month break in service before full-time employment.

**Example 1:** retiree is hired as a substitute in a position that is vacant: the retiree can work up to 20 days in that position.

**Example 2:** retiree is substituting in a position that is held by a current employee but during the course of that substitute assignment the employee holding that position resigns and the position is now vacant. From the date the position became vacant the retiree can continue to substitute in that position but for no more than 20 days from the date the position became vacant. If the retiree continues to work in that vacant position more than 20 days after it became vacant, the retiree is not considered a substitute and must limit the amount of work for that calendar month to no more than four hours for every work day in that calendar month. If the retiree works in the vacant position more than 20 days and substitutes in other positions (whether vacant or held by a current employee) in the same calendar month, the retiree is considered to be combining work as a substitute and other work and is limited to working no more than one-half of the work days in that calendar month.

**Example 3:** member retires and the position the member retired from is still vacant after the required one full calendar month break in service and the member (now retiree) is asked to substitute in that position. The retiree cannot be considered a substitute while serving in the position that retiree vacated at retirement. If the retiree works in that position, the work must be counted under the exception for one-half time employment and the work in that position cannot exceed more than four hours for every work day in that calendar month. If the retiree combines work as a substitute in another position and work in the position that the retiree vacated, the retiree is considered to be combining substitute and other work and is limited to working no more than one-half the work days in that calendar month.



# **Corrigan-Camden Independent School District 2022-2023**

It is the policy of Corrigan-Camden ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

## **CCISD MAP**

**936-398-2341**

- 1. Corrigan-Camden Elementary School (EE-5<sup>th</sup>), Principal- Paula Martin**
- 2. Corrigan-Camden Junior High School (6<sup>th</sup>-8<sup>th</sup>), Principal- Tina Slaten**
- 3. Corrigan-Camden High School (9<sup>th</sup>-12<sup>th</sup>), Principal- Melissa Rabano**
- 4. Maintenance and Transportation, Director- Jamie Kemper**
- 5. Polk County Special Services Coop, Director- Tracy Cobb**
- 6. HS Football Field /Field House, Athletic Director- Brett Ratliff**
- 7. HS Softball and Baseball Fields**
- 8. Central Office (Located at High School Campus), Richard Cooper, Superintendent**

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